

General Meeting Script

I. Call to Order

CHAIR

Good Morning/Afternoon/Evening. Welcome to [insert school's name] GO Team Meeting, where we will follow the agenda as it has been emailed to you and publicly noticed.

I would like to remind everyone that this is a meeting of the GO Team. Only members of the team may participate in the discussion. Any members of the public present are here to quietly observe. For members of the GO Team – please identify yourself when you speak.

I am pleased to call this meeting of the [insert school's name] GO Team to order at [time]

Our first order of business is to **call roll**. The secretary will now take the roll.

II. Roll Call, Establishment of Quorum

SECRETARY

Please respond “Present” when your name is called.

[Calls roll of GO Team members and records them in the minutes; records names of members not present.]

CHAIR

This team will only be able to take official action if a quorum is present. [insert name of secretary], **is there a quorum present?**

SECRETARY

“YES, there is a quorum present.” OR “No, there is not a quorum present.”

CHAIR

If there is a quorum present, proceed to Action Items on next page:

If there is NO quorum present:

We do not have a quorum present. We needed a majority of GO Team members in attendance to vote on the agenda items. Having a quorum protects the school by preventing a very small number of members from taking action on behalf of the entire school. We will proceed with today’s discussion and information items. Action items will be tabled until a quorum is established.

Proceed to the Discussion Items or Information Items on the agenda section.

III. Action Items

A. **Approval of the Agenda**

CHAIR

Our first order of business is to **Approve the Agenda**. This was provided to you and copies are here. Are there any changes to the agenda? *[If changes are offered and the majority agree, amend the agenda as appropriate.]*

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May I have a motion to **Approve the Agenda**? A second? All in favor, please say, “Aye” so the secretary can record your vote. All opposed, please say, “Nay.” Any abstentions? Please say, “Abstain.” *[The secretary will note who made the motion, who seconded, and how each member voted.]*

B. Approval of the Previous Minutes

We will review and **Approve the Meeting Minutes** from our last meeting. The minutes have been provided to you. Are there any corrections?

If corrections are offered, the Chair permits discussion by the members, to ensure everyone agrees that the correction is accurate. The secretary then enters the corrections on the master copy. When no further corrections are offered, the Chair says,

If there are no (further) corrections, may I have a motion to approve the previous meeting’s minutes? A second? All in favor, please say, “Aye.” All opposed, please say, “Nay.” Any abstentions? Please say, “Abstain.” *[The secretary will note who made the motion, who seconded, and how each member voted.]*

C. Additional Action Items

*This is dependent upon how many **Action Items** your agenda has. The following script is for each item:*

CHAIR

Our first Action Item is *[insert agenda item here]*. Do I hear a motion to approve this item?

After the motion is moved and seconded:

It has been moved and seconded. Is there any discussion? *[The Chair facilitates any discussion around this agenda item. Be sure to keep all discussion on topic and brief. If your GO Team has discussed this item at previous meeting, you can shorten the discussion by saying, “We discussed this item at the last meeting. Is there anything new to add?”]*

Once discussion has concluded, the Chair calls for a vote:

All in favor, please say, “Aye” so the secretary can record your vote. All opposed, please say, “Nay.” Any abstentions? Please say, “Abstain.” *[The secretary will note who made the motion, who seconded, and how each member voted.]*

IV. Discussion Items

We will now move to the **Discussion Items** on our agenda.

*[The Chair will guide the discussion by keeping it on topic and moving forward – try not to keep having the same points discussed. If discussion reaches a conclusion, the GO Team can choose to **take Action** on the item. If you take Action on an item, follow the script for **Action Items**. If the discussion does not reach a conclusion due to the need for more information, lack of time,*

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or other reasons, once the discussion ends, move on to the next discussion item. Items (as necessary) can be added to future agendas.]

V. Information Items

We will now move on to **Information Items**; first is the **Principal's Report**.

[The Principal will give a report.]

We will now hear about additional Information Items. *[Complete all Information Items on the Agenda as appropriate. These are items which might be important for GO Team members to know about, but they are items on which the GO Team would not or cannot take Action. Examples would be APS Calendar, Property Tax Issues, Milestone Testing Dates (set by the state), etc.]*

VI. Public Comment

[Only if this meeting permits public comment. If you are permitting public comment, be certain to read the script and guidelines as established by your GO Team. Hold all speakers to these criteria.]

VII. Announcements

Does anyone have any announcements?

*[This is an opportunity to make GO Team members aware of any important dates, events, achievements, etc. going on at your school, in your community, or in Atlanta Public Schools. Any GO Team member may make an Announcement. This is also the point in the meeting when the **Chair should announce the time and place for the next meeting.**]*

VIII. Adjournment

We have reached the end of our agenda. Is there any additional business at this time?

[If there is additional business, determine if it should be addressed immediately or placed on the next meeting's agenda. Once this discussion is concluded, then ask:]

May I have a motion to **Adjourn** the meeting? A second? All in favor, please raise your hand. All opposed, please raise your hand. Any abstentions? Please raise your hand. *[The secretary will note the names of the members making motion, seconding the motion and how each member voted.]*

Meeting is adjourned. *[The secretary will record the actual time of adjournment in the minutes.]*