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**Parliamentarian  
Ways To Get Started**




California State PTA Presenters  
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**Overview – PTA Bylaws –Your GPS**

- Parliamentarian-Key Roles
- Facilitator For Bylaws
- What Bylaws Tell You....
- Updating Your Bylaws
- PTA Bylaws – Your GPS
- E-Bylaws – How Tos
- Bylaw Submittal and Approval

Learn more:  
[www.capta.org](http://www.capta.org)

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**Parliamentarian – Key Roles**

What does a PTA parliamentarian do?

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**Parliamentarian – 3 Key Roles**

**Consultant to President to:**

- Manage meetings
- Rely on parliamentary procedure

**Mentor for Members to:**

- Promote 'rules of the game'
- Prepare Nominating Committee

**Facilitator for Bylaws to:**

- Know & Explain Bylaws and Standing Rules
- Chair Bylaws Committee & update bylaws

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**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



Meeting Tip ... Sit next to president

\*Advise the president who is next in line to speak

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## Time for a Poll



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### Facilitator for Bylaws

Bylaws act as GPS for nonprofit organization:

- Outline basic framework of a PTA
- Show how a PTA functions



Did you know? ... Bylaws are legally binding

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## Poll



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**PTA Bylaws Tell You ...**

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

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**Poll**



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**Updating Your Bylaws-How Often?**



Bylaws should be reviewed annually to determine if changes need to be made.

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### 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-How much should they be?

What about our Standing Rules?

Anything to add to work smarter?

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### Poll



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### Getting Started: Using E-Bylaws



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## Using e-Bylaws Making Bylaws Easier for Your PTA

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

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## Using e-Bylaws – 3 Quick Tips

Problems Logging On?

- 1) Try different browsers
  - Mac users – Try Chrome
- 2) Close multiple browser windows
  - Go directly to e-bylaws with 1 window open
- 3) Program currently uses Adobe Flash Plug-in\*
  - Enable Adobe Flash (check not blocked)
  - Use most current version (download free)

In Program:  
Save + Refresh

e-Bylaws – Not compatible with phones or tablets  
\*We will keep you posted for program updates

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## Unit Information Record – Tips

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

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### E-Bylaws – Tips

#### Article V - Officers And Their Election

Executive Vice President?  Yes  No    Nominating Committee Members

Number of Vice Presidents     Nominating Committee Alternates

Corresponding Secretary?  Yes  No    Officers Assume Duties On

Financial Secretary?  Yes  No    Vacancy Notice Served By  Executive VP  First VP

Auditor is Officer?  Yes  No

E-Bylaws - Assumes President, Secretary, Treasurer, Historian (choose), Parliamentarian

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### E-Bylaws – Handling Errors

#### Article VIII - Executive Board

Meetings Held On  (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

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## Poll




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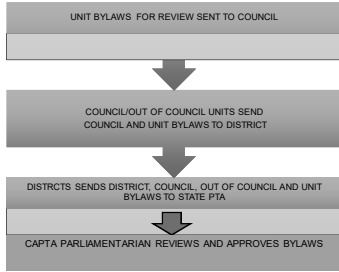
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### Bylaws – To Submit For Approval




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### Bylaws – To Submit For Approval

Send bylaws to your council/district PTA:

- Download + Print from E-Bylaws:
  - Hard copy | Double-sided | Check pages
- Text Changes – Hand-write on paper Bylaws:
  - Unable to enter text to e-Bylaws
- Send Bylaws + 2 copies
  - 4 Signature Pages (both sides)
  - Bylaws Submittal Form (listing changes)

Make sure to keep either a paper copy or electronic copy for your records

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## Poll




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### Adoption of Bylaws by PTA Association

After the California PTA Association Parliamentarian reviews and approves the bylaws:

- Bylaws are sent to District Parliamentarian for distribution
- Approved bylaws must be adopted at an Association meeting
- President and Secretary must sign and date the adopted bylaws
- Copies of signature page should be sent to council and district for their records

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### CAPTA RESOURCES BYLAWS AND STANDING RULES



Go to our website:  
<https://capta.org/pta-leaders/run-your-pta/bylaws-and-standing-rules/>

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### Questions?



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**PTA Parliamentarian**



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

California State PTA  
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Michelle Hurst-Leadership Commission [mhurst@capta.org](mailto:mhurst@capta.org)

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