

PTA Parliamentarian



California State PTA Presenter:
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Workshop Overview

- Parliamentarian – Key Roles
 - Getting Started
 - How Tos – Meetings | Motions
 - Tips – Nominating Committee
- PTA Bylaws – Your GPS
 - Updating | Using E-Bylaws | Submitting

Learn more:
www.capta.org

What does a PTA parliamentarian do?
Share your ideas with a partner

Parliamentarian – 3 Key Roles

Consultant to President	Mentor for Members	Facilitator for Bylaws
<ul style="list-style-type: none">• Help manage meetings• Rely on parliamentary process so everyone is heard	<ul style="list-style-type: none">• Promote how tos for 'rules of the game'• Help get Nominating Committee started	<ul style="list-style-type: none">• Know Bylaws & Standing Rules• Chair Bylaws Committee to update bylaws

FAQ – How often should bylaws be updated?

**Key Role – Consultant to President
Getting Started – Effective Meetings:**

Keep Speakers List

Act as Timekeeper

- Use Timed Agenda | Issue Bin



Advise on Parliamentary Basics

- Help answer questions
- Identify ways to move meetings forward

Did You Know? ...Parliamentarian sits next to president

Questions?



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**Key Role – Mentor for Members
Promote Parliamentary Basics**

How Tos – Meetings: 5 Rules of the Game

1. Order – 1 business item at a time
1. Equal Opportunity – Chance to participate
1. Justice – Fairness | Everyone understands
1. Right of Minority – To be heard
1. Right of Majority – To decide

FAQ – How can I spread the word to members?

**Key Role – Mentor for Members
Promote Parliamentary Basics**

How Tos – Motions

Help run effective meetings with:

- Pre-written routine motions on agenda
- Written motions at meeting
- Add Standing Rule on Motions
 - Number of speakers pro/con (4)
 - Number of times per speaker (1x)
 - Time for each speaker (2 min)

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**Key Role – Mentor for Members
Promote Parliamentary Basics**

Key Steps – Making a Motion:

- Chair – Recognizes Member
 - Propose Motion | Second Motion
- Chair – Restates Motion | Opens Debate
 - Motion maker has right to speak first
- Chair – Conducts Vote | States Result

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Questions?



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**Key Role – Mentor for Members
Advisor for Nominating Committee**

Parliamentarian calls 1st meeting

- Conducts chairman's election

Committee Timeline:

- Elected 60 days before election
- Report due 28 days before election
- Serves until election

See Bylaws – Art. V: Officers and Their Election

**Key Role – Mentor for Members
Advisor for Nominating Committee**

Supply information on:

- Open Board Positions | Duties
- Eligibility for Office | Term Limits

Give reminders about:

- Selecting best candidates
- Creating inclusive slate to reflect community
- Having open, confidential discussion

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Questions?



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Key Role – Facilitator for Bylaws

PTA Bylaws – GPS for Running a PTA

- Legally binding document as nonprofit 501(c)(3) organization
- Provide basic framework of a PTA
- Supply details on how a PTA functions

What do bylaws tell you about a PTA?
Share your ideas with a partner + 2 others

PTA Bylaws Tell You ...

Membership	Boards + Elections	Committees
Name + ID #s	Policies Actions Procedures	Meetings

FAQ – Why do we update Bylaws?

Updating Your Bylaws

Bylaws Committee – Things to consider:

- Are our unit bylaws still a good fit?
 - Officers | Board | Committees
 - Meetings – Week | Day | Number
 - Membership Dues
- What about our Standing Rules?
 - Anything to add to work smarter?

Questions?



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Getting Started: Using E-Bylaws

eBylaws Presented by CSM

California State **PTA** everychild. onevoice.

ABOUT **PTA LEADERS** PROGRAMS + EVENTS FOCUS AREAS RESOURCES JOIN

Run Your PTA Programs Services PTA Store Tax Filing PTA EZ Officer Contact E-Bylaws Insurance

State Budget 'May Upholds Prop 98 G All Students

INCREASE IN SCHOOL FUNDING IS A POSITIVE TREND AFTER YEARS OF DAMAGING CUTS

Go to our website: www.capta.org

E-BYLAWS SIMPLIFY UPDATES

Welcome to California State PTA's e-Bylaws – a new, quicker way for you to revise and update your unit PTA/PTSA bylaws!

MAKING BYLAWS EASIER FOR YOUR PTA

Welcome to **eBylaws**

To use the e-Bylaws system, you must request a username and password.

REQUEST USERNAME & PASSWORD

Once you have your username and password, you can proceed directly to "Build e-Bylaws."

ACCESS E-BYLAWS

Please contact your district PTA parliamentarian for assistance. Note that e-Bylaws are available only for local PTA units and only in English.

California State PTA currently is developing automatic submittal for the state parliamentarian's review when no handwritten amendments are included.

1st Time Using E-Bylaws System –
Request Username + Password To Start

MORE INFORMATION AVAILABLE


For more information on bylaws, please review these helpful resources:

Bylaws review procedure

ENGLISH **BILINGUAL**

Instructions for completing bylaws

ENGLISH **BILINGUAL**



e-Bylaws worksheet ←

ENGLISH

Unit Information Record – Tips

Bylaws - Bassett High PTSA

Unit Information

Unit Name: Bassett High PTSA Fiscal Year Start: July 1 (Article XIV)
 FileMaker ID: OR16977 Fiscal Year End: June 30 (Article XIV)
 PTA PTSA Grades In School: Ninth-Twelfth Grades
 In Council Out Of Council National PTA ID: 00006981
 District PTA: First Select California State PTA ID: 35
 Council PTA: Bassett Select IRS Federal EIN: (Article XIV)
 School Address: 755 North Ardilla Avenue FTB Entry Number: (Article XIV)
 City, Zip Code: La Puente 91746 Charitable Trust Number: (Article XIV)
 Organization Date: May 27, 1964 Corporation Number: (Article XIV)

Bylaws Information is NOT Complete Save Restore **Bylaws (Draft)** Previous Next Done

1st Screen – Data Not Modifiable
 District Sends Change of Status Form

E-Bylaws – Tips

Article V - Officers And Their Election

Executive Vice President? Yes No Nominating Committee Members: 5
 Number of Vice Presidents: 3 Nominating Committee Alternates: 1
 Corresponding Secretary? Yes No Officers Assume Duties On: July 1
 Financial Secretary? Yes No Vacancy Notice Served By: Executive VP First VP
 Auditor is Officer? Yes No

E-Bylaws - Assumes President, Secretary, Treasurer, Historian, Parliamentarian

E-Bylaws – Handling Errors

Article VIII - Executive Board

Meetings Held On: First Tuesday (Standing Rules)

Maximum Unbudgeted Bills: Executive Board Meeting must be at least 14 days before Association Meeting

Board Members to Call a Special Meeting:

Number of Members in a Quorum:

Auditor Appointment Ratified In:

Red Border on Box = Error & Incomplete Bylaws

E-Bylaws – Submitting

To submit bylaws to council/district:

- Print original from E-Bylaws
 - Double-sided | Correct pagination
- Text Changes – Hand-write on hard copy
 - Cannot be entered into E-Bylaws
- Send original bylaws + 2 copies
 - 4 Signature Pages (both sides)
 - Bylaws Submittal Form

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Questions?



Thank you for all you do for kids as a PTA leader!

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