

## ***SAMPLE MINUTES***

### **ABC Elementary PTA Organization Meeting May 1, 2010**

The organization meeting for the new PTA at ABC Elementary School was called to order at 7:00 PM, May 1, 2010, in the multi-purpose room at ABC Elementary by Sue Dean from Third District PTA.. She introduced herself and thanked everyone for coming.

Sue explained that there were three legal steps that needed to occur: 1) a formal vote of approval to organization a PTA at ABC Elementary School, 2) vote to adopt the proposed bylaws for the PTA, and 3) election of new officers for the PTA. Attendees would have the opportunity to become charter members of the PTA.

Sam Smith moved that a PTA be organized at ABC Elementary School.

Motion adopted.

Sue presented highlights of the proposed bylaws and answered questions. Jeremy Jones moved that the proposed PTA bylaws for ABC Elementary PTA be adopted.

Motion adopted.

The slate of officers was presented:

President - \_\_\_\_\_

Vice President - \_\_\_\_\_

Secretary - \_\_\_\_\_

Treasurer - \_\_\_\_\_

Nominations were requested from the floor, but there were none.

Sally Anderson moved to elect the slate of officers as presented.

Motion adopted.

Meeting was adjourned at 7:15 PM.

(signed) Helen White  
Secretary Pro Tem