

**[YOUR SCHOOL NAME HERE] PTA Open Unit Meeting**  
**DATE TIME PLACE Agenda**

**I. Call to Order**

Rap the gavel once and call the meeting to order  
"The meeting will please come to order."

**II. Approval of Minutes (last open unit meeting date)**

"[Secretary's name here], our Secretary, has posted the minutes of the [last Association meeting date here] Association Meeting for your review. Are there any corrections?"  
"The minutes stand approved as read/corrected."

**III. Treasurer's Report**

"[Treasurer's name here], the Treasurer, will present the Treasurer's Report."  
[Treasurer stands and gives report]  
"You have heard the report of the Treasurer. Are there any questions?"

**IV. Presentation of the Bills**

"[Treasurer's name here] has posted the bills."  
*Treasurer says, "I move to ratify these expenditures." [Second]*  
"It has been moved and seconded that we ratify these expenditures. Is there any discussion?"  
All those in favor of the motion to ratify the expenditures say 'Aye'; all those opposed say, 'No.'

**V. Auditor's Report**

The next item of business is to approve the [end of year/midyear audit for year XXXX]. Our Auditor, [Auditor's name here], has posted the audit for your full review and will now present his/her report. The Auditor stands and says, *"I have examined the financial records of the Sunset Hills PTA and find them to be correct."*  
*"I move to ratify this report." [Second]*  
"All those in favor of ratifying this audit report say 'Aye,' opposed, 'No.' Motion carries, thank you, [Auditor's name here]."

**VI. Approval of Budget**

"[Treasurer name here] has posted the budget for the 2010-2011 school year."

*Treasurer rises and says, "I move to approve the budget for the [XXXX-XXXX] school year." [Second]*

"It has been moved and seconded to approve the budget for the next school year up until the next Association meeting. All those in favor say 'Aye,' those opposed say, 'No.' The motion carries."

#### **VII. Release of Funds**

*Treasurer moves, "I move to release the funds necessary to fulfill our budget up until the next Association meeting." [Second]*

"All those in favor to release the funds to pay our bills up until the next Association meeting say 'Aye,' those opposed say, 'No.' Motion carries. Thank you, [Treasurer's name here]."

#### **VIII. Approval of Programs and Goals**

[Done only once per school year, at August meeting.]

"The next item of business is to approve the programs and goals for the [XXXX] school year. They have been posted on the doors of the multipurpose room for your review. Any discussion?"

"I need a motion to approve our programs and goals for this school year." [Second]

"All those in favor of approving our programs and goals say 'Aye,' opposed, 'No.' Motion carries. Thank you."

#### **IX. Presentation/Election of Nominating Committee/New Officers**

[this will depend on whether or not the OU meeting is in August or April]

##### **AUGUST:**

"The next item of business is the presentation of our officers for the [XXXX] school year.

"Will the following officers please stand to be presented:

[name here]--1<sup>st</sup> VP Ways and Means

[name here]--2<sup>nd</sup> VP Membership

[name here]--3<sup>rd</sup> VP Volunteers

[name here]--4<sup>th</sup> VP Programs

[name here]--Secretary

[name here]--Treasurer

[name here]--Financial Secretary

[name here]--Auditor

[name here]--Historian  
[name here]--Parliamentarian

"These are your elected and appointed officers of the Executive Committee. Thank you, you may all be seated."

**FEBRUARY:**

"The Parliamentarian will now read from the bylaws on electing this year's nominating committee:"

*[Parliamentarian reads]*

"We will now present our nominating committee for election:"

*[names read]*

"Are there any other nominations from the floor? Hearing none, the following are to be nominated to this year's nominating committee:

*[read names again]*

Parliamentarian moves to elect the aforementioned to nominating committee, plus two alternatives.

"All those in favor, say 'Aye,' those opposed, 'No.' Motion carries."

**APRIL:**

"The next item of business is the election of officers. Our Parliamentarian, [name here], will now read Article V, Sections 3 & 5 of the bylaws pertaining to nominations and elections."

*(Parliamentarian reads)*

"[name here], chair of the nominating committee, will read the report."  
[name here] *states the slate, asking each one to stand.*

"Thank you to the nominating committee, [names here]."

"The bylaws state that where there is one nominee for an office, the ballot may be dispensed with and the election held by voice vote. Are there any objections to this procedure?"

"Hearing none, the following are presented for election:  
[name here]--President

[name here]--1<sup>st</sup> VP Ways and Means  
[name here]--2<sup>nd</sup> VP Membership  
[name here]--3<sup>rd</sup> VP Volunteers  
[name here]--4<sup>th</sup> VP Programs  
[name here]--Secretary  
[name here]--Treasurer  
[name here]--Financial Secretary  
[name here]--Auditor  
[name here]--Historian.

All those in favor of electing the nominees say 'Aye'; those opposed say 'Nay.'  
The motion carries."

"Congratulations to you all."

**X. New Business**

"Is there any new business to come before the board?"

**XI. Announcements**

"Are there any new announcements?"

**XII. Adjournment**

"Is there any further business to come before this meeting? The meeting is adjourned."