

GFA PTSO's

ROBERT'S RULES FOR EVERYONE

1. Meeting starts with agenda that will be followed in order.

2. Approval of previous meeting's minutes

3. Treasurer's Report (no vote needed)

4. Committee Reports

5. Old Business Items.

6. New Business

Voting Procedures:

1. Motion
 - a. Member makes a motion: *"I move that we have a welcome back event."*
2. Second
 - a. Second needed from another member *"I second that motion"*
3. Discussion
 - a. Idea is discussed for short period of time to talk about pros and cons. *"Great idea, etc."*
4. Vote
 - a. Every household receives 1 vote
 - b. Yes, or Aye and No or Nay accepted
5. Motion passes or is not passed based on the votes. President does not typically vote unless a tie occurs.