**Name of Elementary PTA Organizational Meeting Minutes**

Meeting Location: Date:

The meeting was called to order at . The chair shall be . The Secretary pro tem shall be . There were people in attendance. A quorum was established.

**A MOTION WAS MADE** by and seconded to establish the . A verbal vote was taken. **MOTION PASSED**.

TheBylaws were presented by and completed after considering contributions from attendees.

**A MOTION WAS MADE** by and seconded to accept the proposed Bylaws. A verbal vote was taken. **MOTION PASSED**.

The Chair called for an intermission at to collect membership dues at LALAPTA.givebacks.com. Meeting reconvened bythe Chair at . There were total memberships collected. Elections were held for President, Vice-President, Treasurer, and Secretary. Nominations from the floor were opened with each position receiving one nominee allowing for a verbal vote.

**A MOTION WAS MADE** by and seconded to accept the following slate of officers for the 2025-26 term beginning immediately and ending on June 30, 2026. A verbal vote was taken. **MOTION PASSED**.

 , President

 , Vice-President

 , Treasurer

 , Secretary

 , Position:

 , Position:

 , Position:

 , Position:

**A MOTION WAS MADE** by and seconded to authorize all officers to open a bank account at a bank of their choice and to be signatories on that account; all expenses shall require two signatures on checks; a debit card may be issued to each person the PTA name and their name on the card. A verbal vote was taken. **MOTION PASSED**.

**A MOTION WAS MADE** by and seconded to create the Budget Committee with as chair and and as members. A verbal vote was taken. **MOTION PASSED**.

The new officers will be working to get the paperwork done to fully establish the PTA with LAPTA’s help and preparing for the start of school. Memberships may be purchased at **LAPTA.givebacks.com** until the website is available at **.givebacks.com**.

Meeting adjourned at .