



Seminole County Council PTA

Rise Up

Virtual Meeting Sample Script

Agenda

Your meeting agenda should outline the specific items to be discussed, the person responsible for leading each agenda item, and any supporting information to be reviewed.

Order of Agenda:

Call to Order

Introductions, Welcome, Explanation of Meeting Technology and Rules

Minutes

Treasurer's Report

Officers and Standing Committee Chair Reports

Special Committee Reports and/or Special Orders

Unfinished Business

New Business

Announcements

Adjourn

Sample Script

Call to Order & Welcome

President: I will now call this meeting to order. The time is ____ pm. We also do/do not have a quorum today with which we can conduct business. *(Be sure this is true before you state it!)*

Welcome to the last PTA General Membership Meetings for the 2022-2023 school year. We hope that the school year will end successfully for you and your families.

Welcome/Introductions

President: I'd like to introduce our Executive Committee/Board *(have them stand and introduce each of them by name)*

Recognition of Special Guests (if applicable)

Minutes (these are posted somewhere for attendees to see)

President: Our secretary , _____, will now present the minutes from our last general membership meeting.

Secretary: The minutes from the last general meeting held on _____ are being passed around (in-person)/are being shared by _____(virtual).

President: Are there any corrections? [If no corrections, say] The minutes are approved as presented.
[If corrections, then say] Is there any objection to making the correction? Are there further corrections?
[If none, say] The minutes are approved as corrected.

President's Report: (president may use this time to recap goals/mission of PTA. Report any awards or other recognition received, highlight successful programs, etc.)

Treasurer's Report

The chair recognizes the treasurer for the financial report. The treasurer 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 before the virtual meeting once membership has been verified or shown on a screen.

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)_____.”

President: “Thank you, are there any questions? Hearing none, the financial report will be filed for financial reconciliation.”

Budget Amendments - (Membership meetings)

(Used whenever budget amendments are proposed by the Treasurer)

Budget amendments are not final until approved by membership.

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 ‘nay.’ The motion passed/failed.”

Bylaws Committee (Membership meeting: Voting on the amendments)

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/standing rules.” The chair should read each amendment by stating the Article, Section and Item Number that is being amended, and then they should read the amendments, and then read the new bylaw/standing rule. “By direction of the Bylaws Committee, I move that the bylaws/standing rule amendments be approved as presented.” The secretary should be given a copy of all the amendments to place in the minutes.

PRESIDENT: “It has been moved that the bylaws/standing rules 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 ‘nay’. The motion passed/failed.

Election of Officers - (membership meeting)

PRESIDENT: "Next we will have our election for 2023-2024":

If you have a nominating committee:

PRESIDENT: "If there is no objection, the chair appoints _____ as our teller. We don't need a teller's committee as the computer is tabulating all the results so our teller will only be reporting those results not counting ballots. Secretary, _____ will now read the bylaws regarding Officers and their Elections."

SECRETARY: reads: Bylaws Article "Nominations and Elections", "Elections" section

PRESIDENT: " _____, chair of the Nominating Committee, will now present the report"

NOMINATING COMMITTEE CHAIR: The Nominating Committee Chair reads the slate of officers. "The Nominating Committee submits the following nominees: for president, _____; for vice president, _____; for secretary, _____; for treasurer, _____, Signed: read the names of all the committee members.

PRESIDENT: The president re-reads the slate of officers. "Thank you, the nominating committee reports the following nominees: for president, _____; for vice president, _____; for secretary, _____; for treasurer, _____, Signed: read the names of all the committee members.

PRESIDENT: " _____ has been nominated for president.
The floor is now open for additional nominations for president.

If there are NO nominations from the floor, use the following:

"Hearing none, the chair declares nominations closed. There being only one nominee, a voice vote will elect. All in Favor of ___(name)_____ for ___(President)___ please say "ay". The chair declares _____ elected president."

If there is a nomination from the floor either prior to or at the meeting, use the following:

PRESIDENT: The chair recognizes the person making the nominations. "Yes, would you please state your name and nomination?"

MEMBER: "My name is _____. I would like to nominate _____ for _____"

PRESIDENT: Ask the nominee "Do you consent to the nomination?" If the nominee is not in attendance, ask the person who made the nomination, "Do you have the consent of the nominee?"

NOMINEE: Will give their consent or indicate consent of the nominee.

PRESIDENT: " _____ has been nominated. Are there any further nominations?" Continue until there are no other nominations. "Hearing no other nominations, the chair declares the nominations closed. We will give each candidate 2 minutes to state their qualifications.

CANDIDATES: 2 minutes each to state qualifications.

PRESIDENT: "We are now going to share the poll/ballot. You'll have 2 minutes to cast your

vote using that ballot. We'll pause our business to give you time to cast your ballot. (You cannot continue with elections as the person not selected as President may want to run for another position). Simply click on the name of the candidate of your choice. Your vote will not contain any identifying information so all votes will be anonymous. Please do not log out of our meeting while casting your ballot."

PRESIDENT: "_____, our teller, is ready to report."

TELLER: "Number of votes cast: _____, _____ received ___ votes; _____ received ___ votes, etc."

PRESIDENT: "Thank you. Number of votes cast: _____, _____ received ___ votes; _____ received ___ votes, etc. _____ is elected as president."

Continue this process for all officers.

AFTER ELECTION:

PRESIDENT: At this time, I would like to introduce the officers of the _____ PTA for the 2022-2023 school year."

If you did not have a nominating committee:

PRESIDENT: "If there is no objection, the chair appoints _____ as our teller. We don't need a teller's committee as the computer is tabulating all the results so our teller will only be reporting those results not counting ballots. Secretary, _____ will now read the bylaws regarding Officers and their Elections."

PRESIDENT: "The floor is now open for nominations for president."

If there is a nomination from the floor either use the following:

PRESIDENT: The chair recognizes the person making the nominations. "Yes, would you please state your name and nomination?"

MEMBER: "My name is _____. I would like to nominate _____ for _____"

PRESIDENT: Ask the nominee "Do you consent to the nomination?" If the nominee is not in attendance, ask the person who made the nomination, "Do you have the consent of the nominee?"

NOMINEE: Will give their consent or indicate consent of the nominee.

PRESIDENT: "_____ has been nominated. Are there any further nominations?" Continue until there are no other nominations. "Hearing no other nominations, the chair declares the nominations closed."

If there is only one nomination:

There being only one nominee, a voice vote will elect. All in Favor of ___(name)_____ for ___(President)___ please say "ay". The chair declares _____ elected president."

If there are multiple nominees:

We will give each candidate 2 minutes to state their qualifications.

CANDIDATES: 2 minutes each to state qualifications.

PRESIDENT: "We are now going to share the poll/ballot. You'll have 2 minutes to cast your vote using that ballot. We'll pause our business to give you time to cast your ballot. (You

cannot continue with elections as the person not selected as President may want to run for another position). Simply click on the name of the candidate of your choice. Your vote will not contain any identifying information so all votes will be anonymous. Please do not log out of our meeting while casting your ballot.”

PRESIDENT: “ _____, our teller, is ready to report.”

TELLER: “Number of votes cast: _____, _____ received ___ votes; _____ received ___ votes, etc.”

PRESIDENT: “Thank you. Number of votes cast: _____, _____ received ___ votes; _____ received ___ votes, etc. _____ is elected as president.

Continue this process for all officers.

AFTER ELECTION:

PRESIDENT: At this time, I would like to introduce the officers of the _____ PTA for the 2022-2023 school year.”

Unfinished Business - (executive board and membership meetings) The chair announces (but does not call for) business under this item. Unfinished business consists of business left unfinished at the previous meeting or business postponed to this meeting (if the group meets at least quarterly). Minutes of the previous meeting will indicate any unfinished business.

New Business - (executive board or membership meetings)

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.

Announcements – (executive board and membership meetings)

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 your Principal to speak if they have not given a report earlier.

PRESIDENT: “The chair has the following announcements: _____”

Adjourn - (executive board or membership meeting with no program) 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 _____am/pm”