

## Recording Secretary - Basics and Beyond

Welcome to one of the three essential positions in PTA—the others being president and treasurer. For the basic job description please check out the following resources on the California State PTA website (Capta.org): [Job Description for Secretary](#) and/or [Leaders Website - California State PTA](#). This handout will provide you with some additional information and tips.

### KEY ROLE - PTA SECRETARY

- Takes minutes at board and association meetings
- Co-signs formal papers with president: authorization for payment, resolutions and formal letters
- Handles PTA correspondence as directed by the president
- Maintains and preserves PTA records and important documents to pass on at the end of the term

**The secretary is responsible for keeping accurate records of all proceedings of the PTA. Minutes are the legal permanent record of the PTA as a non profit organization and are kept forever.** [Records Retention and Destruction Policy](#)

### AT THE START OF YOUR TERM

- Review files and procedure book from last term to better understand the scope of your new position.
- It is also worthwhile to talk to last term's secretary to get advice and tips about your new role.
- If your PTA has a recording secretary and a corresponding secretary, discuss how you will work together.

### PACKING FOR MEETINGS

Keep the following items on hand:

- Bylaws and standing rules (the most recent and signed version)
- Meeting agenda
- Minutes from the previous meeting
- Correspondence received
- List of unfinished business
- List of committees, including chairs and members
- Membership list
- Ballots of paper for voting
- Latest edition of Robert's Rules of Order
- Calendar
- Materials for note/minute taking
- Sign-in sheet
- Blank motion forms (if your PTA decides to use them)

### PREPARATION FOR MEETINGS

- Send out the meeting notice (flyers, notice at the office, email, social media, etc.).
- Work with the president and others to develop the agenda.
- Send out copies of the agenda before the meeting with any other necessary documents including the draft minutes from the previous meeting.

### AT THE MEETING

- Take minutes.
- Verify quorum (by roll call or sign-in sheet).
- Present minutes for approval.
- Present recommendations/communications addressed to the association.
- Count votes.
- Be a voting member of the board.

## AFTER THE MEETING

Collect sign in sheet, copy of the agenda, all financial reports (treasurer's reports, financial reviewer's reports, etc.), nominating committee report (once a year), officers' and committee chairs' reports, and any handouts.

It is always best to complete the minutes soon after the meeting, when everything is fresh in your memory.

### Can we record meetings?

Yes, but you need to ask for permission. If anyone at the meeting objects, you cannot record the meeting. (Do not keep recordings. Let the membership know that you will keep the recording for a week or so (until the minutes are done), after which you will delete the recording.) Recordings are NOT the legal record.

## THE MINUTES

Your main task is to take concise and complete minutes for board and association meetings. Focus on noting actions taken by the group in the order they took place. Record what is done, not what is said.

What goes into the minutes is vital to running your PTA. If there are no minutes, then it is like there was never a meeting and there is no proof what topics were discussed and which actions were approved.

*"If it's not in the minutes it didn't happen."*

Minutes follow the actual order of the meeting, which might not be the agenda order. You *may* number agenda items even if the agenda itself is not actually numbered.

The minutes are a record of **actions** taken by the PTA, so you must record all **motions** made during the meeting. (See MOTIONS section below) You *may* number the motions (starting with 1 for each meeting). Numbering motions makes them easy to identify especially if there are corrections being made. The president may also ask you to make sure a particular statement or informal decision is included in the minutes so it's part of the permanent record.

Other than the wording of the motions, the minutes are NOT a record of what was actually said. It is helpful to note the topic of discussion and the general points raised in discussion, but it is not necessary to record details. Never include personal, inflammatory, or confidential comments.

Minutes should include:

- Name of your PTA
- Type of meeting (Association, Executive Board or Committee)
- Date, time, and place
- Start time/Call to Order
- Name of presiding officer
- Attendance and whether quorum is met
- Adoption of agenda
- Approval of previous meeting's minutes ("as written" or "as corrected")
- Summary of the treasurer's report (beginning balance, total income, total expenses, and ending balance)
- List of payments authorized or expenditures ratified to pay bills
- Motions, noting the person's name making a motion and votes' result, if adopted or defeated
- Summary of officer, chair, and administrator reports
- Unfinished business
- New business
- Announcements
- Time of adjournment
- Secretary's signature and title

- Date the minutes were approved

**Distributing the minutes:** Send a draft copy to the president to review before distributing the final permanent copy of the minutes to the group that generated them.

There are several ways to share minutes with your members. For a smaller group, such as a board, you can email the minutes for review before the next meeting. For association meetings, you can prepare hard copies of minutes as handouts or to post at a meeting. And, you can also publish minutes in a unit newsletter if it is sent only to PTA members. However, it's important to keep in mind that PTA minutes are produced only for members and are not for public distribution. For this reason, they are not posted on any website, on social media or in a newsletter in their entirety. Instead, for association meetings, provide only a summary of the minutes online and in school newsletters that highlights the main actions taken at the meeting. (See <http://toolkit.capta.org/job-descriptions/secretary/> for a sample.)

**Approving the minutes:** Minutes are presented for approval at the next meeting of the group as a standard agenda item. This action is recorded in two different places in the master copies of the minutes:

- Minutes of current meeting - Note that previous meeting's minutes were approved 'as written' or 'as corrected' and list the corrections.
- Minutes of previous meeting - Write the word 'approved' and the date after your signature and title.

The president can also appoint a committee, ideally three people, to approve minutes during the term. This helps to save time at a meeting.

When using this method to approve minutes, committee members must be present at the meeting to:

- Read the minutes on behalf of members
- Report on corrections at the next meeting
- Sign and date approval of the minutes after secretary's signature on the master copy of the minutes

### **Correcting the minutes:**

Corrections to the minutes are made when they are presented for approval at a meeting. They can also be made at a subsequent meeting when an error is discovered. Only the group involved in the meeting may correct minutes from one of their previous meetings.

To record a correction in the master copy, use red ink to:

- circle the incorrect words
- in the margin, write the correction, the date, and your initials.

### **BEYOND THE MINUTES**

As secretary, you are assigned a few other tasks as indicated in your bylaws. At meetings, be prepared to refer to minutes of previous meetings, bylaws and the current membership list, if asked. You may also be asked to provide blank paper for voting by ballot and to help count a vote.

For an association meeting, the secretary presents a board report and moves the adoption of board recommendations.

In addition, some administrative tasks carried out by the secretary may include:

- Sending notices of board meetings
- Preparing a list of unfinished business from meetings for the president to follow up on
- Notifying officers and committee members of their election or appointment

## AT THE END OF YOUR TERM

As the year winds down, you will need to prepare your council/unit's permanent record. You will gather all the documents you saved throughout the year. Find out where your permanent records are stored and add your bound books to the collection.

The following items need to be included in your permanent record:

- Meeting agendas
- Sign-in sheet
- Meeting minutes
- Treasurer's reports/financial reports
- Financial reviewer's reports
- Written reports from committees including the nominating committee, bylaws committee, etc.
- Bylaws and Standing Rules (When revised bylaws are adopted, the previous bylaws get bound into the minutes of the meeting at which they were superseded.
- Contracts
- Letters of resignation
- Anything else you have been asked to save permanently (Handouts and flyers are sometimes included when referred to in the meeting. However, usually the historian will save those for that year's memory book.)

***Your permanent record/minutes book must be exactly that, PERMANENT.***

### BINDING OPTIONS:

- **DIY binding:** If you have been pasting in minutes and supporting material as you go along, finish that task. Paste in all the materials for each meeting in agenda order, numbering the pages as you go. (You will need two copies of any two-sided document.)
- **Traditional binding:** If you have been saving everything to be bound, prepare a cover sheet and you can pay to have them bound at an office supply store or print shop.
- **Digital binding:** Save the minutes, and supporting materials, as PDF with your digital signature. Put the minutes into a file in a PTA owned drive that is password protected. (i.e. Google Drive)

*Allowing for the digital binding is convenient, however, it is still recommended that you keep the permanent record of your PTA in more than one place/format.*

### LAST STEPS

- Finish binding the minutes. You will give these to your successor.
- Update any procedures that might have changed during your term, and hand over the "procedure book" to your successor.
- Share all relevant documents electronically with your successor including files such as the motion form template and the sign-in sheet template, and be sure to include copies of the past year's minutes for the executive board meetings and the association meetings. Having these templates might make the incoming secretary's job easier.
- Encourage your successor to attend training.

## SAMPLE AGENDA/MINUTES AND MOTIONS

The agenda should always have the Call to Order, the Adoption of the Agenda and the Approval of the Minutes at the beginning of the meeting. After that, the agenda order will depend upon what you need to do. Because financial matters require a vote, the Financial Reports are sometimes scheduled mid-meeting to be certain of having a quorum. (Note: Minutes follow the actual order of the meeting, which might not be the agenda order.)

If you have to elect a recording secretary or appoint a parliamentarian pro tem, you do that as part of the call to order and before the adoption of the agenda.

Make everyone's life easier: Ask officers to use the appropriate wording provided below, especially for motions. Type your motions in bold or all capital letters or both. This makes them easy to find. Consider using motion forms.

You always end the minutes with the Adjournment, followed by your signature, name and under that, your title (Recording Secretary). If someone has to take notes for you, that person (*who should be elected as soon as the meeting is called to order*) writes/types up the minutes and ends with the title Recording Secretary Pro Tem (for the time being).



### SELENA SLOAN BUTLER MIDDLE SCHOOL PTSA ASSOCIATION MEETING February 26, 2022

**Present:** *[ALL THE NAMES ARE LISTED USING ALPHABETICAL ORDER BY LAST NAME.]*

**Excused absences:** *[President reads the excused absences as part of the call to order; the secretary lists the names in alphabetical order by last name.]*

**Courtesy seats:** *[President reads the courtesy seats as part of the call to order; the secretary lists the names in alphabetical order by last name.]*

**Quorum met/not met.** *[If quorum is not met, the meeting is strictly informational; no actions/motions.]*

**Call to Order:** The meeting was called to order at 7:04 p.m. in the school library, President Lily Marlene presiding. *IF the recording secretary is absent, a secretary pro tem needs to be elected at this point in the meeting. If the parliamentarian is absent, the president appoints a parliamentarian pro tem at this point in the meeting.*

**Adoption of the Agenda:** The agenda is adopted as presented or amended with changes as deemed necessary by the chair. (If amended, you will note the changes.) No motion is needed to adopt the agenda. The president simply states, "If there's no objection, the agenda is adopted as presented, with changes as deemed necessary by the chair."

**Approval of Minutes:** The minutes of January 24, 2022 were approved as presented. OR There were two corrections to the minutes of January 24, 2022: [The secretary lists the corrections.] The minutes were approved as corrected.

*[In addition to writing out the corrections in the notes of the meeting to be written up, the secretary must circle the errors in red ink in the minutes being corrected and write the corrections in the margin.]*

Note that no motion is needed to approve the minutes.

#### **Financial Reports:**

**Financial Secretary's Report—Georgia O'Keefe:** Georgia made one deposit, all spirit wear, for a total of \$2,650.73. The report was filed for financial review.

*Note that no motion is needed for the report itself. President states that the report was filed for financial review. [Some units have a financial secretary; if your unit doesn't, your agenda won't have this entry.]*

**Treasurer's Report—Andy Warhol:** The opening balance on January 1, 2022, was \$2,672.65; the total income was \$2,650.00; the total expenditures were \$501.31; the ending balance on January 31, 2022, was \$4,821.34. The report was filed for financial review.

*[Note that no motion is needed for the report. President states that the report was filed for financial review.]*

***For association meetings there will be a motion to ratify all the bills paid by checks since the previous association meeting. The treasurer makes this motion using the following wording:***

**MOTION:** ANDY WARHOL MOVED TO RATIFY BILLS PAID BY CHECKS #3245-3249 INCLUSIVE, DATED FEBRUARY 1 THROUGH APRIL 30, 2022, FOR A TOTAL OF \$3,501.41. THE MOTION WAS SECONDED AND ADOPTED.

***If the treasurer wants to write checks at the end of the meeting, there needs to be a motion to approve payment of specific items.***

**MOTION:** ANDY WARHOL MOVED TO APPROVE THE FOLLOWING BILLS WITH CHECKS DATED MARCH 2, 2022: CHECK # 3250 TO ANDY WARHOL IN THE AMOUNT OF \$45.67 FOR PHOTOCOPYING EXPENSES AND CHECK # 3251 IN THE AMOUNT OF \$37.50 TO FRIDA KAHLO, THE REFLECTIONS CHAIR, FOR CERTIFICATE EXPENSES, FOR A TOTAL OF \$83.17. THE MOTION WAS SECONDED AND ADOPTED.

**Financial Reviewer's Report—Anna Pavlova:** Anna read the following statement: "I have examined the financial records of the treasurer of Selena Sloan Butler Middle School PTSA and find them correct with no recommendations. Financial review completed February 15, 2022."

**MOTION:** ANNA PAVLOVA MOVED TO ADOPT THE FINANCIAL REVIEW FOR THE PERIOD JULY 1-DECEMBER 31 2021, COMPLETED ON FEBRUARY 1, 2022. THE MOTION WAS ADOPTED.

*[The financial reviewer could also have found the financial records correct with the attached recommendations, substantially correct with the attached recommendations and findings, partially correct (more adequate accounting procedures need to be followed so that a more thorough financial review report may be given), incorrect. The financial reviewer makes this report twice a year.]*

Other agenda items your president might include are: Principal's Report, Program Presentation, Faculty Representative Report, President's Report, Vice Presidents' reports, Officers' Reports, Committee Reports. The agenda might list each Vice President separately, or have all Vice Presidents' reports as a category, with each Vice President as a sub-group, and all Chairmen Reports as a category, with Standing Committees first and special committees following. You can format it with indents or using bold, to make the sections easy to follow.

**Unfinished Business:** *[Note: There is never old business.]*

**New Business:**

**Announcements:**

**Adjournment:** The meeting was adjourned at 8:34 p.m.

Sebastian Coe  
Recording Secretary

\_\_\_\_\_date the minutes were adopted as presented/corrected

## MORE ABOUT MOTIONS

**What are motions?** Motions record the official actions of your PTA. Adopted motions record the decisions of the body that made them. Your PTA needs motions to adopt a budget, to release funds, to authorize spending, whether to pay or to reimburse, to support a California State PTA resolution, to accept a resignation, ratify appointments, and so on. The minutes of your PTA are a record of **actions** taken by the PTA, **so you must record all motions made during each meeting**. Motions made at an Executive Board meeting are not final decisions; they must be brought as recommendations from the executive board to the membership (the association) for a vote. Only the association can make a binding decision to spend.

<https://toolkit.capta.org/running-your-pta/meetings/eight-steps-to-making-a-motion/>

**When is a motion NOT required?** A motion is not required to adopt the agenda, approve the minutes, or to approve the treasurer's report.

**How is a motion made and what is a second?** When a motion is made, it is a proposition brought to the floor by one person. This proposition to discuss and vote must be agreed to by at least one other person present who says "I second the motion." Seconding a motion is NOT an indication of agreeing with the content of the motion. Seconding a motion simply allows discussion and a subsequent vote. If there is no second, the motion dies on the floor and there is no discussion.

**What must you write down?** You must record the first and last names of the person making the motion, the text of the motion and the result of the vote. You do not need to write down the name of the person who seconded the motion. There is no requirement to write down any points discussed before the vote on the motion although it is recommended that you do so. Do not record who said what, just make a note of the substantive points made.

For motions with a counted vote, record if a quorum or majority was needed and the number for and against the motion. For motions requiring a two-thirds vote, note that a two-thirds vote was required for approval after the outcome of the motion.

## SAMPLE MOTIONS

**Motions that are made at almost every meeting:** Ratification of bills already paid and approval of bills to be paid should come up at almost all, if not every, meeting.

MOTION: TREASURER, [NAME], MOVES TO PAY THE FOLLOWING BILLS [LIST BILLS; TO WHOM PURPOSE, AMOUNT]. THE MOTION WAS SECONDED AND ADOPTED.

MOTION: TREASURER MOVES TO RATIFY [CHECK#, TO, PURPOSE, AMOUNT]. THE MOTION WAS SECONDED AND ADOPTED.

**Motions that are made two to three times a year:** At least two times a year, the financial reviewer makes a motion to adopt the financial review report.

*If a bank signer resigns, there has to be a financial review immediately unless the resignation coincides with a regularly scheduled financial review.*

[NAME] MOVED TO ADOPT THE FINANCIAL REVIEW FOR THE PERIOD JULY 1 THROUGH DECEMBER 31, 2021, COMPLETED ON FEBRUARY 1, 2022. THE MOTION WAS ADOPTED.

## **Some motions are made occasionally:**

### Adoption of Budget:

MOTION: ANDY WARHOL MOVED TO ADOPT THE [PTA Name] 2021-2022 BUDGET AS PRESENTED. THE MOTION WAS SECONDED AND ADOPTED.

### Releasing of funds:

MOTION: ANDY WARHOL MOVED TO RELEASE NOT TO EXCEED \$200.00 FROM THE YELLOW RIBBON WEEK EXPENSE BUDGET LINE. THE MOTION WAS SECONDED AND ADOPTED.

### Bylaws adoption: The parliamentarian will make a motion to adopt the bylaws.

The parliamentarian should provide you with a copy of any amendments. These will go into the minutes. There will be a motion to adopt the bylaws after they are signed by the State Parliamentarian. As recording secretary, you will sign and date the signature page of the new bylaws. The previous bylaws will be bound after the minutes in which the adoption was recorded.

MOTION: JOHN BROWN MOVED TO ADOPT THE BYLAWS AS PRESENTED (AND SIGNED BY THE STATE PARLIAMENTARIAN ON MAY 12, 2022). THE MOTION WAS SECONDED AND ADOPTED. See [PTA BYLAWS REVIEW – 4 KEY STEPS](#) for more information on bylaws.

### Approval of projects, fundraisers, contracts:

MOTION: SALLY MANN MOVED THAT [PTA NAME] ENTER INTO CONTRACT WITH [VENUE/COMPANY] FOR [EVENT] TO BE HELD ON [DATE] FOR THE ALL INCLUSIVE PRICE OF [DOLLAR AMOUNT]. THE MOTION WAS SECONDED AND ADOPTED

### Committee appointments: The president appoints chairs and committee members; the board votes to ratify (or not) the appointments.

MOTION: JOHN BROWN MOVED TO RATIFY THE PRESIDENT'S APPOINTMENTS OF THE FOLLOWING: SALLY MANN AS MEMBERSHIP CHAIR, CY TWOMBLY AS FUNDRAISING CHAIR, AND GEORGIA O'KEEFE AS HOSPITALITY CHAIR.

Nominating Committee Report: Once a year, the Nominating Committee makes a report at the annual election meeting. Make sure that you get the report with signatures from all members of the committee, which you need for the permanent bound record.

Elections: Ask the president to provide you with a copy of the script to follow along. The slate of nominees is read out several times, there are calls for nominations from the floor, and there will be a ballot vote for any position with more than one candidate. In that case, a Teller Committee will be appointed by the president and the names of the appointees recorded in the minutes. The official report of the Teller Committee to be included in the permanent bound record will be submitted to you by the president after the report has been read.

Elections at the executive board to fill a vacancy: If a member of the board resigns after being duly elected, or if an elected position was not filled at the time of the regular election, as per unit or council bylaws, the vacancy is filled by the executive board at a meeting.

See [The Election](#) for more information.

Resignations: If someone resigns, you should save the letter of resignation which can be the email or a handwritten/typed letter. If someone has resigned verbally, the president should request a written statement. You will include this letter of resignation with your minutes/in the permanent record in the meeting at which the president announces the resignation. Someone other than the president makes a motion to accept the resignation which you will record in the minutes.

MOTION: JOHN BROWN MOVED TO REGRETFULLY ACCEPT THE RESIGNATION OF PAUL KLEE AS TREASURER. THE MOTION WAS SECONDED AND ADOPTED



**Withdrawing** a motion is not an item of business in itself. If the maker withdraws the motion before the motion has been brought forward or after the motion has been made, but before discussion begins, then for all practical purposes it never existed, and the motion simply ceases to exist. If the maker wants to withdraw a motion after there has been discussion, there must be consensus of the group that the motion be withdrawn. Chair states, "If there's no objection..."

## **AMENDMENTS TO MOTIONS**

Amendments are the **only** way to change the wording of a motion once it has been made and seconded. Not even the maker of the motion can change the wording except by an amendment. Why? Once a motion has been seconded, it no longer belongs to the maker. An amendment reads much like a motion except that the amender says "I move to amend the motion" and then states specifically what changes are proposed. The amendment must also say specifically what words are to be inserted and where, or what words are to be deleted and what if anything is to be inserted. The amendment must be seconded (or it dies on the floor), discussed if necessary, and then voted on *BEFORE* returning to vote on the main motion as amended (if the amendment was adopted) or as it was made originally (if the amendment was not adopted).

### **EXAMPLE WORDING OF MOTIONS WITH AND WITHOUT DISCUSSION/QUESTIONS.**

- **A motion is made and seconded, there is no discussion, and then there is a vote.**

**MOTION:** ANDY WARHOL MOVED TO RATIFY BILLS PAID BY CHECKS #3245-3249 INCLUSIVE, DATED FEBRUARY 9-FEBRUARY 23, 2022, FOR A TOTAL OF \$501.31. THE MOTION WAS SECONDED AND ADOPTED.

- **A motion is made and seconded, there is discussion, and then there is a vote.**  
There are two acceptable ways to present the discussion portion.

**MOTION:** PAUL KLEE MOVED THAT THE FALL FESTIVAL DATE BE CHANGED FROM SATURDAY, OCTOBER 21, 2022 AS SCHEDULED TO SATURDAY, OCTOBER 28, 2022. THE MOTION WAS SECONDED. Discussion covered the following points: a conflicting event at the middle school on Saturday October 21<sup>st</sup> and not enough time to prepare for the Festival after Red Ribbon Week. THE MOTION WAS ADOPTED.

OR

**MOTION:** PAUL KLEE MOVED THAT THE FALL FESTIVAL DATE BE CHANGED FROM SATURDAY, OCTOBER 21, 2022 AS SCHEDULED TO SATURDAY, OCTOBER 28, 2022. THE MOTION WAS SECONDED AND ADOPTED. Discussion covered the following points: a conflicting event at the middle school on Saturday October 21<sup>st</sup> and not enough time to prepare for the Festival after Red Ribbon Week.

- **A motion is made and seconded. There is a question and answer, followed by the vote.**

**MOTION:** ANDY WARHOL MOVED TO CHANGE THE RED RIBBON WEEK EXPENSE BUDGET FROM \$150.00 TO \$130.00 AND TO CHANGE THE YELLOW RIBBON WEEK EXPENSE BUDGET FROM \$150.00 TO \$170.00. THE MOTION WAS SECONDED AND ADOPTED.

Before the vote, in answer to a question Andy explained that the YRW chairman forgot to include the shipping cost for pencils; the money left over from RRW last fall will cover the shortage.

### **EXAMPLE WORDING OF MOTIONS WITH AMENDMENTS UNDER DIFFERENT SITUATIONS**

The least controversial situation is one in which everyone, including the maker of the motion, realizes something essential was missing in the motion as presented and seconded. Anyone, including the maker of the motion, can make the motion to amend.

Despite the "friendly" atmosphere, there still needs to be a formal amendment and vote on that amendment before proceeding to vote on the amended version of the motion. Here's how you would record the proceedings.

**MOTION:** GEORGIA O'KEEFE MOVED THAT THE OBAMA MIDDLE SCHOOL PTA SPONSOR A COLLEGE NIGHT ON WEDNESDAY, SEPTEMBER 23, 2022 FROM 4:30 TO 6:30 P.M. THE MOTION IS SECONDED. Discussion covered the problem for college representatives being able to set up in time and working parents to bring their students.

MOTION TO AMEND: GEORGIA O'KEEFE MOVED TO REPLACE THE WORDS "FROM 4:30 TO 6:30 P.M." WITH "FROM 6:30 TO 8:30 P.M.". THE MOTION TO AMEND WAS SECONDED AND ADOPTED.

**THE MOTION AS AMENDED WAS ADOPTED** WITH THE FOLLOWING WORDING: THAT THE OBAMA MIDDLE SCHOOL PTA SPONSOR A COLLEGE NIGHT ON WEDNESDAY, SEPTEMBER 23, 2022, FROM 6:30 TO 8:30 P.M.

A more typical situation is one in which discussion of the motion reveals mixed feelings about the motion as presented. Someone makes a motion to amend which is seconded and thus gives everyone a chance to weigh in on a specific suggestion. In this case the amendment is not adopted and there are no further amendments to the original motion so it is voted on as originally presented. Here's how you would record the proceedings.

**MOTION:** PAUL KLEE MOVED THAT THE FALL FESTIVAL DATE BE CHANGED FROM SATURDAY, OCTOBER 21, 2022, AS SCHEDULED TO SATURDAY, OCTOBER 28, 2022. Discussion covered the following points: There is a conflicting event at the middle school on Saturday, October 21<sup>st</sup> and not enough time to prepare for the Festival after Red Ribbon Week. Others brought up competing festivals at other elementary schools on October 28<sup>th</sup>. There was also mention of Saturdays being difficult in general and Friday evenings being better.

MOTION TO AMEND: SALLY MANN MOVED TO DELETE THE WORDS "SATURDAY, OCTOBER 28, 2022" AND INSERT THE WORDS "FRIDAY, OCTOBER 27, 2022" AT THE END OF THE MOTION. THE MOTION TO AMEND WAS SECONDED. Discussion covered more problems with Friday night than with Saturday. THE MOTION TO AMEND WAS NOT ADOPTED.

**THE MOTION AS ORIGINALLY PRESENTED WAS ADOPTED.**

In another example of mixed feelings about the motion, the first amendment is not adopted but when discussion returns to the original motion, another amendment is made which is voted on and adopted. The original motion as amended is then voted on. Here's how you would record the proceedings.

**MOTION:** PAUL KLEE MOVED THAT THE FALL FESTIVAL DATE BE CHANGED FROM SATURDAY, OCTOBER 21, 2022, AS SCHEDULED TO SATURDAY, OCTOBER 28, 2022. Discussion covered the following points: There is a conflicting event at the middle school on Saturday October 21<sup>st</sup> and not enough time to prepare for the Festival after Red Ribbon Week. Others brought up competing festivals at other elementary schools on October 28<sup>th</sup>. There was also mention of Saturdays being difficult in general and Friday evenings being better.

MOTION TO AMEND: SALLY MANN MOVED TO DELETE THE WORDS "SATURDAY, OCTOBER 28, 2022" AND INSERT THE WORDS "FRIDAY, OCTOBER 27, 2022" AT THE END OF THE MOTION. THE MOTION TO AMEND WAS SECONDED. Discussion covered more problems with Friday night than with Saturday. THE MOTION TO AMEND WAS NOT ADOPTED. Discussion returned to the original motion.

MOTION TO AMEND: GEORGIA O'KEEFE MOVED TO INSERT THE WORDS "STARTING AT 4 P.M" AT THE END OF THE MOTION. THE MOTION TO AMEND WAS SECONDED AND ADOPTED.

**THE MOTION AS AMENDED WAS ADOPTED** WITH THE FOLLOWING WORDING: THAT THE FALL FESTIVAL DATE BE CHANGED FROM SATURDAY, OCTOBER 21, 2022 AS SCHEDULED TO SATURDAY, OCTOBER 28, 2022 STARTING AT 4 P.M.