

GENERAL MEMBERSHIP VOTING MINUTES

Instructions: Click File, then "Download" or "Make a copy." Select the item(s) voted on, complete the quorum information, complete the section for the voting method used (Electronic, In-Person, or Hybrid), and delete the unused sections. Update text for your specific unit. Attach any relevant documents (e.g., budget) as needed.

Name of PTA Unit:

Date Voting Concluded: Date

ITEM / ACTION VOTED ON

- ☐ **Proposed PTA Bylaws** (requires two-thirds of the vote. All others require a majority)
- ☐ **Annual Operating Budget for dates:**
- ☐ **Nominating Committee for 20__-20__**
Nominees: Names; Alternates: Names
- ☐ **Officer Election Slate for 20__-20__**
President:
Vice President:
Secretary:
Treasurer:
Other: [Include names and titles]
- ☐ **Other General Membership Business:** [Describe]

QUORUM VERIFICATION

Total Paid Members at Time Vote Initiated: #

Quorum Required (10% of total paid members): #

Total Members Voting: #

Quorum Achieved? [] Yes [] No (Must achieve quorum for vote to be valid)

ELECTRONIC VOTING RECORD

1. **Notice:** On Date , notice detailing the proposed action(s) was distributed to all PTA members at least 15 days prior to the vote. Members were instructed to submit any questions to the PTA President or Secretary by Date .
2. **Voting Period:** On Date , all PTA members in Givebacks received a digital link to vote Yes/No to approve the above action(s) with a voting deadline of Date . A summary of member questions, comments, and proposed amendments submitted during the review period was provided with the ballot (excluding any requested to be kept confidential).

Metric	Count
Total Ballots Cast	#
Yes Votes	#
No Votes	#

With a **majority/two-thirds** affirmative vote, the motion to approve the actions selected above **passed / failed**.

Submitted by: **Name**

Position:

Date: **Date**

IN-PERSON VOTING RECORD

1. **Notice:** On **Date**, notice detailing the proposed action(s) was distributed to all PTA members at least 15 days prior to the meeting.
2. **Meeting & Vote:** On **Date**, a general membership meeting was held. Members were asked to vote Yes/No (by voice or ballot) to approve the above action(s).

Metric	Count
Total Ballots Cast	#
Yes Votes	#
No Votes	#

With a **majority/two-thirds** affirmative vote, the motion to approve the actions selected above **passed / failed**.

Submitted by: **Name**

Position:

Date: **Date**

HYBRID VOTING RECORD

1. **Notice:** On **Date**, notice detailing the proposed action(s) was distributed to all PTA members at least 15 days prior to the meeting. Members were instructed to submit any questions to the PTA President or Secretary prior to **Date**.
2. **In-Person Session:** On **Date**, a general membership meeting was held. Members present voted Yes/No by voice or ballot. The Secretary recorded [###] Yes votes and [###] No votes.
3. **Electronic Session:** On **Date**, all PTA members in Givebacks who were not present at the in-person meeting received a digital link to vote Yes/No to approve the above action(s), with a voting deadline of

 **Date** . A summary of member questions, comments, and proposed amendments submitted during the review period was provided with the ballot (excluding any requested to be kept confidential). The PTA Secretary verified voter names against the membership roster and meeting check-in list to ensure no duplicate votes were cast. Online voting resulted in [###] Yes votes and [###] No votes.

Metric	Count
Total Ballots Cast	#
Yes Votes	#
No Votes	#

With a **majority/two-thirds** affirmative vote, the motion to approve the actions selected above **passed / failed**.

Submitted by: **Name**

Position:

Date:  **Date**