

PROCEDURES AT A PTO MEETING

This section contains information about how our PTO meetings are conducted and voting procedures. More information can be found in the Alma Elementary Parent Teacher Organization (AEPTO) Constitution, published on our website at <http://aepto.weebly.com>

How PTO meetings are conducted

The AEPTO follows Robert's Rules of Order during our meetings. Robert's Rules of Order is the standard parliamentary procedure used to conduct meetings and to vote. It is a way of assuring that everyone has an opportunity to enter any discussion and vote using a common language. The President will Chair each meeting to ensure as best he or she can so that all business is discussed and that everyone gets the opportunity to speak.

How PTO meetings are organized

AEPTO meetings last about 1 hour and follow a standard order. The *typical* standard order is as follows:

- Call to Order
- Call for approval of minutes from the last meeting (Secretary's report)
- President's report
- Treasurer's report
- Committee Reports
- Old/Continuing Business
- New Business
- Teacher/School Reports
- Announcements
- Adjournment

About motions

Motions are a way of introducing items for the PTO members to consider and voted on. *Anyone* in attendance at a meeting can initiate a motion. If the motion is something new that is not on the agenda, the appropriate time for this is during New Business. Once a motion has been made, the President will ask if someone would like to second the motion. If the motion is not seconded, no further discussion is necessary. If the motion is seconded, the President will 1) restate the motion, 2) open the floor for discussion/debate then 3) call for a vote.

Making a motion

Motions are used to bring items to the entire assembly for discussion/vote. In most cases, the President will ask "Who makes a motion to . . ." or you may say, "I would like to move that..." or, "I would like to make a motion that..." The Secretary may ask your name so he or she can record it in the official transcript of the meeting.

Seconding a motion

Motions are seconded before they are brought to a vote to ensure that more than one person at the meeting is interested in the matter being discussed. This saves time. You do not have to favor a motion to second it.

How to second a motion

After a member makes a motion, say "Second.", or the President may ask "Is there a second?" The Secretary may ask your name so he or she can record it in the official transcript of the meeting

Postponing motions

Occasionally, items on the agenda cannot be discussed because either there is not enough information to make an informed decision or the person who needs to move forward the item is not present. In that case, items are postponed. The President usually postpones the motion by saying, "I make a motion to postpone the motion to the next meeting." Any member at the meeting can then second the motion.

Discussing a motion

After a motion is seconded, the President will call for discussion/debate. Please raise your hand (the President will acknowledge you) and wait until you are called upon.

Voting on motions

If there is no further discussion, or once discussion has completed, a vote is taken by either show of hands, voice or ballot. Most motions made and seconded by the PTO are passed by receiving a simple majority of votes. If the vote is by voice, the President will say, "All in favor?" If you are in favor, say "I." If there seems to be many members who have not voted for the motion, the President may say, "All opposed." If you are opposed to the motion, say "I."

Other motions:

Closing motions

At the end of each meeting, the President makes the motion to adjourn. The President will say something like, "I move to adjourn the meeting." This is done to ensure that all business is complete and that everyone has had the opportunity to speak. This motion must be seconded and voted on. After the group votes to adjourn the meeting, the President will tell the Secretary, "The meeting was adjourned at 7:30pm." The Secretary records the notes in the official transcript. After the meeting is adjourned no other matters can be brought before the assembly before the next meeting.

Getting items on the agenda

If you wish to get an item on the proposed agenda, call or email the President at least 2 days before the meeting and ask to be added to the agenda. You will be added to the agenda at the President's discretion. The most common reason for being postponed from the proposed agenda is time constraints. If you wish to add an item to the agenda during the meeting, you are free to initiate discussion during the "New Business" section of the agenda. All attempts will be made to fully discuss the motion, however if time does not permit, the PTO may postpone the discussion to the next meeting .