



EMPOWERING VISION
STRATEGICS CANADA

Sample Meeting Script

- 1) Good Morning / Afternoon, my name is _____, I am the President of the _____ PAC, I would like to call the meeting to order at _____ AM/PM.
- 2) Prior to adopting the agenda, we will start with introductions. *[This allows your secretary to note those in attendance].* We will begin with executive members, then school PAC members, and then guests *[Guests include, staff, presenters, etc. anyone not a parent at the school].*

(During the introductions the secretary should make notes of all attendees and guests to be recorded in the minutes and to establish and advise the President that there is quorum, voting can only take place when quorum is present).

Now that we have all introduced ourselves and have a quorum, it is time to adopt the agenda.

- 3) May I get a mover for the agenda:

Moved by: _____ *[This can be any PAC Member]*

May I get a seconder for the agenda:

Seconded by: _____ *[This can be any PAC Member]*

Are there any additions, deletions or changes of order to the agenda?

Seeing none, all those in favour of adopting the agenda as presented, raise your hand. [*OR If the agenda has been changed*] All those in favour of adopting the agenda as amended raise your hand.

- 4) Now we have the minutes from the meeting of [date of last meeting] to approve.

May I get a mover for approval of the minutes of the [date of last meeting] meeting?

Moved by: _____ [*This can be any PAC Member who was AT that meeting.*]

May I get a seconder for the motion?

Second by: _____ [*This can be any PAC Member*]

Any errors or omissions in the minutes?

Seeing none, all those in favour of adopting the minutes as presented, raise your hand. [*OR If there were errors or omissions*] All those in favour of adopting the minutes as amended raise your hand.

- 5) Reports:

We will now receive a report from the:

(a) President:

May I get a mover to receive the report from the President?

Moved by: _____ [*This can be any PAC Member*]

May I get a seconder:

Second by: _____ [*This can be any PAC Member*]

Any comments, discussion or questions?

All those in favour:

Those opposed:

The motion is: _____ [*carried OR defeated*].

(b) Secretary:

[This report usually covers correspondence, invitations, etc.]

May I get a mover to receive the report from the Secretary?

Moved by: _____ [*This can be any PAC Member*]

May I get a seconder:

Seconded by: _____ [*This can be any PAC Member*]

Any comments, discussion or questions?

All those in favour:

Those opposed:

The motion is: _____ [*carried OR defeated*].

(c) Treasurer:

May I get a mover to receive the report from the Treasurer?

Moved by: _____ [*This can be any PAC Member*]

May I get a seconder :

Seconded by: _____ [*This can be any PAC Member*]

Any comments, discussion or questions?

All those in favour:

Those opposed:

The motion is: _____ [carried OR defeated].

[Financial reports are presented and motions related to approving spending funds from the account. Those reports need separate motions. The will be slightly different]

A motion has been moved by [This can be any PAC Member] to approve the purchase of a popcorn machine for movie nights.

May I get a seconder :

Seconded by: _____ *[This can be any PAC Member]*

Is there any debate, discussion or questions?

All those in favour:

Those opposed:

The motion is: _____ *[carried OR defeated]*.

(d) DPAC Representative:

May I get a mover to receive the report from the DPAC Representative?

Moved by: _____ *[This can be any PAC Member]*

Secunder:

Seconded by: _____ *[This can be any PAC Member]*

Any comments, discussion or questions?

All those in favour.

Those opposed.

The motion is: _____ [*carried OR defeated*].

6) Now we will move on to the next agenda item.

[If there is an action item for voting:]

May I get a mover for motion:

Moved by: _____ [*This can be any PAC Member*]

May I get a seconder for the motion:

Seconded by: _____ [*This can be any PAC Member*]

Is there any debate?

All those in favour:

Those opposed:

The motion is _____ [*carried OR defeated*].

If the item is something to receive for information:

May I get a mover to receive [*the item*] for information:

Moved by: _____ [*This can be any PAC Member*]

May I get a seconder:

Seconded by: _____ [*This can be any PAC Member*]

Is there any discussion or are there any questions?

All those in favour:

Those opposed:

The motion is _____ [*carried OR defeated*].

7) Once the agenda business is complete:

May I get a mover to adjourn?

Moved by: _____ *[This can be any PAC Member]*

May I get a seconder?

Seconded by: _____ *[This can be any PAC Member]*

All those in favour:

Those opposed:

The meeting is adjourned at _____AM/PM.