



SAMPLE PTA MEETING AGENDA

1. Call to Order
2. Opening Ceremonies (optional)
3. Reading and Approval of the Minutes
4. Reports of Officers, Board, and Standing Committees (motions or recommendations for action are presented at this time)
5. Reports of Special Committees (motions or recommendations for action are presented at this time)
6. Special Orders (items specified in the bylaws to occur at a particular meeting, such as election of officers)
7. Unfinished Business (included only if the secretary's minutes indicate that there is unfinished business; the president does not ask, "Is there any unfinished business?")
8. New Business (President calls for new business from membership)
9. Announcements
10. Adjournment