

# SAMPLE MEETING SCRIPT (FORMAL)

## Call To Order (Required)

The President, as the chair, stands and calls the meeting to order. The President declares if a quorum is present, and the Secretary notes the fact in the minutes. Quorum for the Board meeting is the majority of filled positions or 50% plus one (no one counts twice). Quorum for General Membership meeting is stated in the Bylaws.

- PRESIDENT: “The meeting of \_\_\_\_\_ PTA is called to order at \_\_\_\_\_(time). 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: If Secretary/parliamentarian is absent, “At this time, due to the absence of \_\_\_\_\_, the chair would like to appoint \_\_\_\_\_ as (parliamentarian/Secretary) for this meeting.”

## Opening Ceremonies (Optional)

The PTA Mission, Pledge of Allegiance, or an inspirational message may be presented. These are suggestions.

- Option 1 PRESIDENT: “Please welcome \_\_\_\_\_, who will read the PTA Mission.”
- Option 2 PRESIDENT: “Please stand for the Pledge of Allegiance of the United States (and Louisiana).”
- Option 3 PRESIDENT: “Please welcome \_\_\_\_\_, who will share an inspiration with us.”

## Introductions (Optional)

Begin introductions with special guests. PRESIDENT: “At this time the chair would like to welcome \_\_\_\_\_.”

## Explanation of Meeting Technology and Rules for Virtual Meetings

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. During this meeting, we follow 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 their 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 the discussion. Should the President wish to debate, the chair must 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. 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)

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

- Option 1 - PRESIDENT: “\_\_\_\_\_, Secretary, will now present the minutes from the last meeting. SECRETARY: (reads minutes) 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 as corrected.”
- Option 2 - 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 3 - PRESIDENT: “The minutes of the prior meeting were approved by the committee on \_\_\_\_\_. A copy of the minutes is available from the Secretary, and corrections to the minutes should be referred to the Secretary.”
- The chair may appoint a committee to approve the minutes from the current meeting. Committee approval is recommended when the length of time between meetings causes concern for accuracy. 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)**

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 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 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 \$\_\_\_\_\_, with an ending balance of \$\_\_\_\_\_, as of [date]. Here is the reconciliation report and the current budget compared to actual amounts.” PRESIDENT: “Thank you, are there any questions? Hearing none, the financial report will be filed for financial reconciliation.”

### **Letters or Communications**

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

### **Board of Directors Report**

A summary report of the Board’s work is given at every General Membership meeting and contains any motions made in the Board meetings. The Secretary reads a summary report (not the minutes) for the information of the members. The Secretary moves the adoption of each recommendation individually. PRESIDENT: “\_\_\_\_\_, Secretary, will give the Board 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? (pause) \_\_\_\_\_ has moved that \_\_\_\_\_. All those in favor, say ‘aye.’ (pause) Any opposed, say ‘no.’” President announced the outcome of the vote, “The motion passed/failed.”

### **Officers Report**

Before the meeting, the President consults with all Board members to determine who has a report. At the meeting, the President calls for the report of the officers. 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 (vote)? \_\_\_\_\_ has moved that \_\_\_\_\_, all those in favor, say ‘aye.’ Any opposed, say ‘no.’ The motion passed or failed.”

## **Approval of Budget**

The proposed budget for the next fiscal year is presented to the Board of Directors for its consideration, not approval. At the General Membership meeting, the budget is considered for approval. 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.”

## **Budget Amendments**

When the Treasurer proposes any budget amendments: 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.”

## **Standing Committee Chair Reports**

Before the meeting, the President consults with all Board members and standing committee chairs to determine who has a report. At the meeting, the President calls for the report of the committee. 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. If no recommendation is made, no motion is needed. Use the same script as above.

## **Special Committees and/or Special Orders**

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. Also, matters required by the Bylaws to be taken up at a specific meeting are in order at this time.

## **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, “By direction of the Audit Committee, I move to adopt the Audit Report as presented.” PRESIDENT: “\_\_\_\_\_ has made a motion to adopt the Audit Report as presented. This comes from the 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.

## **Appointment of Nominating Committee**

PRESIDENT: “The next item is the appointment/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, the 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. PRESIDENT: “The nominating committee will be \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_, with \_\_\_\_\_, and \_\_\_\_\_ being alternates to the committee.” *For elections, see LAPTA Toolkit: Elections and Nominating Committee.*

## **Bylaws Committee**

- **At the Board of Directors 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.” The chair reads each amendment by stating the Article, Section, and Item Number that is being amended, and reads the new Bylaw amendment. “By direction of the Bylaws Committee, I move that the Bylaw amendments be approved as presented.” Give the Secretary a copy of the amendments to place in the minutes. PRESIDENT: “It has been moved that the Bylaw 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.
- **At the General Membership 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.” The chair reads each amendment by stating the Article, Section, and Item Number that is being amended, and reads the amendments. PRESIDENT: “It has been moved that the Bylaws 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.

### **Unfinished Business**

The chair announces any business left unfinished at the previous meeting or business postponed to this meeting. 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**

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.

### **Program**

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.

### **Announcements**

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 the principal to speak if they have not given a report earlier. PRESIDENT: “The chair has the following announcements: \_\_\_\_\_.”

### **Adjourn (Required)**

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 \_\_\_\_\_.”