

**JISD Parent Support Group
PARLIAMENTARY PROCEDURES
Sample Meeting Agenda**

- Call to Order (state the time that you are calling to order)
- Pledge
- Reading and Approval of Minutes
- Reading and Approval of Treasurer Report
- Unfinished Business
- New Business
- Announcements (List up coming events)
- Program
- Adjourn

How to get the reading of the minutes and Treasurer Report documented as read:

- 1) President ask for any addition or changes to minutes
- 2) President ask for motion to approve as read
- 3) President ask for a second
- 4) President asks for accepting as read say “aye” / opposed say “nay”
- 5) President states minutes approved by the body to accept as read
(Follow this for Secretary and Treasurer Report)

How to get a motion on the floor and voted on properly:

- 1) President or Committee speaks of item (giving all known information).
- 2) President asks for a motion from the floor about the item. (Keep in mind that the motion needs to be worded exactly as the item is to be passed. IE: If you give choice to sale shirt at \$10.00 or \$12.00 the motion must be made to sale t-shirts at which ever price is desired)
- 3) President ask for a second from the floor
- 4) President announces motion made by _____ second by _____
Then opens the floor for any discussion on the issue.
- 5) After the discussion, the President will ask does the motion still stand as first moved?
If it is kept then the President will ask all in favor say “aye” and the opposed say “nay”. (If close in sound then ask them to raise hand)
- 6) The President then states that the motion was passed to _____ or failed and changed to _____.

These motions and seconds should be recorded in the minutes of each meeting. It is important to have the name of the person making these motions documented also. When you are ready to adjourn the meeting, you must have a motion, second and all in favor for this also.

