Parliamentary Basics

Workshop Overview

- Parliamentarian role / duties
- Parliamentary Law
- Motions
- Voting
- Bylaws & e-Bylaws
Parliamentarian
- Appointed officer
- A consultant/advisor
- Membership rights and privileges

LET’S DO A POLL

Parliamentarian: As an assistant
- Parliamentary Procedure
- Meeting preparation
- Tracks speakers
- Listens to proceedings
Parliamentarian: Duties

- Meetings
- President’s advisor
- Bylaws committee chairman
- Reviews bylaws and standing rules annually
- Instructs the nominating committee

TIME FOR A POLL?

Parliamentarian Duties: Nominating Committee

- First meeting
- Nominating committee chairman election
- Committee procedure
A PTA can be no more effective than its leadership. The Nominating Committee is a special committee and holds the key to a successful PTA. Its responsibility is to present the best qualified nominees for office.

From Georgia PTA

PARLIAMENTARY PROCEDURE POLL (PPP)

Parliamentary Procedure is a time-tested method of conducting business at meetings.
Parliamentary Law: Basics

- ORDER
- EQUAL OPPORTUNITY
- JUSTICE
- RIGHT OF MINORITY TO BE HEARD
- RIGHT OF MAJORITY TO DECIDE

GOING THROUGH THE MOTIONS POLL

Motions: Eight steps

1. Obtain the floor
2. Recognition by the chair
3. Make the motion
4. Motion is seconded
5. Chair restates the motion
6. Debate or discussion
7. Putting the question – the vote
8. Chair announces result
Motions: Amending
- Insert or add words
- Strike words
- Strike words and insert others
- Substitute one paragraph for another

Motions: Voting methods
- Voice vote
- Show of hands vote
- Roll call
- Ballot
- General consent

Motions: Voting
- Voting by proxy is prohibited
- Actions taken in violation of the bylaws are null and void
- Nonmembers may not make motions, debate, or vote
Bylaws: What are they?
- Legally binding document
- Rules that cannot be changed
- Rules that cannot be suspended

BYLAWS POLL

Bylaws: Content
- I. Name of Organization
- II. Purposes
- III. Policies
- IV. Membership
- V.-VI. Officers
Bylaws: Content

- VII. Association meetings
- VIII. Executive board
- IX. Council membership
- X. Charter procedure

Bylaws: Content

- XI. State PTA & National PTA
- XII. Articles of the Organization
- XIII. ID numbers, fiscal year
- XIV. Parliamentary authority
- XV. Amendments, signatures
- Standing rules

Bylaws: Even more!

Who gets a copy?
- President, secretary & parliamentarian
- Executive board members
- Any member upon request

When to update?
- Review annually
- Update at least every five years
QUESTIONS?

THANK YOU FOR ATTENDING!

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