How Robert's Rules of Order Can Help You Run an Effective PTA Meeting

Why Meeting Structure Matters

- Respect everyone's time
- Encourage inclusive participation
- Lead to real, member-driven decisions

Robert's Rules 101

- Prevent chaos and confusion
- Promote fairness and order
- Ensure collaboration and participation

Key Roles in a PTA Meeting

- President/Chair - Leads the meeting, introduces topics, presides over votes, stays neutral Secretary - Takes minutes, tracks quorum, keeps official records
- Treasurer - Gives reports, presents budget motions
- Members - Propose motions, discuss, and vote

Guiding Principles

- One person speaks at a time
- All members have an equal voice
- Majority rules, minority rights protected
- Respectful discussion- Clear motions and votes
- Quorum is required for business

Common Motions

- Approve minutes
- Approve a budget
- Refer topic to committee
- Amend a motion
- Adjourn the meeting

How to Make a Motion-

1. Member says, "I move to..."
2. Another member seconds the motion
3. Chair restates the motion
4. Discussion
5. Vote
6. Chair announces the result

Tips for Great PTA Meetings

- Share the agenda in advance
- Start and end on time
- Use a sign-up sheet for speakers
- Stay focused on the agenda
- Use cheat sheets and tools
- Record clear minutes and next steps

Resources

Robert's Rules in Brief (book)
PTA Bylaws & Standing Rules
State/National PTA training
Online cheat sheets and apps
Facebook groups and mentor program