**\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PTA**

**Date, time and location of Meeting**

**ASSOCIATION MEETING AGENDA**

***(Notes for Election of the Nominating Committee)***

Meeting Called to Order @ \_\_\_\_\_\_\_\_ (insert time)

Introductions (President introduce yourself and your board. You can also use this opportunity to give thanks to board members or volunteers, etc.)

**Secretary’s Report – (not minutes, this is a list of all action items since the last Association meeting.)**

Secretary -The Secretary’s report is posted around the room. I move to accept the Secretary’s report as posted.

**Someone seconds the motion**. **President – It’s been moved & seconded to accept the Secretary’s report as posted (or distributed). Are there any questions? All in favor, say “Aye”. Any opposed? Motion carried.**

**Approval of Minutes**

**President states the Minutes from the last Association meeting on \_\_\_\_\_\_\_are posted (or distributed). Are there any corrections to these minutes? See there are none these minutes will stand approved as presented.**

**Treasurer’s Report**

Treasurer reads the Treasurer’s Report. (Report must also be posted around the room or read)

**President – Are there any questions? The report will be filed for audit.**

Treasurer –I move to ratify checks #\_\_\_\_\_ to #\_\_\_\_ totaling $\_\_\_\_\_\_\_\_\_ as listed on Treasurer’s report.

**Someone seconds the motion**.

**President – It’s been moved & seconded to ratify checks #\_\_\_\_\_\_ to #\_\_\_\_\_\_ totaling $\_\_\_\_\_\_\_\_ Are there any questions? All in favor, say “Aye”. Any opposed? Motion carried.**

**Calendar and Programs for 2017/2018 School Year**

Programs VP - The proposed calendar and list of programs are posted (or distributed) around the room. I move to approve the updated 20xx-20xx calendar and programs as posted (distributed) around the room.” (*list the changes aloud).*

**Someone seconds the motion.**

**President-It’s been moved and seconded to approve the updated calendar for 20xx-20xx Are there any questions or further discussions? All in favor, say “Aye”. Any opposed? Motion carried.**

**Proposed Budget**

(Copies are posted or distributed).

Treasurer - I move to approve the updated Budget for 20xx-20xx school year as posted (or distributed).

**Someone seconds the motion**.

**President - It’s been moved & seconded to approve the budget for 20xx-20xx school year. Are there any questions? All in favor, say “Aye”. Any opposed? Motion carried.**

**Release Line Items –**

**Treasurer states – “I move to release the following line items (proceeds to ready line items and amounts to be released).**

**Someone seconds the motion.**

**President - It’s been moved & seconded to release the following line items (relist the line items to be released). Are there any questions? All in favor, say “Aye”. Any opposed? Motion carried.**

**New Business: Election of the Nominating Committee**

**President** calls the **Parliamentarian** to read the section in the Bylaws regarding Nominations. **Article V-Officers and their Elections (you must use your bylaws for this meeting. Read Section 1,2,3,4,5,6)**

President then asks for any nominations from the floor to serve on the Nominating Committee. After required number of names submitted (as per bylaws) and these volunteers have agreed to serve, then you ask for a motion to accept.

**Parliamentarian or Nominating Committee Chair: I move to accept the 20xx-20xx Nominating Committee (Read out loud all names and alternates).**

**Someone second the motion.**

**President - It’s been moved and seconded to approve the nominating committee for 20xx-20xx. Are there any questions or further discussions? All in favor, say “Aye”. Any opposed? Motion carried.**

**Announcements**

President makes any announcements or upcoming events.

Meeting Adjourned @ \_\_\_\_\_\_\_\_ (insert time)