National PTA

everychild.onevoice.®

Meeting Script – General Membership Meeting Agenda

The following is an agenda outline and chair's script for working the agenda.

Call To Order

The president raps gavel once and calls the meeting to order on time.

"The meeting will please come to order."

Opening Ceremony (optional)

Invocation, PTA prayer, inspirational excerpt, pledge, etc.

Roll Call

If a general membership meeting, have a sign-in sheet. The secretary should check to make sure there is a quorum.
The president asks the secretary to take roll and if there is a quorum.

"Please take roll" or "Please sign-in."
"Is there a quorum?"

Reading and Approval Of Minutes

The president asks for approval of the minutes. The president asks for corrections to minutes.

"The minutes were posted (distributed) for your review. Are there any corrections or additions to the minutes?"

If there are no corrections,

"The minutes stand approved."

If there are corrections, and no objections to the corrections,

"Are there any objections to making the presented correction? The minutes stand approved as corrected."

If there are objections to the corrections, you would need a majority vote to change the minutes.
(No motion is needed)

"If there are no further corrections, the minutes stand approved as corrected."

Treasurer's Report

No motion is needed for adoption of the treasurer's report, unless it is an audit report. The treasurer reads the report. The president asks for questions.

"We will have the treasurer's report. Are there any questions?" "If not, the report will be filed for audit."

Meeting Script – General Membership Meeting Agenda adapted from NJ PTA., 2011-2013 President's Guidebook. 4/13

Correspondence

Correspondence is summarized (unless it is brief or someone requests that the entire letter be read). Letters requiring action are left for the chair's report or for new business. The president asks the corresponding secretary to read the correspondence.

"Is there any correspondence?"

Committee Reports

Minutes from an Executive Committee/Board do not need to be read in their entirety, just a brief report of business transacted may be read.

"We shall now hear the executive committee/board report by the secretary." *"You have heard the recommendations of the executive committee/board. What is your pleasure?"* (Stop for motion.

Standing Committees

Chairs of standing committees making reports should be contacted before the meeting. These reports should be brief. No motion is needed for adoption of reports unless recommendations for the association call for action. Motion to adopt is usually made by the committee chair. It needs no second since it is a committee report.

"We will hear the report of the _____ Committee given by the chair." "Are there any questions or discussions in regard to the committee report? If not, the report will be filed." (Express appreciation for work.) *"_____ Committee moves that the association _____."* (Follow steps of a motion.)

Special Committees

Report(s) can be in progress or final report(s). (Special committees are automatically dissolved when their work is done and the final report is filed.) If action is necessary, the committee chair should make a motion.

"We shall have the report of the _____ special committee chair." "Are there any questions?

Unfinished Business

Minutes of the previous meeting will show if any business was postponed. The secretary prepares a list of items pending.

"Is there any unfinished business?"

New Business

Chair or members may bring new matters of business before the association for consideration. A motion is necessary before discussion and vote.

"New business is now in order. Is there any new business?"

Announcements

Date of next meeting(s).   *"Are there any announcements?"*

Program

The president introduces the program chair who presents the program and thanks participants. If it is felt that no action will be necessary from the association, the meeting may be adjourned before the program section.

Adjournment

No motion is necessary for adjournment. The meeting may be adjourned by general consent.   *"If there is no further business (*pause*), the meeting will stand adjourned.* (With one tap of the gavel.)