

AGENDA FOR THE ORGANIZATION MEETING

- ❖ **Call to order:** The chairperson or the planning/steering group, who acts as presiding officer, opens the meeting. The chairperson usually says, “The meeting will now come to order.”
- ❖ **Appoint a Secretary:** The chairperson says, “With approval of those present, the chair would like to appoint _____ to record the minutes until a permanent secretary can be elected.”
- ❖ **Opening Ceremonies:** The Pledge of Allegiance and or a reading of an inspirational piece would be an appropriate opening.
- ❖ **Reading of Call for the Meeting:** After the meeting is opens, the presiding officer reads the call and explains the purpose of the meeting.
- ❖ **Program:** A short talk and explanation of the policies and procedures of the PTA by a representative of the South Carolina PTA. The District President is trained to assist.
- ❖ **Indication of Support:** A statement of the value and importance of home-school-community cooperation is made. The school principal and/or superintendent may make the statement.
- ❖ **Motion to Organize:** The temporary chairperson then calls for a motion to organize a parent-teacher association, saying, “A motion to organize a parent-teacher association as a local PTA of the South Carolina branch of the National PTA Congress of Parents and Teachers is now in order.”

When the motion is made and seconded from the floor, the chairperson says, “It has been moved that we organize a parent-teacher association as a local PTA of the South Carolina branch of the National Congress of Parents and Teachers. Is there any discussion...?”

After enough time is provided for discussion, the chairperson inquires, “Are you ready for the question?” Proceed to take the vote on the motion, “As many as are in favor of the motion as stated will say “aye and as many as are opposed will say “no.” If the vote is favorable, “The ayes prevail and we will proceed with the order of business.”

- ❖ **Bylaws Presentation and Adoption:** The chairperson of the temporary bylaws committee (or a member of the committee) reads the proposed bylaws. The committee should provide copies for distribution at this time. He/she calls attention to articles or sections that are required for all local PTAs, and sees that ample consideration is given to all. He/she then moves for their adoption.

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AGENDA FOR THE

ORGANIZATION MEETING (continued)

After the chair has stated the motion, each article of the bylaws is read separately, so that an amendment, if any, may be considered and discussed for action.

Bylaws go into effect immediately upon adoption unless the motion to adopt specifies another time for becoming effective, or if the assembly has set a time by a previously adopted motion. If certain provisions of the bylaws are to go into effect later, the motion to adopt may have those provisions attached.

- ❖ **Recess for Enrollment:** After the group has voted to become a local PTA and has adopted the bylaws, there should be a short intermission to make it possible for those present to pay their dues and become members (as stipulated in the bylaws.) A roll of members must be kept.

Those who become members at this meeting are charter members of the association, although in some instances the list can be kept open to include those who enroll in the future.

- ❖ **Report of the Nominating Committee:** Only those persons whose dues are paid may nominate or vote upon permanent officers or participate in any business that may come before the meeting. The nominating committee will present a slate of officers to be elected by the new PTA. After the committee recommendations have been read to the group, the chair then opens for nominations from the floor. When all nominations have been made, the chair declares nominations closed and proceeds with the standard election.
- ❖ **Installation of Newly Elected Officers:** A representative of the South Carolina PTA will conduct a brief installation ceremony.
- ❖ **Further Business and Announcements:** The elected president takes the chair and calls for further business. The date of the first regular/general membership meeting will be decided, unless the date is designated in the bylaws.

The president should then announce that a meeting of newly elected officers will be held promptly for creation of necessary standing committees and election/selecting committee chairpersons.

- ❖ **Adjournment:** If there is no further business, the president may adjourn the meeting by unanimous consent. That is, the president says, "If there is no objection, the meeting will adjourn." The president pauses, and hearing no objection, say, "The meeting is adjourned."

**WELCOME to the South Carolina Congress of Parents and Teachers
better known as the South Carolina PTA!
CONGRATULATIONS!**

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