

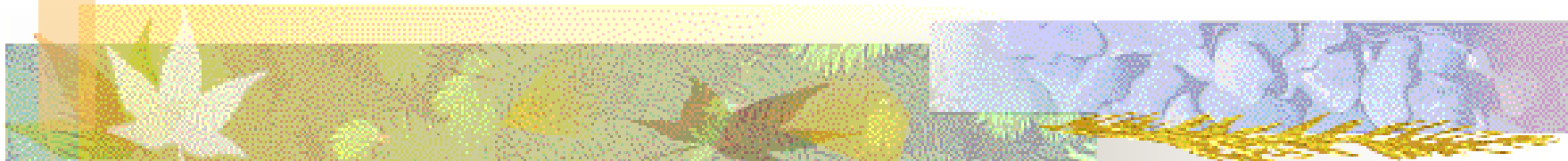
PTA SECRETARY

September 7th, 2013



Presented by:
Kim Nance
Secretary, PCCPTA

RECORDING SECRETARY



Recording Secretary



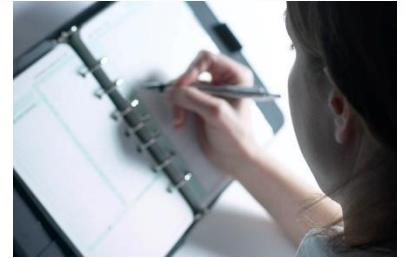
- As the recording secretary, you will...
 - Assist the President in preparing an agenda
 - Record and retain minutes of meetings
 - Act as custodian of PTA records
 - Carry reference material to each meeting
 - Follow-up to ensure your delegate list was submitted & maintain a copy in your records
 - 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- All motions (except those withdrawn), points of order and appeals, whether sustained or lost, and the name of each member who introduced a main motion, but not the name of the seconder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



Jennifer DeCresie

Membership Chair

12090 Starkey Road, Largo, 33773

jenmerlino@hotmail.com



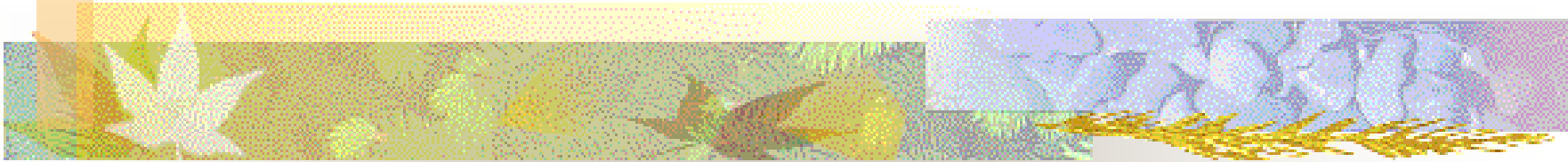
Keep your list up-to-date!

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.

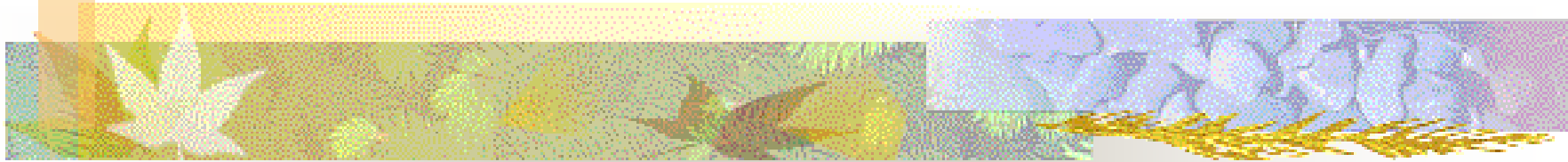
- Every member of the assembly has the right to speak to every debatable motion before it is finally acted upon, time permitting
- Each speech must be limited to one minute on any question
- A member can speak no more than twice on the same questions
- No member can speak a second time on an item so 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



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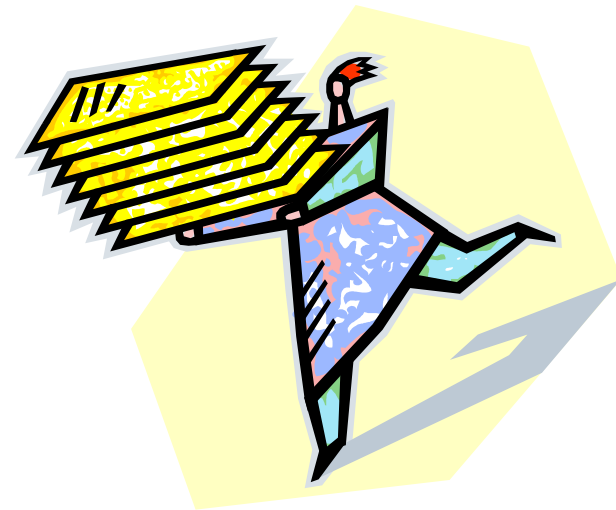
- The results of the vote....approved (passed), not approved
- When a count is taken or a vote is by ballot, the number of votes on each side should be recorded
- Program topic, type of presentation, name(s) of participants, important points covered
- Further business
- Time of adjournment
- Secretary's 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:

**Kim Nance @ 727-710-0339 or
secretary@pccpta.org**

BEST OF LUCK IN THE 2013-2014 SCHOOL
YEAR!