

Build-a-Script

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
Opening Ceremonies
Introductions
Minutes
Financial Report
Letters or Communications
Executive Board Report

Officers Reports
Standing Committee Reports
Special Committee Reports and/or Special Orders Unfinished Business
New Business
Program
Announcements
Adjourn

Call To Order - (Required at executive board and membership meetings)

The president, as the chair, stands, raps the gavel once (if used), and calls the meeting to order. The president declares whether or not a quorum is present, so both the members are aware and the secretary notes the fact in the minutes. Quorum for the executive board meeting is the majority of filled positions. Quorum for the membership meeting is unique to your PTA and is stated in the bylaws.

PRESIDENT: “The meeting of _____ PTA is called to order at _____. A quorum is present.” If the secretary or the parliamentarian is not present, the chair appoints member(s) to perform those responsibilities for the meeting.

PRESIDENT: “At this time, due to the absence of _____, the (parliamentarian/secretary), the chair would like to appoint _____ as (parliamentarian/secretary) for this meeting.”

Opening Ceremonies - (Optional at executive board or membership meetings)

An invocation pledges to the flags or an inspirational message, poem, or song may be presented. If more than one of these is used, use the rule of “God before country” when determining the order.

(Select the option(s) that works for your meeting)

Option 1 PRESIDENT: “Please welcome _____, who will lead us in the pledge of allegiance.”

Option 2 PRESIDENT: “Please stand for the Pledge of Allegiance of the United States (and Texas).”

Option 3 PRESIDENT: “Please welcome _____, who will share an inspiration with us.”

Introductions - (Optional at executive board or membership meetings)

Begin introductions with special PTA guests in the order of National, State then Council PTA followed by any other special guests such as school district representatives.

PRESIDENT: “At this time the chair would like to welcome _____.”

Explanation of Meeting Technology and Rules (virtual meetings only)

PRESIDENT: “In order to make sure everyone is comfortable with our meeting technology let’s review a few options you may need today throughout the meeting. (Explain how to raise hand, unmute, chat, and any other features you plan to utilize. If using the free version of Zoom, explain your plan should your meeting exceed the 40-minute limit.) During the registration process we verified all email addresses so should we need to conduct

a ballot vote, you should have no issues receiving your ballot using that email. Also during this meeting, we will be following these rules:

- The chair gives the chance to speak to every member who wishes it. Pro and con speakers should be given alternating opportunities to speak, if possible, and all speakers should tactfully be kept to rules of order and to the question.
- Each member has two opportunities to speak to the motion. A member may exercise his or her first opportunity to speak and, then, after every other member has the chance to speak, may speak only once more.
- All statements must be addressed to the chair and not to another member.
- The chair recognizes a member who has not previously spoken to the motion in preference to one who has spoken.
- The chair does not enter into the discussion. Should the president wish to debate, the chair must ask the vice president to preside. He or she does not resume the chair until after the final disposition of the question under discussion. The president may vote when the vote would change the outcome (to make or break a tie) or when the voting is by ballot.
- Debate continues until no one wishes to speak or until someone moves to close debate.
- Members cannot close debate by shouting, "Question." A member must seek recognition and make the motion properly and requires a 2/3 vote to pass."

Minutes - (Required at all executive board and membership meetings)

The chair recognizes the secretary for the reading of the minutes.

The secretary stands and either reads the minutes, announces the draft of the minutes has been distributed, or the chair announces that the minutes were approved by the committee. The chair can either accept a motion to approve the minutes (either as presented or as amended) or use unanimous consent (*If there is no objection, ...*).

For the current meeting, the chair may allow the membership to approve the minutes at the next meeting or appoint a committee to approve the minutes. (Committee approval is recommended when the length of time between meetings causes concern for accuracy.) Minutes are presented at every meeting unless they were previously approved by the committee.

Select the option that works for your meeting:

Option 1 - (Use if first meeting of the year)

PRESIDENT: "Minutes from the annual meeting were approved by the committee. A copy of the minutes is available from the secretary, corrections to the minutes should be referred to the secretary."

Option 2 - (The secretary comes to the podium when introduced by the president and reads the minutes. This is the least preferred option.)

PRESIDENT: "_____, secretary, will now present the minutes from the last meeting.

SECRETARY: (reads minutes)

PRESIDENT: "Thank you; are there any corrections to the minutes? Hearing none, the minutes will be approved as read." Or, if corrections are needed. "The minutes are approved as corrected."

Option 3 - (Use if minutes have been distributed)

PRESIDENT: "The draft of the minutes has been distributed for your review. Does anyone need a copy? Are there any corrections to the minutes? Hearing none, the minutes will be approved as presented." Or, if corrections are needed. "The minutes are approved as corrected."

Option 4 - (Use if a committee is appointed to approve minutes)

PRESIDENT: "The minutes of the prior meeting were approved by the committee on _____. A copy of

the minutes are available from the secretary, corrections to the minutes should be referred to the secretary,”

Minutes for the current meeting: For the current meeting, the chair may allow the membership to approve the minutes at the next meeting or appoint a committee to approve the minutes. If the chair plans to allow membership to approve the minutes at the next meeting nothing needs to be said at the current meeting. (Committee approval is recommended.)

PRESIDENT: “If there is no objection, the chair will appoint a committee to approve the minutes of this meeting. Hearing no objection, the chair appoints _____, _____, and _____.”

Financial Report - (Required at all executive board and membership meetings)

The chair recognizes the treasurer for the financial report.

The treasurer stands, addresses the chair, and 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 or shown on a screen.

The financial report includes (at the least) the beginning balance, total income, total expenditures, and the ending balance. The chair takes questions and then states that the report is filed for financial reconciliation. (All information is recorded in the minutes.)

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

TREASURER: “The beginning balance as of ____ (date) ____ is \$_____, total income is \$_____, total expenses are \$_____, sales tax liability/escrow balance is \$_____, state/national dues liability/escrow balance is \$_____, 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.”

Letters or Communications – (executive board or membership meeting)

The secretary reads any communications received, as requested by the president. Actions are considered if required.

Report of the Executive Board - (membership meeting)

A summary report of what the executive board has been doing is given at every membership meeting and should contain any recommendations being presented and considered separately. The secretary reads a summary report (not the minutes) for the information of the members. The secretary should come to the podium. The secretary moves the adoption of each recommendation individually.

PRESIDENT: “_____, our secretary will give the executive board report.”

SECRETARY: “The executive board met on _____ with a quorum present.....” If a motion comes from the board the person giving the report would say “On behalf of the board of directors, I move that _____.”

PRESIDENT: “The executive board has moved that _____. This comes from the committee so there is no second needed. _____, would you like to speak to your motion?”

Person making the motion should speak to their motion, and then the president will say, “Is there any further discussion? (pause) Are you ready for the question? _____ has moved that _____, all those in favor, say ‘aye.’ ... Any opposed, say ‘no.’” President announced the outcome of the vote, “The motion passed/failed.”

Officers Reports - (executive board and membership meetings)

Before the meeting, the president consults with all executive board members to determine who has a report. At the meeting, the president calls for the report of the officers. The chair need not recognize an officer if there is no report.

A report from an officer may be informational or require action. Reports with information only are read to the voting body and no motion is needed. Those reports requiring action are presented as a motion to the membership. The member presenting the report moves the adoption of the motion. The members will vote to approve either as presented, amended, or rejected.

PRESIDENT: "At this time, _____ will give a report regarding _____."

OFFICER: Reads the report and makes any recommendations. "I move that _____."

PRESIDENT: "_____ has moved that _____, is there a second?"

_____ would you like to speak to your motion?"

The person making the motion will speak to their motion. "Is there any further discussion? Are you ready for the question? _____ has moved that _____, all those in favor, say 'aye.' Any opposed, say 'no.' The motion passed or failed."

Budget Amendments - (executive board or membership meetings) (Used whenever budget amendments are proposed by the treasurer)

PRESIDENT: "_____ will now present the budget amendments."

TREASURER: Each line item should be read, the current amount, the amount of the increase/decrease; then the new amount of the line item. After reading the items state "I move that the budget amendments be approved as presented."

PRESIDENT: "_____ moved that the budget amendments be approved as presented. Is there a second? Is there any discussion? Hearing none, all those in favor, say 'aye.' Any opposed, say 'no.' The motion passed/failed."

Budget Amendments (executive board or membership meeting) (Used whenever budget amendments are proposed by committee or the executive board)

PRESIDENT: "_____, chair of the Budget & Finance Committee will now present the budget amendments."

TREASURER: Each line item should be read, the current amount, the amount of the increase/decrease; then the new amount of the line item. "By direction of the budget & finance committee, I move to approve the budget amendments as presented."

PRESIDENT: "The Budget & Finance Committee has moved to approve the budget amendments as presented. This comes from the committee/the executive board, so no second is needed. Is there any discussion? Hearing none, all those in favor, say 'aye.' Any opposed, say 'no.' The motion passed/failed."

Standing Committee Chair Reports - (executive board and membership meetings)

Before the meeting, the president consults with all executive board members and standing committee chairs to determine who has a report. The chair need not recognize the committee chair if there is no report.

At the meeting, the president calls for the report of the committee, not the chair's report. A report from a committee may be informational or require action, as determined by a majority vote of the committee. Reports with information only are read to the voting body. Those reports requiring action are presented as a motion to the membership (no second required), and the members vote to approve either as presented, amended, or rejected.

The committee chair presenting the report moves the adoption of the motion. If no recommendation is made, no motion is needed.

PRESIDENT: "At this time, _____ will give a report regarding _____."

CHAIR: Reads the report and makes any recommendations. "By direction of the _____ committee, I move that _____."

PRESIDENT: "_____ has moved that _____. This comes from committee so no second is needed. _____, would you like to speak to your motion?"

Person making the motion will speak to their motion. "Is there any further discussion? Hearing none, _____ has moved that _____, all those in favor, say 'aye.' Any opposed,

say 'no.' The motion passed/failed.”

Special Committees and/or Special Orders - (executive board and membership meetings)

The chair calls for the report of the special committees if needed. The reports of special committees follow the same rules as those for standing committees. If no special committees exist, this item of business does not appear on the agenda.

Motions made a “special order” – by a two-thirds vote at an earlier time – are addressed at this point. Also, matters required by the bylaws to be taken up at a specific meeting are in order at this time. (examples of each listed below)

Financial Reconciliation - (membership meeting) (Presented at the first meeting of the year and/or at the first meeting after any financial reconciliation.)

PRESIDENT: “_____, the chair of the financial reconciliation committee will now present the financial reconciliation report.”

CHAIR OF FINANCIAL RECONCILIATION COMMITTEE: The chair should read the financial reconciliation report, after reading the report; they should say “By direction of the financial reconciliation committee, I move to adopt the financial reconciliation report as presented.”

PRESIDENT: “_____ has made a motion to adopt the financial reconciliation report as presented. This comes from the committee so no second is needed. Is there any discussion? All those in favor, say ‘aye.’ Any opposed, say ‘no.’ The motion passed/failed.”

Bylaws Committee

Executive Board meeting:

PRESIDENT: “_____, the chair of the bylaws committee will now present the report of the bylaws committee.”

CHAIR: “The bylaws committee presents the following amendments to the bylaws/standing rules.” The chair should read **each** amendment by stating the Article, Section, and Item Number that is being amended, and then they should read the amendments, and then read the new bylaw/standing rule. “By direction of the Bylaws Committee, I move that the bylaws/standing rule amendments be approved as presented.” The secretary should be given a copy of all the amendments to place in the minutes.

PRESIDENT: “It has been moved that the bylaws/standing rules amendments be approved as presented, this comes from committee so no second is needed, is there any discussion? All those in favor, say ‘aye.’ Any opposed, say ‘no.’ The motion passed/failed.”

Membership meeting: Meeting where 30-day notice to membership is given

PRESIDENT: “_____, the chair of the bylaws committee will now present the report of the bylaws committee.”

CHAIR: “The bylaws committee presents the following amendments to the bylaws/standing rules.” The chair should read **each** amendment by stating the Article, Section, and Item Number that is being amended, and then they should read the amendments, and then read the new bylaw/standing rule.

PRESIDENT: “These amendments have been distributed to the membership and will be voted on at our next membership meeting on _____.”

Membership meeting: Voting on the amendments Use the exact same script as when the amendments were presented to the executive board.

Election of Nominating Committee - (membership meeting)

PRESIDENT: “The next item is the election of the Nominating Committee; our parliamentarian _____ will now read the bylaws regarding the Nominating Committee.”

PARLIAMENTARIAN: The parliamentarian should read directly from the bylaws, Article on Nominations and Elections, Sections regarding nominating committee election.

PRESIDENT: “Thank you. The floor is now open for nominations for members of the

Nominating Committee” The chair should call on anyone who has raised their hands until all nominations have been made. Individuals may nominate themselves. If a member nominates someone else, the chair should ask that person if they will accept the nomination by saying, “_____, you have been nominated as a member of the Nominating Committee. Do you accept this nomination?”

The nominating committee is elected by plurality, so if there are more nominees than are needed for the committee per the bylaws, the president will have ballots distributed to all PTA members in attendance and will appoint a Tellers Committee.

PRESIDENT: “The following members have been nominated for the nominating committee, at this time ballots will be distributed to all members, please write the names of ___ (#) ___ nominees on your ballots, fold in half and hold in the air until a member of the tellers’ committee picks up your ballot. The tellers’ committee will total the ballots.”

While the tellers are counting the votes, if there is no objection, other items of business may be conducted such as announcements, principal’s report, etc.

PRESIDENT: “If there is no objection, we will move to the announcements while we wait for the Tellers’ report.”

Appointment of Teller’s Committee

PRESIDENT: “The chair appoints (name three members), as tellers. _____ will be the head teller. The tellers will distribute a ballot to each member. You are voting on _____. Please write on the ballot either (name) or (name)/yes or no. Fold your ballot one time and hand the ballot to a teller.”

Tellers Committee Report

PRESIDENT: “_____, chair of the Tellers’ Committee is ready to report.” The committee chair comes forward with the written tellers’ report.

CHAIR: “The Tellers’ Committee submits the following report: Number of votes cast: _____, _____ received ___ votes; _____ received ___ votes, etc. Signed _____, _____, _____.”

The committee chair hands the report to the president, gives the tally sheets and sealed ballots to the secretary, and is seated. The president rereads the report to the membership.

PRESIDENT: “The Tellers’ Committee has submitted the following report: Number of votes cast: _____, _____ received ___ votes; _____ received ___ votes, etc. Signed _____, _____, _____. Nominees not elected to the committee shall serve as alternates in the order of number of votes received. The ___ (see bylaws for number of alternates) alternates shall be _____.”

If there are only enough nominees to fill the needed positions, the president declares the nominees to the nominating committee.

PRESIDENT: “Hearing no further nomination, the chair declares (read the names of the nominees) the members of the nominating committee.”

Nominations should then be taken from the floor for alternates to the nominating committee. Each person nominated up to the number required in your bylaws shall serve as an alternate in the order nominated. The president should read the members and alternates of the nominating committee.

PRESIDENT: “The nominating committee will be _____, _____, and _____, with _____, and _____ being alternates to the committee. This committee will meet immediately following our meeting tonight to elect their chair and determine their first meeting date.”

Election of Officers - (membership meeting)

PRESIDENT: “The parliamentarian, _____, will now read the bylaws regarding Officers and their Elections.”

PARLIAMENTARIAN reads: Bylaws Article "Nominations and Elections", "Elections" section

PRESIDENT: “_____, chair of the Nominating Committee, will now present the

report.”

NOMINATING COMMITTEE CHAIR: The Nominating Committee Chair reads the slate of officers. “The Nominating Committee submits the following nominees: for president, _____; for vice president, _____; for secretary, _____; for treasurer, _____, Signed: read the names of all the committee members.”

PRESIDENT: The president re-reads the slate of officers. “Thank you, the nominating committee reports the following nominees: for president, _____; for vice president, _____; for secretary, _____; for treasurer, _____, Signed: read the names of all the committee members.”

PRESIDENT: “The chair will now open the floor for nominations. _____ has been nominated for president. The floor is now open for nominations for president.” Pause and wait for any nominations. If there are NO nominations from the floor, use the following: “Hearing none, the chair declares nominations closed. There being only one nominee, the chair declares _____ elected president.”

If there is a nomination from the floor, use the following:

PRESIDENT: The chair recognizes the person making the nominations. “Yes, would you please state your name and nomination?”

MEMBER: “My name is _____. I would like to nominate _____ for _____.”

PRESIDENT: Ask the nominee “Do you consent to the nomination?” If the nominee is not in attendance ask the person who made the nomination, “Do you have the consent of the nominee?”

NOMINEE: Will give their consent or indicate consent of the nominee.

PRESIDENT: “_____ has been nominated. Are there any further nominations?” Continue until there are no other nominations. “Hearing no other nominations, the chair declares the nominations closed. The tellers will distribute a ballot to each member. Please write on the ballot either _____ or _____.”

Fold your ballot one time and hand the ballot to the members of the tellers’ committee. If there is no objection, while the tellers’ committee is counting the ballots, the Chair will continue with the other business/announcements.” (You cannot continue with elections as the person not selected as president may want to run for another position).

PRESIDENT: “_____, chair of the Tellers’ Committee is ready to report.” The committee chair comes forward with the written tellers’ report.

CHAIR: “The Tellers’ Committee submits the following report: Number of votes cast: _____, _____ received ___ votes; _____ received ___ votes, etc. Signed _____.”

The committee chair hands the report to the president, gives the tally sheets and sealed ballots to the secretary, and is seated. The president rereads the report to the membership.

PRESIDENT: “The Tellers’ Committee submits the following report: Number of votes cast: _____, _____ received ___ votes; _____ received ___ votes, etc.

Signed _____, _____, _____. _____ has been elected as president.

Repeat this process for each officer position:

PRESIDENT: “_____ has been nominated for first vice president. The floor is now open for nominations for first vice president. Hearing none, the chair declares nominations closed. There being only one nominee, the chair declares _____ elected first vice president.

_____ has been nominated for second vice president. The floor is now open for nominations for second vice president. Hearing none, the chair declares nominations closed. There being only one nominee, the chair declares _____ elected second vice president.

_____ has been nominated for secretary. The floor is now open for nominations for secretary. Hearing none, the chair declares nominations closed. There being only one nominee, the chair declares _____ elected secretary.

_____ has been nominated for treasurer. The floor is now open for nominations for treasurer. Hearing none, the chair declares nominations closed. There being only one nominee, the chair declares _____ elected treasurer.”

PRESIDENT: “At this time, I would like to introduce the officers of the _____ PTA for the 20__-20__ school year.”

Unfinished Business - (executive board and membership meetings)

The chair announces (but does not call for) business under this item. Unfinished business consists of business left unfinished at the previous meeting or business postponed to this meeting (if the group meets at least quarterly). Minutes of the previous meeting will indicate any unfinished business. If there is no unfinished business, the chair simply states “there is no unfinished business.”

New Business - (executive board or membership meetings)

The chair calls for new business. Members may bring any new business before the membership (if it is within the scope of the membership). A motion is necessary to introduce new items of business. (Tax-free Days and Approval of Budget examples below)

Tax-Free Days - (executive board or membership) (Tax-free days must be stated in the minutes.)

PRESIDENT: “_____ will now present the tax-free days for this school year.”

EXECUTIVE BOARD MEMBER: “I move that _____ PTA hold tax free days on _____(date)_____ and _____(date)_____.”

PRESIDENT: “_____ has moved that the _____ PTA hold tax free days on _____(date)_____ and _____(date)_____. Is there any discussion? Hearing none, all those in favor, say ‘aye.’ Any opposed, say ‘no.’ The motion passed/failed.”

Approval of Budget - (membership meeting) (Used whenever the budget is proposed by the treasurer)

The proposed budget for the next fiscal year is presented to the executive board for its consideration, not approval. The proposed budget is then presented to the members for approval.

PRESIDENT: “_____ will now present the proposed budget for fiscal year _____.”

TREASURER: Each line item should be read. After reading the items state “I move that the 20__ - 20__ proposed budget be adopted as presented.”

PRESIDENT: “_____ moved that the 20__ - 20__ proposed budget be adopted as presented. Is there a second? Is there any discussion? Hearing none, all those in favor, say ‘aye.’ Any opposed, say ‘no.’ The motion passed/failed.”

Approval of Budget (membership meeting) (Used whenever the budget is proposed by committee or the executive board)

PRESIDENT: “_____, chair of the Budget & Finance Committee will now present the 20__ - 20__ proposed budget.”

TREASURER: Each line item should be read. After reading the items state “By direction of the budget & finance committee, I move that the 20__-20__ proposed budget be adopted as presented.”

PRESIDENT: “The Budget & Finance Committee has moved to adopt the 20__-20__ proposed budget as presented. This comes from committee, so no second is needed. Is there any discussion? Hearing none, all those in favor, say ‘aye.’ Any opposed, say ‘no.’ The motion passed/failed.”

Program - (membership meeting)

The chair introduces the Program/Parent Education Chair, who presents the program or introduces the program presenter. If the program is not recorded in the minutes, you will have no official record of the activity.

The meeting is not “turned over” to the Program Chair, nor does the Program Chair “turn the meeting back to the president.” The chair remains in control of the meeting from the call to order until adjournment.

PRESIDENT: The chair can introduce the program or have the appropriate chair (parent education or programs) or officer introduce the program.

You can adjourn immediately following the program or you can do a formal adjournment (see language following announcements language).

PRESIDENT: “If there’s no objection, the meeting will be adjourned immediately following the program. Hearing no objection the meeting will adjourn immediately following the program.”

Announcements – (executive board and membership meetings)

The chair should, if possible, make all announcements. Announcements include the date of the next meeting, important events, and activities, etc. This may also be a good time to ask your Principal to speak if they have not given a report earlier.

PRESIDENT: “The chair has the following announcements: _____”

Adjourn - (executive board or membership meeting with no program)

The chair asks if there is any further business. If any additional business exists, it is handled at this time. If no further business exists, then the chair declares the meeting adjourned. No formal motion is necessary to adjourn.

PRESIDENT: “Is there any further business? Hearing none, the meeting is adjourned at _____”