



Agenda

Your meeting agenda should outline the specific items to be discussed, the person responsible for leading each agenda item, and any supporting information to be reviewed.

Order of Agenda:

- Call to Order
- Introductions, Welcome, Pledge
- Minutes
- Treasurer's Report
- Officers and Standing Committee Chair Reports
- Special Committee Reports and/or Special Orders
- Unfinished Business
- New Business
 - Audit
 - Budget Adoption
 - Other, as needed
- Announcements
- Adjourn

Sample Script for First General Membership Meeting

Call to Order & Welcome

President: I will now call this meeting to order. The time is ____ am/pm. We also do/do not have a quorum today with which we can conduct business. *(Be sure this is true before you state it!)*

Welcome to the first of our PTA's General Membership Meetings for the 2025-26 school year. We hope that the school year has begun successfully for you and your families.

Please stand for the **Pledge of Allegiance** (may need to introduce the scout troop or other presenter of the colors)

Welcome/Introductions

I'd like to introduce our Executive Committee (have them stand and introduce each of them by name)

Recognition of Special Guests (if applicable)

We are honored to be joined this evening by several special guests:

Minutes (these are posted somewhere for attendees to see)

President: Our secretary , _____, will now present the minutes from our last general membership meeting.

Secretary: The minutes from the last general meeting held on _____ were sent out on _____ /are being shared by _____ on the screen.

President: Are there any corrections?

[If no corrections, say] The minutes are approved as presented.

[If corrections, then say] Is there any objection to making the correction?
Are there further corrections?

[If none, say] The minutes are approved as corrected.

OR - *(If there was a minute teller committee appointed at the last general meeting of the year for 24-25)*

Secretary: We do not have minutes to report as this is our 1st General Meeting of the year and the last general meeting from the 24-25 year had a Minute Teller Committee appointed and the minutes were approved last year.

President's Report: (president may use this time to recap goals/mission of PTA. Report any awards or other recognition received, highlight successful programs, etc.)

Treasurer's Report

The chair recognizes the treasurer for the financial report. The treasurer reads the report. A financial report is not optional and must be presented at every meeting. Copies of the report may be distributed to the members before the meeting once membership has been verified or shown on a screen.

President: “_____, treasurer, will now present the financial report.”

Treasurer: Treasurer presents a report and includes the following:
“The beginning balance as of ____ (date) ____ is \$_____, total income is \$_____, total expenses are \$_____, with an ending balance of \$_____, as of ____ (date) ____.”

President: “Thank you, are there any questions? Hearing none, the financial report will be filed for financial reconciliation.”

New Business

President: Our first order of new business is the adoption of our Annual Audit report.

Treasurer: Our PTA Fiscal Year ended 6/30/25 and the audit of the 2024 – 2025 school year was completed over the summer and the books were found to be correct and in good order. I move to adopt the Financial Audit report.

President: It has been moved that the “audit report of the 2024-2025 fiscal year be adopted”. Do I have a second? (need a second from the floor if the motion is not coming from committee) There is a second.

Is there any discussion?

There being no discussion, we will proceed with a vote. I remind everyone that only PTA members can vote on official business.

All in favor signify by saying “Aye”. All those opposed please say “No”. The Ayes have it so the Audit Report has been adopted and will be filed with our permanent financial records.

The second order of new business is the adoption of our budget for the 2025-26 Fiscal Year. I will ask our treasurer _____ to join me again to present the proposed budget for the upcoming year.

Treasurer: (Treasurer presents the proposed budget, speaking to material line items.) On behalf of the Executive Committee /Budget Committee, I move that this budget be adopted as presented.

President: There is a motion on the floor to approve the proposed budget. Since it is coming from the _____ (Executive or Budget Committee), it does not need to be seconded. (if it did not come from the Board or other Committee, then you will need a second)

Is there any discussion?

There being none, we will proceed with a vote. All in favor of adopting the budget as presented, say “Aye”. Those Opposed, say “no”. The Ayes have it and the proposed budget has been adopted.

Is there any additional new business to bring before the membership?

I will now ask our principal, _____, to come and share news and updates with us.

Principal: Thank you for joining us today. I have some exciting news to share with you....

President: Thank you Mr/Ms./Dr. _____. Just a few quick announcements before we adjourn:

We are adjourned. The time is _____am/pm. Thank you very much.