



# Hints for Presiding

- Be yourself.
- Consult with the secretary before the meeting to see if there is any unfinished business from the last meeting. *Do not ask for unfinished business during the meeting—the chair should already know the answer.*
- Rap the gavel once to open or close a meeting.
- Always stand while addressing the general body. You may be seated while reports are being given, minutes read, etc.
- Refer to yourself as “the chair”, never the personal “I”.
- At the close of the reading of the minutes ask, “Are there any corrections?”
- Do not call on officers and chairmen who do not have reports.
- Remember, no motion is on the floor until the chair has restated it.
- Clarify the question on which members are voting.
- When taking a vote, signify the manner of voting (voice vote, show of hands, rising vote, etc.) People belong to many organizations and it is the responsibility of the presiding officer to be sure that members understand the voting procedure being used.
- The chair is neutral during a discussion.
- Be as courteous to the opponents of a motion as to those favoring it.
- The chair announces the results of all voting.
- No motion to adjourn is necessary. At the end of the meeting, the chair announces the adjournment.



# PTA MEETINGS

For each PTA, various groups are assigned specific functions and each group has particular authority to act and fulfill the assigned obligations.

***PTA bylaws specify the frequency of executive board and association meetings, how special meetings may be called, and the quorum requirements.***

## ***Committees:***

A committee may be a standing committee with regular, ongoing responsibilities during the PTA year or it may be a committee organized for a short term activity only. Committees meet to make recommendations to the executive board concerning the assigned activity. A guest may be invited to a committee meeting to present information.

## ***Executive Board:***

The PTA executive board consists of the elected and appointed officers, the principal, the teacher representative and the committee chairmen. The executive board meets monthly to handle the transaction of necessary and detailed business between meetings of the association. The executive board is responsible for accepting and studying recommendations to be presented to the association for approval. The bylaws provide details about the executive board's responsibilities.

## ***Association:***

The association is the voting body for all action taken, including adopting bylaws, adopting the program and the budget for the year, electing the nominating committee, electing officers and approving all contracts to be signed and all expenditures.

***Guests may be invited to attend an executive board meeting as well as a meeting of the membership. A courtesy seat is granted by the president to the guests present. A guest may bring information to be shared with the group. However, guests do not participate in discussion or voting and should leave after their information is relayed.***

## ***Minutes:***

***The meetings of each PTA group should be preserved through the recording of minutes. Each group's meeting is different and different minutes are required. The board meeting cannot be combined with the association meeting.***