

KEY ROLE – PARLIAMENTARIAN

- Assists the president to manage meetings and advises on parliamentary procedure
- Chairs bylaws committee to review unit bylaws each year and revise bylaws every three years
- Arranges nominating committee's first meeting, providing information on nomination and election process

GETTING STARTED

Preparation – To know more about your new position, review files from last term including your unit bylaws and standing rules. It's also worthwhile to talk to the outgoing parliamentarian for advice and tips about your new role.

Visit the California State PTA – www.capta.org – and learn more about:

- PTA resources and templates on parliamentary basics for meetings
- Bylaws review process
- Free *e-Bylaws* system online to revise and update unit bylaws
- *Robert's Rules of Order Newly Revised*

Meetings – Meet with the incoming president to identify ways to work together to make board and association meetings even more effective.

At the first board meeting, hand out copies of the bylaws and go through them together. This helps everyone learn more about PTA and who does what on a board.

To make board meetings run smoothly, provide information on parliamentary basics such as how to make a motion.

Important Tasks – Contact your PTA council/district to verify that it has a copy of your current bylaws on file. And, remember to update the username and password for access to California State PTA's *e-Bylaws* system online.

How Tos

Parliamentarians act as a facilitator for bylaws, consultant to manage meetings and mentor for members on parliamentary procedure.

Here are some quick tips to help you get started.

Facilitator – Bylaws are the legally binding document of your PTA as a nonprofit 501(c)(3) organization. They provide the basic framework of your unit and how it functions.

Information on your board, committees, membership, meetings and elections is in the bylaws.

Details on PTA policies and required procedures for board rosters, financial reports, audits, dues and bylaws review are also supplied.

In addition, your unit's legal name and identification numbers – issued by National and State PTA as well as Federal and State government agencies for tax filings – are listed in bylaws.

As a facilitator, be prepared to know more about how bylaws shape your unit and how it operates as a nonprofit organization.

A good first step is to create a quick bylaws' reference guide to use throughout the term.

Go online – www.capta.org – and download the resource, *Running Your PTA Made Easy*. Here, you will find the *Unit Bylaws Information Summary* sheet: a one-pager to print and fill in with details on your PTA.

During the year, you also take the lead in reviewing the bylaws.

If changes are needed, ask the president to appoint a bylaws committee to prepare revised bylaws and send them to your PTA council/district parliamentarian. In turn, he or she will submit your bylaws to the California State PTA for approval.

Consultant – Assisting the president to manage meetings well is another aspect of your new position.

For instance, if a question on parliamentary procedure comes up, the president might ask for your advice before making a ruling. That's why knowing more about *Robert's Rules of Order* for parliamentary basics will prove useful.

Start the year right by working with the board to set

ground rules for meetings.

This might include agreement on how many can speak in favor and against a motion and how much time is allowed for each speaker. If these agreed norms work well, consider adding them to your unit's standing rules.

To make meetings run smoothly, encourage participants to focus discussion on the agenda item at hand. You can also help everyone stay on task by acting as a timekeeper so meetings start and end on time.

And, remember to keep a speakers' list for the president to use when people raise their hands to be recognized. That way everyone has an equal chance to be heard.

Mentor – Members often rely on the parliamentarian to clarify how meetings are conducted and how to participate to achieve your PTA's main goals and objectives.

Be proactive to raise awareness of how parliamentary procedure is a reliable way to run meetings. This includes understanding the five, basic 'rules of the game':

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

To explain the basics, provide how tos at meetings with mini-training or handouts on motions, voting and the rules of debate. For wider outreach, post these tips on your PTA website, e-news or social media.

You also mentor the nominating committee. This includes setting up its first meeting and conducting an election for the chairman.

To help it get started, supply information from your bylaws on nominating and election procedures. Take time to explain what positions to fill and who is eligible to serve on the board for the upcoming term.

Did you know? ... PTA Board Members:

- Adhere to PTA financial procedures as outlined in bylaws and State and National PTA guidelines
- Protect members' privacy by utilizing member information for PTA work only
- Attend PTA sponsored workshops or trainings
- Maintain a current procedure book to pass on to a successor
- Work together as a team to improve the lives of all children and their families

OTHER USEFUL INFORMATION

Resources:

California State PTA – www.capta.org

- PTA Leaders tab and more
- *California State PTA Toolkit*
- *Running Your PTA Made Easy*
- *Insurance and Loss Prevention Guide* – Mailed annually to PTA presidents
- *Robert's Rules of Order, Newly Revised*

Free Online Services:

- Officer Contact System – To enter officer and board member information and generate useful reports
- e-Bylaws – To revise and update PTA unit bylaws

National PTA – www.pta.org

- PTA Leaders tab and more
- E-Learning Workshops
- *Back-to-School Kit*

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SAMPLE PTA AGENDA WITH PHRASES TO USE	
<p>CALL TO ORDER (on time!) The president stands and calls the meeting to order.</p>	<ul style="list-style-type: none"> • <i>The meeting will please come to order.</i>
<p>OPENING CEREMONIES Pledge of Allegiance (not “flag salute”)</p>	<ul style="list-style-type: none"> • <i>_____ will lead us in the Pledge of Allegiance. Will you please stand.</i>
<p>APPROVAL OF MINUTES The secretary stands, addresses chair and reads minutes. Or (with approval of group) the minutes may be assigned to a committee for approval or correction.</p>	<p>NO MOTION NEEDED</p> <ul style="list-style-type: none"> • <i>The secretary will read the minutes of the meeting on _____ (date).</i> • <i>Are there any corrections?</i> • <i>The minutes stand approved as read. OR</i> • <i>The minutes stand approved as corrected.</i>
<p>FINANCIAL REPORTS</p>	<p>NO MOTION NEEDED</p> <ul style="list-style-type: none"> • <i>_____ will present the treasurer’s report.</i> • <i>You have heard the report of the treasurer. Are there any questions?</i> • <i>The report will be filed for the auditor.</i>
<p>AUDIT REPORT (semi-annual)</p>	<p>MOTION NEEDED TO ADOPT</p> <ul style="list-style-type: none"> • <i>It has been moved and seconded that the audit report be adopted. (Follow steps for a motion)</i>
<p>PRESENTATION OF BILLS Bills are presented and their payment voted upon. (Bills should be itemized in minutes as to amount, who is to be paid and what payment covers.)</p>	<p>MOTION NEEDED TO PAY BILLS</p> <ul style="list-style-type: none"> • <i>The treasurer will read the bills.</i> • <i>It has been moved and seconded that the bills be paid. (Follow steps for a motion.)</i>
<p>REPORT OF EXECUTIVE BOARD (for association meetings) A summary report (not the minutes) is read for the information of the members. Recommendations are voted upon one at a time, the secretary moving the adoption of any of the recommendations.</p>	<p>MOTION REQUIRED BUT A SECOND IS NOT, WHEN A MOTION COMES FROM A COMMITTEE/ BOARD</p>
<p>REPORTS OF COMMITTEES President calls for the “report of the committee”. Person making the report moves the adoption of any recommendations.</p>	<ul style="list-style-type: none"> • <i>_____ will present the report of the committee.</i> • <i>Are there any questions regarding the report?</i> • <i>If not, the report will be filed OR</i> • <i>You have heard the recommendations. (Follow steps for a motion.)</i>
<p>UNFINISHED BUSINESS</p>	<ul style="list-style-type: none"> • <i>The first item of unfinished business is _____</i>
<p>NEW BUSINESS</p>	<ul style="list-style-type: none"> • <i>The first item of new business is _____</i>
<p>ADJOURN</p>	<p>NO MOTION IS NECESSARY</p> <ul style="list-style-type: none"> • <i>The meeting is adjourned.</i>

Eight Steps To A Motion

1. Obtain Floor	The member rises or raises his hand and waits to be recognized before speaking further.
2. Recognition By Chair	The chair grants the member the right to speak by a nod or by announcing the member's name.
3. Make Motion	The member speaks clearly, stating the motion concisely, saying, "I move ..." Never say, "I so move," or "I motion that ...") Motions are always in the affirmative. The chair has the right to request that the motion be in writing, unless the rules indicate otherwise.
4. Motion Seconded	A second indicates that more than one person wishes to consider the subject. Another member says, "I second the motion," or simply, "Second!" If there is no second, the chair says, "Motion fails for lack of a second." Motions coming from a committee do not need a second.
5. Chair Restates Motion	Only the chair can formally place a motion before the assembly. The chair repeats the exact motion, "It has been moved and seconded that..." The motion is now pending. Once stated by the chair, it cannot be changed or withdrawn without consent of the members.
6. Debate Discussion	Immediately after stating the question the chair asks, "Is there discussion?" The maker of the motion has the right to speak first. Discussion must remain relevant to the pending question. The chair should endeavor to alternate pro and con speakers. The maker of the motion may vote against the motion, but may not speak against it.
7. Putting The Question: The Vote	When discussion appears to be concluded, the chair asks, "Are you ready for the question?" If the discussion has been long, or amendments made, the motion should be restated as it presently stands. The chair says, "The question is on the adoption of the motion that ..." The chair then calls for the vote by saying, "All those in favor of the motion say 'Aye'" and pausing for response. "All those opposed say 'No'." Always call for the negative vote, no matter how unanimous the affirmative vote may appear.
8. Chair Announces Result	No motion is complete until the chair has announced the result of the vote. The chair says, "The 'ayes' have it and the motion is adopted," or. "The 'nos' have it and the motion is defeated." In a counted vote, the chair should first announce the count, then the result of the vote. The chair then states the effect of the vote.

How Motions May Be Amended

MAIN MOTION: I move that we have a parenting program at the park.

This main motion may be amended by making a motion:

- **To strike a particular word or phrase:**

I move to amend the motion by striking the words, 'at the park.'

OR

- **To insert a particular word or phrase:**

I move to amend the motion by inserting in October after the word 'program.'

OR

- **To strike and insert a particular word or phrase:**

I move to amend the motion by striking 'at the park' and inserting in November on the school grounds.

OR

- **To substitute the entire motion:**

I move to substitute the following: That we have an ice cream social.

In Addition:

A motion may be made to amend the amendment following the same procedure:

- *To strike, or*
- *To insert, or*
- *To strike and insert, or*
- *To substitute*

For example, if the amendment is to insert in the substitute motion:

I move to amend the amendment by inserting in October in the park.

NOTE – A vote must be taken on the motion to amend the amendment before any other amendments may be proposed. The main motion must be voted upon after all amendments have been addressed.

Nominating Committee Checklist

Elect nominating committee at association meeting

- ✓ Must be at least 60 days prior to annual election meeting
- ✓ Check number of members and alternates as listed in bylaws
- ✓ Verify eligibility of committee member nominees
 - Verify PTA membership
 - Check service on previous nominating committee

Schedule committee meeting

- ✓ Parliamentarian arranges date
- ✓ Principal included as advisor
- ✓ Alternate(s) called if elected member unable to attend

Committee meets

- ✓ Parliamentarian gives instructions (stays only if an elected member)
- ✓ Elect committee chairman
- ✓ Review officer positions and duties (Bylaws and Standing Rules)
- ✓ **Prepare slate**
 - Each nominee must be a PTA member (membership list)
 - Each nominee must be enthusiastic and supportive of PTA
 - Each nominee should have knowledge of the organization and its role in the school and in the community
 - Each nominee should be willing to give PTA a satisfactory level of priority and commitment, including attendance at monthly executive board meetings and association meetings
 - Each nominee should be able to work well with people
 - Understand the requirements for officers working with funds
- ✓ **Call potential nominees**
 - Include clear indication of responsibilities of the position
 - Include any expected representation at council or district meetings
 - Do not try to persuade a reluctant individual
 - Do not try to fill the board just to have names in place
- ✓ **Schedule follow-up meeting if needed**
 - Remind everyone that all discussions are confidential
 - Committee members sign slate

Membership notified of nominees at least 28 days prior to election meeting

PTA ELECTION CHECKLIST

- Verify date for meeting in bylaws**
 - Notify membership of election date at least 30 days before meeting
 - Post prepared slate of officers at least 28 days before meeting
 - Secretary brings current membership list to meeting

- President presides at meeting**
 - Parliamentarian reads sections of bylaws pertaining to nominations and elections
 - Chairman of nominating committee reads the report of the committee
 - President restates the slate of nominees and asks each person named to stand

- President conducts election**
 - Opportunity is given for nominations from floor for each office
 - Nominations do not require a second, only the nominee's consent
 - If there is but one nominee for any office, the ballot vote for that office may be dispensed with and the election held by voice vote.

- Ballot vote**
 - Required if there are two or more nominees for an office
 - Eligibility to vote is verified by checking the membership list
 - President appoints a tellers committee
 - Tellers distribute, collect and count the ballots
 - A nominee cannot be included as a teller
 - All eligible voters are counted to determine total number of ballots
 - Each nominee may designate a person to observe the ballot count

- Tellers count votes and prepare report**
 - Total eligible voters
 - Total votes cast
 - Number needed to elect (majority vote – 1/2 plus one)
 - Number received by each nominee
 - Report is given to president

- President announces result of vote and names those elected**
 - If a nominee does not receive a majority vote, the ballot is repeated
 - Teller's report is included in minutes

- Chairman of tellers moves to destroy the ballots**