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# How Robert's Rules of Order Can Help You Run an Effective Meeting!

“Practical Tools to Lead for Stronger PTA  
Leadership”

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# OBJECTIVES

**By the end of this session, you will be able to:**

- Understand the purpose and benefits of using Robert's Rules of Order
- Identify key principles that guide effective, fair, PTA meetings
- Recognize common motions and how to properly make or respond to them
- Clarify the roles of meeting members, especially the chair
- Apply basic parliamentary procedure to real-world meeting scenarios
- Access tools and resources for continued learning and support

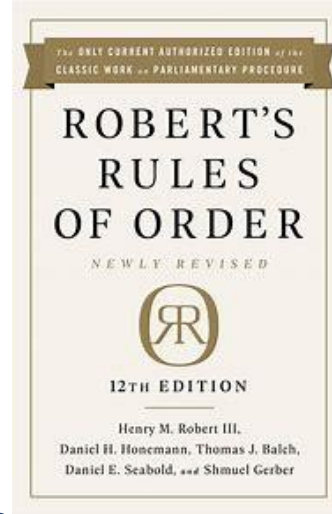
# The Importance of Meeting Structure

- Meetings without structure often drag, lose focus, or frustrate attendees.
- Robert's Rules offer a process to:
  - Respect everyone's time
  - Encourage inclusive participation
  - Achieve real decisions that reflect member input



# What Are Robert's Rules?

- PTA's Parliamentary Authority
- Created in the 1800s by a U.S. Army officer.
- Designed to prevent chaos and confusion.
- Used today by PTAs, nonprofits, school boards, and civic groups
- Promote fairness, structure, and collaboration.



# The Value It Brings (For PTAs)

- Gives every parent, caregiver, and member a voice.
- Prevents one person or small groups from controlling decisions.
- Encourages open dialogue while maintaining order.
- Helps resolve differences respectfully.
- Strengthen confidence in PTA leadership.



# Who Does What in a PTA Meeting

- **President:** Presides over meetings and keeps order
- **Secretary:** Records minutes and official actions
- **Treasurer:** Gives Treasurer report during meetings
- **Members:** Propose, second, discuss, and vote



**Everyone plays a part in successful meetings.**

# Secretary

- Take and maintain accurate meeting minutes
- Record attendance and determine quorum
- Provide meeting notices and agendas to members
- Keep official records, including bylaws and correspondence
- Read minutes and communications during meetings as needed
- Support the president and board with documentation needs



# Treasurer

- **Present the Treasurer's Report:**

- Share a concise summary of the financial activity since the last meeting.
- Include income and expenses, any outstanding checks or deposits, and current account balance.
- Answer questions from members about the report.

- **Propose Motions:**

- If money needs to be spent and it's not already in the budget, the treasurer presents a motion. Example: "I move that we approve \$200 for teacher appreciation gifts."



# President/Chair

- Call Meeting to Order
- Lead the Meeting
- Introduce Topics
- Preside Over Votes
- Encourage Engagement
- Remain Neutral



# Principles You Should Know

- One person speaks at a time.
- All members have equal voice and vote.
- Majority rules, but minority rights are protected.
- Discussions must remain respectful.
- Clear motions and votes are required for action.
- Quorum is needed for business.



# Common PTA Motions

- Approve minutes
- Refer a topic to the committee (e.g., bylaws update)
- Approve a budget
- Amend a motion (e.g., change event date)
- Adjourn the meeting



# Motions...How To Make One

- Member: "I move to"
- Another member seconds it
- The chair repeats the motion
- Open discussion
- Vote
- The chair announces the result



# Let's Practice!

## Scenario:

Teacher Appreciation Week is approaching, and the President wants the members' input at the monthly meeting.

## Process:

- The chair calls for discussion
- Member moves to approve plan
- Another seconds
- Discussion follows
- Vote and final approval

# Quorum and Why is it Needed?

- The minimum number of members present to conduct official business
- Ensures decisions are made with sufficient participation
- Defined in your bylaws (check your local PTA bylaws for your specific number)
- No Quorum, No Action



# Tips for a Successful PTA Meeting

- Use a clear agenda—share it in advance and stick to it
- Start and end on time to respect everyone's schedule
- Stay neutral and professional as chair
- Encourage all voices, not just the loudest
- Use a sign-up sheet for speakers during open discussion
- Respect everyone's time and input by limiting off-topic conversation
- Use Robert's Rules cheat sheets and reminders
- Follow up with clear meeting minutes and action items

# Tools and Resources That Help

- Robert's Rules in Brief
- PTA bylaws and standing rules
- State PTA training sessions and leadership guides
- National PTA website and training
- Parliamentary procedure apps and printable quick-reference cards
- PTA-specific Facebook groups or online communities
- Your State PTA's mentorship or field service support

# Great Meetings Build Strong PTAs



The majority of meetings should  
be discussions that lead to decisions.

– Patrick Lencioni

