

Finch Elementary Open PTO Meeting Rules of Conduct

How do I make an announcement at the Open PTO Meeting?

We request that announcements regarding school or community events be submitted 5 days prior to the Open PTO meeting to be added to the agenda so that our meeting timeline can be kept. We will allot a small amount of time at each meeting for announcements that were not added to the agenda. These announcements will be kept at a 5-minute maximum and cannot be an issue that needs to be discussed or voted upon.

How do I add an item that needs to be discussed or voted on to the agenda?

All agenda items that require parent and teacher discussion and/or a vote need to be submitted to the board by the 20th of the month prior to the Open PTO meeting (second Tuesday of the month). If an agenda item has not been submitted on time, it will be added as new business to the following month's Open PTO meeting and will not be discussed at the current month's Open PTO meeting. (For example, if an agenda request is submitted on October 22nd, this will not be discussed until the December Open PTO meeting). {Adding items to the agenda ahead of time allows for both parents and teachers that would like to have their voice heard have time to be prepared and educated regarding the discussion. It also gives the PTO board preparation time to facilitate a discussion in a fair and respectful manner. }

If a discussion that is on the current Open PTO meeting agenda does not end in agreement, a motion to vote may be made. If this motion is seconded, ballots will be made available by the board to approve or deny the motion. (A motion may not be made for anything that was not added to the Open PTO agenda in the timely manner address above but will instead be added as a discussion to the next month's Open PTO meeting).

A discussion may also be tabled if necessary.

How will voting take place?

Voting will take place using paper ballots and counted by at least two PTO volunteers and one staff member.

Who gets to vote?

Every member of the PTO (parents, teachers or staff of Finch Elementary) will be given one vote at an Open PTO meeting. The voting member must be present to vote.

These Rules of conduct supersede any prior rules used by the Finch PTO and will be used to create a positive and respectful environment for our Open PTO meetings. If a discussion is started at the Open PTO meeting that has not gone through the proper channel, the discussion will be stopped and added as an agenda item to the next month's Open PTO meeting.