

PTO Minutes Approval Process

- 1 Secretary takes notes at meeting**
- 2 Secretary revises notes into completed minutes and sends to President for review**
- 3 President makes comments and sends back to Secretary**
- 4 Secretary makes any necessary changes to minutes and, within two weeks of meeting, distributes minutes via email to**

- Executive board members
- PTO parents email list
- Principal and Principal's secretary
- School and PTO webmasters

5 Secretary brings hard copy or electronic copy of minutes to next General Meeting

6 Secretary handles approval of minutes at next General Meeting

A Move to dispense with reading of minutes since they were previously emailed around:
I move we dispense with reading the minutes. Is there a second? ("Second.") Any discussion? All those in favor of not reading the minutes aloud, say "aye"; all opposed, say "nay."

B Ask for motion to approve minutes as written

C Ask for second

D Ask for questions/discussion

E Ask for all those in favor of approving the minutes as written* and all opposed

**If there were any corrections or changes noted during discussion, mark up Secretary's copy and move to approve minutes "as corrected" instead of "as written."*

