

Sample Agenda

August/September Meeting (Meeting Location/Time)

I. Call to Order (on time, quorum met)

The president stands, raps the gavel once and calls the meeting to order.

“The meeting will please come to order.”

The president will review the meeting's ground rules.

II. Opening Ceremonies

Pledge of Allegiance (if held in public facility).

“_____ will lead us in the Pledge of Allegiance. Will you please rise?”

“Thank you, _____.”

Optional: Inspirational message, song, other.

“_____ will present an inspirational song.”

III. Reading and Approval of Minutes – Action Items

The secretary addresses the chairman and reads the minutes. (Or with the approval of the group, the minutes may be posted, distributed in advance or assigned to a committee of three or more for approval or correction, especially for the last association meeting.)

“The secretary will read the minutes of the ___(date) meeting.”

OR “The minutes are posted at the entrance/were distributed at the door.”

“Are there any corrections?” (Note corrections.)

“The minutes stand approved as read/printed.”

OR “The minutes stand approved as corrected.”

IV. Financial Report. (Treasurer's Report 5.3.3b; Treasurer's Report Sample, Fig. 5-2; Forms, Chapter 9)

No motion is needed for adoption of the reports.

“_____ will present the Treasurer's Report.”

“You have heard the report. Are there any questions?”

“The report will be filed for the audit.”

V. Audit Report (semi-annual) (Audit Report 5.3.3d, 5.8.5; Fig. 5-4 or Forms, Chapter 9) – Action Items

A motion is needed for adoption of this report.

“It has been moved and seconded that the audit report be adopted” Vote.

(Follow the steps of a motion, Parliamentary Procedure 2.1.6.)

Eight Steps to Making a Motion (2.1.7)

A motion to take action is introduced by a member, seconded, discussed, and is voted upon. Only persons who have been members for at least 30 days are legally qualified to make motions, discuss, and vote.

The steps are:

1. Member stands and waits to be recognized.
2. Chairman recognizes the member.
3. The member presents the motion by stating, “I move...”
4. The motion is seconded by another member. This shows that more than one person is interested in bringing the business before the group for discussion.
5. The chairman restates the motion. This ensures all members understand what is to be discussed.

“The motion before you is to..._____. Is there any discussion?”

6. Discussion is held on the motion. During discussion, all members participate fully.

7. The chairman puts the motion to a vote by stating,

“All those in favor say „aye.” (Pause for vote.) “Those opposed say „no.””

8. The chairman announces the result of the vote to assure all members know whether the motion carried or failed.

“Motion is adopted.” or “Motion has failed.”

Additional Parliamentary Procedures

- ✓ Amendments to Motions see Toolkit, Page 37 Section 2.1.8
- ✓ There is no voting by proxy
- ✓ Check your bylaws for the minimum number of qualified voting members that must be present at a meeting to legally conduct business.

VI. Presentation of Bills

Since the approval of the budget does not authorize the expenditure of funds, bills must be presented, and their payment voted upon. Bills should be itemized as to amount, whom to pay, and what payment covers. Any association bills authorized and paid by the executive board must be ratified and recorded in the association minutes. Ratified bills should be itemized as to amount, who was paid, and what the payment covers (Payment Authorization/Request for Reimbursement 5.3.3h; Fig. 5-9 or Forms, Chapter 9).

“The treasurer (or the person assigned) will read the bills.”

The Treasurer (or person assigned) reads the Treasurers report.

Follow Eight Steps to Making a Motion

Member stands and waits to be recognized.

2. Chairman recognizes the member.

3. The member presents the motion by stating,

“I move that we ratify check number ____ through ____ as presented/or attached in/with the Treasurers report”.

4. **The motion is seconded by another member.** This shows that more than one person is interested in bringing the business before the group for discussion.

5. The chairman restates the motion. This ensures all members understand what is to be discussed.

“It has been moved and seconded that we pay the bills. Is there discussion?”

or

“It has been moved and seconded that we ratify payment of bills since last meeting”

6. Discussion is held on the motion. During discussion, all members participate fully.

7. The chairman puts the motion to a vote by stating,

“All those in favor say „aye.” (Pause for vote.) “Those opposed say no.””

8. The chairman announces the result of the vote to assure all members know whether the motion carried or failed.

“Motion is adopted.” or “Motion has failed.”

VII. Reading of Communications

Communications are read by the (corresponding) secretary and may be acted upon as read, if action is required.

“The (corresponding) secretary will read the communications.”

VIII. Report of the Executive Board – Action Items

At association meetings a summary report (not the minutes) is read for the information of the members. Recommendations should be voted on one at a time, the secretary moving the adoption of each one.

1. “The secretary will present the report of the executive board.”

2. “You have heard the recommendations such as a motion

Follow Eight Steps to Making a Motion

3. Approval of fundraising Activities (Standards for PTA Fundraising 5.5.8)."

Follow Eight Steps to Making a Motion

4. Approval for the president and one additional elected officer to sign the following contract..."
(Contracts 5.1.6).

Follow Eight Steps to Making a Motion

"The Treasurer will now present the Budget to you for adoption"

Follow Eight Steps to Making a Motion

5. Approval of the budget (Approving the Budget 5.5.4; Budget Sample, Fig. 5-1 or Forms, Chapter 9)."

A second is not required when a motion comes from a committee/board.

IX. Reports of Committees

(Officers and chairmen, including the principal, faculty representatives, and student representatives on the secondary level) Bylaw Committee, Library Committee – Action Item, Convention Committee, Fundraising Committee – Action Item. President calls for the report of the committee. The person making the report moves the adoption of any recommendations.

"_____ will present the report of the _____ committee."

"Are there any questions regarding the report?"

"If not, the report will be filed," or

"You have heard the recommendation such as a motion to release funds

up to the budgeted amount for programs through the next meeting." (Preliminary Planning, 7.3.1)

Follow Eight Steps to Making a Motion

X. Unfinished Business

The president presents each item of unfinished business as indicated in the minutes. He/she should not ask "Is there any unfinished business?"

"The first item of unfinished business is _____."

XI. New Business

A motion is necessary before discussion and vote on any new business. All proposed business to be considered at the meeting must have been properly noticed to be acted upon. (See bylaws.)

"The first item of new business is _____."

XII. Program (optional)

The president introduces the chairman to present the program.

"_____ will present the program."

"Madame/Mister President, this concludes the program."

XIII. Announcements

Date of the next meeting and important activities should be announced. If there is a social time following the meeting, this should be announced.

"The next meeting will be _____."

"Please join us for refreshments."

XIV. Adjournment

No motion is necessary to adjourn. President raps the gavel once.

"The meeting is adjourned."

A newly elected president may want to write everything out in detail. Check off each item as it is completed and nothing will be forgotten. The presiding officer stands while conducting business and sits (unless unable to be seen by the audience) while others are participating.