

Lake Elsinore Council PTSA

Sample Planning Agenda + Scripting

(Date of Meeting)

(Meeting Location/Time)

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

The president calls the meeting to order after verifying quorum was met with the parliamentarian.

"The meeting will please come to order."

The president will review the meeting's ground rules, if needed.

II. Reading and Approval of Minutes – Action Items

The secretary addresses the chairman and shares 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."

III. Financial Report (Treasurer's Report)

No motion is needed for the 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 financial review."

IV. Financial Review Report– Action Items

(semi-annual for elementary/K-8, annual for MS/HS) ([Financial Review](#))

A motion is needed for adoption of this report after it has been presented to the association.

"It has been moved and seconded that the financial review report be adopted" Vote.

(Follow the steps of a motion, [Parliamentary Procedure](#))

V. Presentation of Bills

Since the approval of the budget does not authorize the expenditure of funds, bills must be presented, and their payment is 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](#)).

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

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

"It has been moved and seconded that we ratify payment of bills since last meeting" Vote.

"It has been moved to authorize the Executive board to pay the necessary Summer bills up to the budgeted amounts." Vote.

(Follow the steps of a motion, [Parliamentary Procedures](#))

VI. 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.

"The secretary will present the report of the executive board."

"You have heard the recommendations such as a motion to approve proposed programs ([Preliminary Planning](#));"

to approve the budget ([Approving the Budget](#); [Budget Sample](#))."

to approve fundraising activities (Standards for PTA Fundraising)

"for the president and one additional elected officer to sign the following contract..." ([Contracts](#))

(Follow the steps of a motion, [Parliamentary Procedure](#))

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

VII. Reports of Committees – Action Items

Officers and chairmen, including the principal, faculty representatives, and student representatives on the secondary level such as Bylaw Committee, Library Committee, Convention Committee, Fundraising Committee

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](#)):"

(Follow the steps of a motion. [Parliamentary Procedure](#).) Vote(s).

VIII. 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 _____." Report of school district acceptance of donated funds, goods, or materials.

IX. 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 _____."

X. Programs, Speakers, or Presentations (optional)

The president introduces the chairman to present the program or speaker. This can be moved to the front of your meeting, if necessary.

"_____ will present the program."

"This concludes the program."

XI. Announcements

The date of the next meeting and important activities should be announced. If there is something immediately following the meeting or if the space needs to be vacated by a certain time, that should be announced prior to adjournment.

"The next meeting will be _____."

"Please join us for refreshments."

"Please note we do need to vacate the room by 8pm."

XII. Adjournment

No motion is necessary to adjourn.

"The meeting is adjourned at X time."

This agenda scripting is designed to be a guide only and is adaptable to meet the needs of the unit. This scripting may be useful for new presidents or board members and can be utilized to help keep yourself on track. As a reminder, the president does not make motions.

Modified from CAPTA's website:

<https://toolkit.capta.org/running-your-pta/meetings/sample-agenda/>

National PTA's Roberts Rules of Basic Order:

<https://www.pta.org/docs/default-source/files/training/course-tools/president/english/roberts-rules-of-order-basics>