



**SAMPLE PTA AGENDA – WITH MOTIONS AND PHRASES TO USE**

<u>[Name of Your Unit – PTA Association Meeting]</u> <u>[Meeting Date, Time, Location]</u>	
<b>CALL TO ORDER</b> ○ Call meeting to order ○ Start on time with quorum met	<ul style="list-style-type: none"> <li>• “The meeting will please come to order.”</li> </ul>
<b>OPENING CEREMONIES</b> ○ Pledge of Allegiance	<ul style="list-style-type: none"> <li>• “_____ will lead us in the Pledge of Allegiance. Please stand.”</li> </ul>
<b>APPROVAL OF MINUTES</b> ○ Distribute Minutes before meeting or post at meeting ○ No motion needed	<ul style="list-style-type: none"> <li>• “The Minutes of the meeting on _____ [date] were distributed/ posted. Are there any corrections?”</li> <li>• “The minutes are approved as presented.” OR “The minutes are approved as corrected.”</li> </ul>
<b>FINANCIAL REPORTS</b> ○ Treasurer’s Report ○ No motion needed	<ul style="list-style-type: none"> <li>• “_____ will present the treasurer’s report.”</li> <li>• “You have heard the report of the treasurer. Any questions?”</li> <li>• “The treasurer’s report will be filed for audit.”</li> </ul>
<b>AUDIT REPORT</b> ○ Presented semi-annually ○ Motion to adopt	<ul style="list-style-type: none"> <li>• “_____ will present the auditor’s report.”</li> <li>• “You have heard the report of the auditor. Any questions?” [MOTION TO ADOPT]</li> <li>• “It has been moved and seconded that the audit report be adopted.” [Follow steps for a motion]</li> </ul>
<b>PRESENTATION OF BILLS</b> ○ Motion to pay bills	<ul style="list-style-type: none"> <li>• “The treasurer will read the bills.” [MOTION TO ADOPT]</li> <li>• “It has been moved and seconded that the bills be paid.” [Follow steps for a motion]</li> </ul>
<b>EXECUTIVE BOARD REPORT</b> ○ Summary of board actions and recommendations ○ Motion to approve each recommendation	<ul style="list-style-type: none"> <li>• “The secretary will present the executive board report.” [MOTION(S) TO ADOPT – For each recommendation e.g. to approve programs, budget, calendar, fundraising, signed contracts]</li> <li>• “Since the motion comes from the board, a second is not needed. It has been moved that ....” [Follow steps for a motion]</li> </ul>
<b>COMMITTEE REPORTS</b> ○ Motion to approve each recommendation ○ Include reports from principal, teacher representative and student representative	<ul style="list-style-type: none"> <li>• “_____ will present the report of the _____ committee.”</li> <li>• “Thank you. Are there any questions?”</li> <li>• [IF NO MOTIONS] “The report will be filed.” OR [MOTION TO ADOPT]</li> <li>• “Since the motion comes from a committee, a second is not required. It has been moved that ...” [Follow steps for a motion]</li> </ul>
<b>UNFINISHED BUSINESS</b> ○ President presents items from last meeting’s Minutes	<ul style="list-style-type: none"> <li>• “The first item of unfinished business is _____.”</li> </ul>
<b>NEW BUSINESS</b> ○ Motion needed on action item before discussion and vote	<ul style="list-style-type: none"> <li>• “The first item of new business is _____.” [IF ACTION ITEM, MOTION TO ADOPT]</li> <li>• “Is there a second? It has been moved and seconded that ....” [Follow steps for a motion]</li> </ul>
<b>PROGRAM (Optional)</b> ○ Introduce program presenter	<ul style="list-style-type: none"> <li>• “_____ will present the program.”</li> </ul>
<b>ANNOUNCEMENTS</b> ○ Include dates for upcoming meetings and activities	<ul style="list-style-type: none"> <li>• “The next meeting is scheduled for _____.”</li> <li>• “Thank you for joining us.”</li> </ul>
<b>ADJOURNMENT</b> ○ No motion needed	<ul style="list-style-type: none"> <li>• “The meeting is adjourned.”</li> </ul>

**Fig. R-2 Sample Agenda and Meeting Planner**