

# PTA SECRETARY

September 17<sup>th</sup>, 2011



Presented by:  
Suhailly Morales  
Secretary, PCCPTA

# RECORDING SECRETARY



# Recording Secretary



- As the recording secretary, you will...
  - Assist the President in preparing an agenda
  - Record and retain minutes of meetings
  - Act as custodian of PTA records
  - Carry reference material to each meeting
  - Follow-up to ensure your delegate list was submitted & maintain a copy in your records
  - Send name and address of president to Florida PTA
  - Notify County Council of names of council delegates
  - Maintain a procedure book

# Assist the President




- Work with your President on an agenda for each meeting
- Make sure the agenda is out at least 48 hours prior to the meeting
- Check with each board member for any additions/deletions prior to the meeting

# Record & Retain Minutes



- Keep them brief and to the point
- Do NOT record opinion and discussion
- DO record:
  - Type of meeting – regular, special, annual, executive
  - Name of association
  - Date, time and place of meeting
  - People present
  - Reading and action on minutes of previous meeting
  - Treasurer's Report
  - Correspondence, announcements, committee reports

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- All motions (except those withdrawn), points of order and appeals, whether sustained or lost, and the name of each member who introduced a main motion, but not the name of the seconder
  - Program topic, method of presentation, names of participants and points covered
  - Time of adjournment
  - Secretary's signature

# PTA Custodian

- Keep a permanent file of all minutes, agendas, reports, the charter and an APPROVED copy of the local unit bylaws



# Reference Material

- File of minutes
- Local bylaws
- Local budget
- Executive Board List with phone numbers!
- Council Handbook
- Council and local newsletters
- Florida PTA Bulletins
- National PTA President's Quick Reference Guide



# Credentials



- Your membership chairperson can supply you with delegate cards for those members selected as delegates for your local PTA



# Florida PTA

- Send name and address of your President to:

**Florida PTA**

**1747 Orlando Central Parkway**

**Orlando, FL 32809**



# Council Delegates

- Follow-up to ensure your delegate list was submitted & maintain a copy in your records



**Jessica Summers**

**Membership / Patrons**

**11323 123<sup>rd</sup> Terrace, Largo, FL  
33778**



**[pjlsummers@msn.com](mailto:pjlsummers@msn.com)**

- Keep your list up-to-date!

# Procedure Book



- IMPORTANT
- Your procedure book should have all information you have compiled on the duties of secretary including sample minutes, sample procedures, sample agenda, bylaws.....

# CORRESPONDING SECRETARY



# Corresponding Secretary



- As the Corresponding Secretary, you will...
  - Conduct the correspondence of the PTA as requested
  - Keep file of all correspondence
  - Carry copies of recent correspondence to meetings
  - Notify executive committee members of meetings

# RULES OF DEBATE



# Rules of Debate



The term *debate* applies to the discussion in a deliberative assembly on the merits of a pending question.

- Every member of the assembly has the right to speak to every debatable motion before it is finally acted upon, time permitting
- Each speech must be limited to one minute on any question
- A member can speak no more than twice on the same questions
- No member can speak a second time on an item so long as another is requesting recognition to speak for the first time
- All remarks must be limited to the merits of (germane to) the subject immediately before the assembly
- The maker of the motion has the right to be the first to speak to the motion
- A member may not speak against his/her own motion; however, he/she may vote against it



# Rules of Debate, continued

- The item, not the person, is the subject of debate. Personal remarks should be avoided, and motives of members must not be questioned
- Debate may be limited or extended, or closed by a two-thirds vote without a debate
- The presiding officer has the right to debate as any other member, but the impartiality required of the chair precludes exercising these rights while presiding
- To participate in debate, the presiding officer must relinquish the chair. The presiding officer may then return to the chair after the pending main question has been disposed
- In debate on an appeal or a point of order submitted to the judgment of the assembly, the presiding officer does not leave the chair since his participation in the debate relates to the function of presiding

# DO'S & DON'TS





# DO'S in Writing Minutes



- Do use a copy of the agenda as a guide in taking minutes
- Do record the name of the mover, but not the seconder in a motion
- Do request that all main motions and amendments be written, then file those motions with the minutes
- Do write the minutes as promptly as possible after a meeting and send a copy to the president (or e-mail to entire board)
- Do be specific when recording corrections in the minutes (and include the date corrected)

# DON'TS in Writing Minutes



- Don't record discussion unless directed to do so by the assembly
- Don't record personal opinions
- Don't record main motions or any subsidiary motions which are not started by the chair
- Don't record an entire report in the minutes unless directed to do so by the assembly (you can always state "report attached")
- Don't forget to sign the minutes and to initial them after approved



# What belongs in a Set of Minutes

- Kind of meeting—regular, special, annual, board
- Name of Group
- Name of presiding officer and those reporting (you may list board members indicating if they were present or absent)
- Indicate minutes of previous meeting status—approved as read, corrected
- Treasurer's Report
- Correspondence
- Reports of officers, executive committee, and/or any standing or special committees
- A separate paragraph for each subject matter
- Minutes should contain a record of what was done...not said. Opinion is NEVER reflected in minutes. If there is much discussion, you may report there was much discussion
- Record the exact wording of all motions made and seconded
- Record the name of the member who made the motion, but not the person who seconded the motion



## Cont'd.

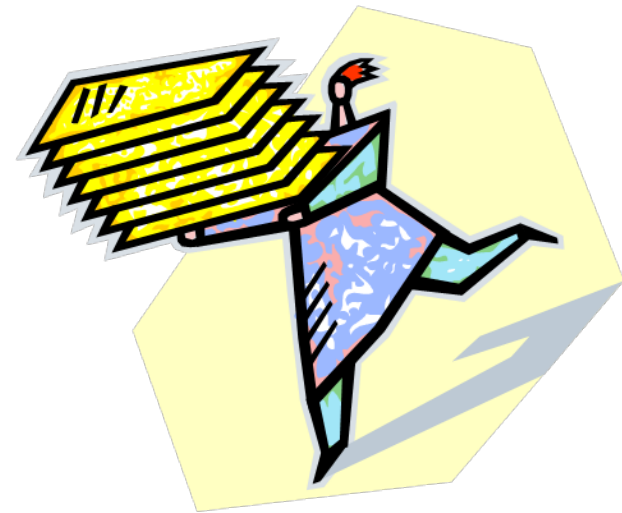
- The results of the vote....approved (passed), not approved
- When a count is taken or a vote is by ballot, the number of votes on each side should be recorded
- Program topic, type of presentation, name(s) of participants, important points covered
- Further business
- Time of adjournment
- Secretary's signature
- When the minutes are approved, the word "approved" with the secretary's initials and date should be written below them

# ADDITIONAL FORMS/INFO



# Additional Forms

- Local PTA Unit Information Checklist
- Motion Form
- Information on Convention Motions



# What makes a good Secretary?

- Promptness
- Accuracy
- Knowledge of PTA Policies & Procedures
- A sincere desire to help the president
- CHILDREN



If you have all these, you can have.....

The easiest job on your board!!!





# THANKS FOR ATTENDING!

If you have any questions, please don't  
hesitate to contact me:

**Suhailly Morales @ 727-459-4483 or  
suhailly\_morales@yahoo.com**

BEST OF LUCK IN THE 2011-2012 SCHOOL  
YEAR!