

SAMPLE MEETING SCRIPT

See [National PTA script](#) for further guidance including script for virtual meetings.

Call To Order (Required)

The President, as the chair, calls the meeting to order. The chair declares if a quorum is present, and the Secretary notes the fact in the minutes. See the Bylaws for quorum information. If the Secretary is not present, the chair appoints a member to perform those responsibilities for the meeting.

PRESIDENT: "The meeting of _ PTA is called to order at _____ (time). A quorum (is/is not) present." *If Secretary is absent*, "Due to the absence of _____, the chair would like to appoint _____ as Secretary for this meeting."

Opening (Optional)

Suggested openings are the PTA Mission, Pledge of Allegiance, or an inspirational message.

PRESIDENT: "Please welcome _____ who will (read the PTA mission)."

Introductions for Special Guests (Optional)

PRESIDENT: "At this time the chair would like to welcome _____ who is _____."

Explanation of Meeting Technology (If Virtual Meeting)

PRESIDENT: "In order to make sure everyone is comfortable with our meeting technology, let's review a few options for the meeting (raising your hand, unmute, chat, time constraints, etc.) If we need to conduct a ballot vote, it will be (by email or by anonymous poll on the meeting platform)."

Explanation for Making a Motion (Optional)

"During this meeting, we follow these rules for motions. The chair gives the chance to speak to every member who wishes it. Pro and con speakers are 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 their first opportunity to speak and then, after every other member has had 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 the discussion. Should the chair wish to debate, the chair will ask the Vice-President to preside. 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. A member must seek recognition, properly make the motion, and acquire a majority vote to pass."

Secretary's Report (Required)

The chair recognizes the Secretary for the reading of the minutes. The Secretary either reads the minutes, announces the draft minutes were distributed, or the chair announces that a Minutes Committee previously approved the minutes. The chair can use majority consent to accept the minutes. Minutes are presented at every meeting unless previously approved by a committee. Suggestions:

PRESIDENT: "_____, Secretary, will now read (or distribute) the minutes from the last meeting." (Secretary reads the minutes or references that the draft minutes were distributed for review.) PRESIDENT: "Thank you. Are there any corrections to the minutes? [PAUSE] Hearing none, the minutes will be approved as read." Or, if corrections are needed, "The minutes are approved with corrections."

PRESIDENT: "The minutes of the prior meeting were approved by the committee on [date]. The Secretary has copies of the minutes. Corrections to the minutes should be referred to the Secretary."

PRESIDENT: "If there is no objection, the chair will appoint a committee to approve the minutes of this meeting. Hearing none, the chair appoints _____, _____, and _____ who will meet and approve today's minutes." *The chair may appoint a committee to approve the current minutes especially if the next meeting is many months away.*

Treasurer's Report (Required)

The chair recognizes the Treasurer for the financial report which is required for all meetings. The Treasurer reads the report. Copies of the report may be distributed to the members or shown on a screen. The financial report includes at least the beginning balance, total income, total expenditures, and the ending balance, plus the reconciliation report and current Actual versus Budget Report. The chair takes questions and then the report is filed with the Secretary. 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 \$____, with an ending balance of \$____. Here is the reconciliation report and the budget compared to the current actual amounts.”

PRESIDENT: “Thank you, are there any questions? Hearing none, the financial report will be filed in the record.”

Approval of Proposed Budget (Required once per year)

The proposed budget for the new year is presented to the BOD for its consideration and edits. At the General Membership Meeting, the budget is presented for approval. PRESIDENT: “____, Treasurer and chair of the Budget Committee, will now present the proposed budget.” TREASURER: Each line item should be read. Ask for questions. After review, state “I move that the proposed budget be adopted as presented.” PRESIDENT: “The Budget Committee has moved to adopt the proposed budget as presented. This comes from the 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.” The motion needs an affirmative majority vote.

Budget Amendments

When the Treasurer proposes any budget amendments after the annual budget was approved: PRESIDENT: “____ will now present the budget amendments.” TREASURER: Each amendment needs to be read, the current amount, the amount of the increase or decrease, and then the new amount, if applicable. 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.” The motion needs an affirmative majority vote.

Audit Report

The Audit Report is presented at the first meeting of the year and at the first meeting after any audit. PRESIDENT: “_____, the chair of the Audit Committee, will now present the Audit Report.” CHAIR OF AUDIT COMMITTEE: The chair reads the Audit Report, and then says, “I move to adopt the Audit Report as presented.” PRESIDENT: “_____ has made a motion to adopt the Audit Report as presented. This comes from a committee so no second is needed. Is there any discussion? (pause) All those in favor, say ‘aye.’ Any opposed, say ‘no.’ The motion passed/failed.” The motion needs an affirmative majority vote.

Letters or Communications

The Secretary reads any communications received, as requested by the President. Actions (motions) are considered, if required.

President and VP Reports

The President calls for reports from the officers. This may be informational or require action. Those reports requiring action are presented as a motion. The member presenting the report makes the motion. PRESIDENT: will give a report on ____.” OFFICER: *Reads the report and makes recommendation.* “I move that ____.” The President repeats the motion and asks for a second (if not committee work). The person making the motion may explain further. PRESIDENT: “Is there further discussion? Are you ready for a vote? ____ has moved that ____.” All those in favor, say ‘aye.’ Any opposed, say ‘no.’ The motion passed/failed.”

BOD and Committee Reports at General Membership Meetings (Optional)

A summary report of the Board’s work is given at a General Membership Meeting and contains any motions made in the Board meetings. The Secretary reads a summary report (not the minutes) for the members. The Secretary moves the adoption of each recommendation individually. PRESIDENT: “____, Secretary, will give the Board’s Report.” SECRETARY: “The Board met on ____ with a quorum present.” For each motion say, “On behalf of the Board of Directors, I move that _____.” PRESIDENT: “The 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 may speak to their motion.*) “Is there any further discussion? ____ has moved that ____.” All those in favor, say ‘aye.’ Any opposed, say ‘no.’ The motion passed/failed.”

Standing Committee, Special Committee, and Special Orders Reports

The President calls for the reports of the committees, if needed. A report from a committee may be informational or require action, as determined by a majority vote of the committee. 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. Motions that

made a “special order” (by a two-thirds vote at an earlier time) and matters required by the Bylaws to be taken up at a specific meeting are addressed. If no recommendation is made, no motion is needed. Use the above script.

Appointment of Nominating Committee (See the Bylaws for timing and notices.)

PRESIDENT: “Secretary _____ will now read the Bylaws regarding the Nominating Committee.”

SECRETARY: The secretary reads directly from the Bylaws the Article on Nominations and Elections, and the sections regarding the Nominating Committee. PRESIDENT: “The floor is now open for nominations for the Nominating Committee who solicits the slate of officers.” 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. The Nominating Committee is appointed by an affirmative majority vote. PRESIDENT: “The Nominating Committee will be [3 people] with [2 people] being alternates (optional) to the committee.” *For an elections script and details on elections, see LAPTA Toolkit: Elections and Nominating Committee.*

Adjournment (Required)

After covering all items listed on the agenda, the chair asks if there is anything else to discuss, and then proclaims, “If there is nothing else to discuss, this meeting is adjourned at [time].” If the chair wants to end the meeting before all items are discussed on the agenda, a motion needs to be made to adjourn the meeting with an affirmative majority vote.

SAMPLE PASSWORDS & ACCOUNTS SUMMARY

It is very important to keep a current list of passwords, to have at least two officers have a copy of it, and to graciously share it with the next Board.

ABC PTSA Passwords & Accounts 2023-2024

PTA LUR #: 9999

IRS EIN# 99-9999999

Monthly/Annual Renewal:

GeauxBiz.com: login email & password

LA Charter #: 999999 ; NAKS #: 999999

IRS.gov for Form 990N: login username & password; email & phone associated with account; other security question answers; Note where to file 990: irs.gov - File - charity & nonprofits – finding filing forms – Form 990 series returns – Form 990 N – submit form 990; or **Efile.form990.org**: name, login ID #, password

AIM Insurance: aim-companies.com; Insure# LA0009999; Username & password; 800-876-4044; policy expiration date

Moneyminder.com: email & password

CheddarUp.com: email & password; ABCPTSA.CheddarUp.com; phone; backup security code

SquareUp.com: email & password

Zoom: email & password

Mailchimp.com: email & password

Other Accounting Software: login & password

Facebook: Note admin names plus their phone numbers; passwords are their current accounts' passwords; have at least two people listed as administrators with full access

Bank: screenname, email & password; routing # 99999999, acct # 99999999

Debit Cards: person's name, account number, expiration date, CVV Code; this is not allowed in Caddo Parish.

Email Accounts:

email & password; phone associated with account; backup email

email & password; phone associated with account; backup email

email & password; phone associated with account; backup email

Closed Accounts' Previous Login Information:

****This is to be shared with President, Treasurer, and Secretary.****