Sample Meeting Agenda

(Based on sample from the National Association of Parliamentarians (NAP) publication, *The Chair's Guide: Order of Business*)

Freemont Junior High

PTA

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GENERAL MEETING
Monday, March 4, 2013, 3:30 p.m.
School Library

1. Call to Order — Judy, PTA President

2. Opening Ceremonies — Bonnie
   - Pledge of Allegiance
   - Inspiration

3. Roll Call & Quorum — Kathy, PTA Secretary

4. Reading and Approval of Minutes — Kathy, PTA Secretary

5. Financial Report — Mark, PTA Treasurer

6. Reports of Officers and Committees
   - President
   - President Elect
   - Membership Vice-President
   - Principal
   - Teacher
   - Education Programs Chair

7. Reports of Special Committees (announced only if such committees are prepared or instructed to report)

8. Unfinished Business and General Orders

9. New Business
   - Election of delegates to state convention
   - Calendar of Events & Activities

10. Announcements

11. Program: School Board President Special Report (15 minutes)

12. Adjournment