



*everychild. one voice.®*

# Maryland PTA

## 2016-17 Leadership Guide



Embrace The Future!

September, 2016



5 Central Avenue  
Glen Burnie, MD 21061  
(410) 760-6221 · (410) 760-6223  
(800) 707-7972 · (410) 6344 Fax  
Email: [President@mdpta.org](mailto:President@mdpta.org)  
Website: [www.mdpta.org](http://www.mdpta.org)

September 2016

Greetings Maryland PTA Leaders,

On behalf of the Maryland PTA Board of Directors, I give you a hearty "Welcome Back to School" for the 2016-17 school year!

The Maryland PTA Leadership Kit is designed to bring you and your PTA volunteers, resources to help run your local unit. The Leadership Kit includes easy-to-use guides for all officer positions, from President to Program Chair, to help you to fulfill your PTA duties for the coming year.

We hope that you will utilize the Maryland PTA Leadership Kit to "Embrace the Future" and bring families, educators, businesses and community leaders together as a power voice for all children. Maryland PTA believes that making every child's potential a reality begins and ends with access to a great education, and we are committed every day to work for the betterment of every child, every day!

A strong membership is essential in PTA. Serving the needs of members in your local PTA unit is paramount. Engaging new members in advocacy efforts is among the most important duties you will undertake as a PTA leader. As you work with your school principal, administrator, or board member, please know that PTA will stand with you to engage all parents, provide you with resources to support family engagement and student success. You can also access National PTA's on-line Back to School Kit at [www.pta.org](http://www.pta.org).

With your help, we will "Embrace the Future" of education for every child, every day! Maryland PTA continues to work every day to support public education. We need effective advocates like you to make every child's potential a reality.

Maryland PTA looks forward to working with you to build a great association by ensuring that all children are provided a quality education as we embrace the future for all children by advocating for every child with one voice.

Best Regards,

A handwritten signature in cursive script that reads "Elizabeth Ysla Leight".

Elizabeth Ysla Leight  
President

## Table of Contents

The Mission and Purpose of PTA .....	2
The History of PTA .....	4
Important Contact Information .....	5
Bylaws .....	6
Sample Format for Standing Rules of the ABC PTA Inc. ....	7
How Do Standing Rules Differ from Bylaws .....	10
Duties and Responsibilities of Officers .....	11
Why Presidents Succeed .....	12
What Do You Put in a Procedure Book .....	13
Meetings .....	14
Minutes .....	15
Motion Slip .....	18
Eight Steps to a Motion .....	19
Types of Motions .....	19
Nomination Procedure .....	20
Election Process .....	20
Teller's Report .....	21
Committees .....	22
Committee Plan of Work .....	23
Committee Written Report .....	24
Committee Year End Evaluation Form .....	25
Contracts .....	26
Records Retention Schedule .....	27

## The Mission and Purpose of PTA

English	Spanish
<p><b>PTA Vision</b> <i>Every child's potential is a reality.</i></p>	<p><b>La Visión de la PTA</b> <i>El potencial de cada niño es una realidad.</i></p>
<p><b>PTA Mission</b> To make every child's potential a reality by engaging and empowering families and communities to advocate for all children.</p>	<p><b>La Misión de la PTA</b> <i>Hacer una realidad el potencial de cada niño al comprometer y apoderar las familias y comunidades para que intercedan por todos los niños.</i></p>
<p><b>PTA Values</b></p> <p><b>Collaboration:</b> We will work in partnership with a wide array of individuals and organizations to broaden and enhance our ability to serve and advocate for all children and families.</p> <p><b>Commitment:</b> We are dedicated to children's educational success, health, and well-being through strong family and community engagement, while remaining accountable to the principles upon which our association was founded.</p> <p><b>Diversity:</b> We acknowledge the potential of everyone without regard, including but not limited to: age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.</p> <p><b>Respect:</b> We value the individual contributions of members, employees, volunteers, and partners as we work collaboratively to achieve our association's goals.</p> <p><b>Accountability:</b> All members, employees, volunteers, and partners have a shared responsibility to align their efforts toward the achievement of our association's strategic initiatives.</p>	<p><b>Los Valores de la PTA</b></p> <p><b>Colaboración:</b> Trabajaremos en asociación con una amplia variedad de individuos y organizaciones para expandir y mejorar nuestra habilidad de servir e interceder a favor de todos los niños y las familias.</p> <p><b>Compromiso:</b> Estamos dedicados al éxito educativo, la salud, y el bienestar de los niños a través de un fuerte compromiso de las familias y las comunidades mientras nos mantenemos responsables por cumplir con los principios sobre los cuales fue fundada nuestra asociación.</p> <p><b>Diversidad:</b> Reconocemos el potencial de cada individuo sin importar, incluyendo y sin limitarnos a: edad, cultura, estatus económico, antecedentes educativos, etnicidad, género, lugar geográfico, estatus legal, estatus matrimonial, habilidad mental, origen nacional, posición en la organización, estatus de paternidad, habilidad física, filosofía política, raza, religión, orientación sexual, y experiencia de trabajo.</p> <p><b>Respeto:</b> Valoramos las contribuciones individuales de los socios, empleados, voluntarios y asociados mientras trabajamos en colaboración para alcanzar las metas de nuestra asociación.</p> <p><b>Responsabilidad de dar cuentas:</b> Todos los socios, empleados, voluntarios y asociados tienen la responsabilidad compartida de alinear sus esfuerzos hacia el logro de las iniciativas estratégicas de nuestra asociación.</p>
<p><b>PTA Strategic Initiatives</b></p>	<p><b>Iniciativas Estratégicas de la PTA</b></p>

<p>1. We will build a comprehensive research development platform</p> <p>2. We will implement a focused, research based, public policy and advocacy plan</p> <p>3. We will grow and steward our resources.</p> <p>4. We will enhance the internal and external awareness of the association</p> <p>5. We will enhance organizational efficiency and effectiveness</p> <p>6. We will recruit, train, and support effective leaders</p> <p>7. We will diversify our membership, and engage and serve communities</p>	<p>1. Nosotros construiremos una plataforma de desarrollo de investigaciones exhaustivas.</p> <p>2. Nosotros implementaremos un plan de política pública e intercesión de manera enfocada y basado en investigaciones.</p> <p>3. Nosotros aumentaremos y cuidaremos nuestros recursos.</p> <p>4. Nosotros mejoraremos la conciencia interna y externa de la asociación.</p> <p>5. Nosotros mejoraremos la eficiencia y la efectividad organizativa.</p> <p>6. Nosotros reclutaremos, capacitaremos, y apoyaremos líderes efectivos.</p> <p>7. Nosotros diversificaremos nuestra membresía, y comprometemos y serviremos las comunidades.</p>
--	--

## **The History of PTA**

Alice McLellan Birney and Phoebe Apperson Hearst founded an organization—a nationwide movement—in a time when social activism was scorned and women did not have the vote. They knew there is no stronger bond than that between mother and child. Therefore, they felt it was up to mothers of this country to eliminate the threats that endangered children. They called for action in 1897 and more than 2,000 people responded—many were mothers, but fathers, teachers, laborers, and legislators also responded—all with a commitment to children. From that first meeting in Washington DC, grew a groundswell of support. Problems were identified and strategies devised to resolve them. Through consistent hard work, sometimes after years of perseverance, the dreams became reality: the creation of kindergarten classes, child labor laws, a public health service, hot lunch programs, a juvenile justice system, and mandatory immunization were accepted as national norms. Between 1897 and 1919, 37 state-level congresses were chartered to help carry out the work of the organization.

# Important Contact Information

## National PTA

**National PTA Headquarters**  
**1250 N. Pitt Street**  
**Alexandria, Virginia 22314**

**Phone:** (703) 518-1200  
**Toll Free:** (800)307-4782  
**Fax:** (703) 836-0942  
**E-mail:** [info@pta.org](mailto:info@pta.org)  
**Website:** [www.pta.org](http://www.pta.org)

## Maryland PTA

Maryland PTA Office  
5 Central Avenue  
Glen Burnie, Maryland 21061  
Phone: (410) 760-6221  
Toll Free: (800) 707-7972  
Fax: (410)760-6344  
E-mail: [office@mdpta.org](mailto:office@mdpta.org)  
Website: [www.mdpta.org](http://www.mdpta.org)

**Elizabeth Ysla Leight, President** – [president@mdpta.org](mailto:president@mdpta.org)  
**Latisha Corey, President Elect** – [presidencyelect@mdpta.org](mailto:presidencyelect@mdpta.org)  
**Earnest Moore, VP for Leadership** – [vpleadership@mdpta.org](mailto:vpleadership@mdpta.org)  
**Marla Posey Moss, VP for Advocacy** – [vpadvocacy@mdpta.org](mailto:vpadvocacy@mdpta.org)  
**Debbie Demery, VP for Councils** – [vpCouncils@mdpta.org](mailto:vpCouncils@mdpta.org)  
**Edna Harvin Battle, Secretary** – [secretary@mdpra.org](mailto:secretary@mdpra.org)  
**Alexandria Briggs Blake, Treasurer** – [treasurer@mdpta.org](mailto:treasurer@mdpta.org)

My Contact information

President: \_\_\_\_\_  
Council phone number: \_\_\_\_\_  
Council e-mail: \_\_\_\_\_  
Unit ID#: \_\_\_\_\_

## Bylaws

Bylaws govern your PTA association. They are the “rules” your PTA uses to conduct business. PTA’s MUST BE INCORPORATED.

They contain general information about:

- The relationship between National, state, council and local PTAs
- Rules and regulations governing the local PTA (dues, membership, etc...)
- How the officers are elected
- How the executive committee, board of directors, committee chairs, and council delegates are selected
- The duties of the officers (most important)
- Information on general membership meetings

Bylaws revisions can be submitted at anytime but must be done at least every three years. Copies of bylaws are retained in the state office if copies are needed. Each council and local should have a copy of their own bylaws.

Local PTAs should notify their membership that a committee is forming to revise bylaws. The committee needs to present their report of changes (or no changes) to the general membership thirty (30) days prior to a vote. The old statement along with the revised statement needs to be published.

Once the bylaws are approved by the general membership the original and two copies (one for council and one for state) must be mailed to Maryland PTA state office.

It is advised that you keep a copy of your submitted bylaws until your approved bylaws are received back from the state Bylaws Committee.

# Sample Format for Standing Rules of the ABC PTA Inc.

## Part I: Administration

### A. Board of Directors

- Board members are expected to attend all regular and specific meetings of the Board of Directors, assigned committee meetings and general membership meetings. Failure to attend consecutive board meetings without being excused is grounds for removal from the board. If unable to attend, notify the president.
- Board members who fail to attend meetings for which a financial obligation has been made without cancellation or reservation will be billed for the cost.
- Any board member who attends workshops, convention, or conferences, funded by the PTA, shall file a written report with the Board of Directors.
- Board members are expected to help carry out the program at general membership meetings.
- Procedure books shall be kept current, and at the end of the term of office, each officer shall turn over books to incoming officers. Chairmen shall turn over books to the president.

### B. Meetings

- Regular meetings of the Board of Directors shall be held on \_\_\_\_\_. Meetings shall begin at \_\_\_\_\_ and adjourn no later than \_\_\_\_.
- General membership meetings shall be held on the \_\_\_\_\_. Meetings shall begin at \_\_\_\_\_ and adjourn no later than \_\_\_\_.
- All motions shall be presented in writing.

### C. Finance

- When authorized purchases are made for which the PTA is to be billed:
  - A disbursement request form shall be completed, signed and forwarded to the treasurer with the bill within 10 days of receipt of the bill.
  - If the purchase was paid by the member, the receipt and disbursement form shall be sent to the treasurer within 30 days.
- When monies are available, the board of directors shall determine the method of selection of attendees to workshops, conferences, and conventions. Expenses may be reimbursed as follows:
  - Travel: (\$0.50 per mile)
  - Meals: maximum of (\$30.00 per day, breakfast \$7.00, Lunch \$9.00, Dinner \$20.00) receipts are required.
  - Hotel: Rate for one-half of the double room at the hotel for the PTA function
  - Parking/Tolls: paid, receipts required.

## **Part II. Standing Committees**

### **A. Duties**

- a. Develop a plan of work to present to the board of directors for approval
- b. Provide articles for the newsletter
- c. Maintains a procedure book

### **B. Plan of Work**

- a. The Plan of Work shall contain the following elements:
  - i. Committee name
  - ii. Chairperson's name and telephone number
  - iii. Names of committee members
  - iv. Goals of the year
  - v. Activities
  - vi. Anticipated expenses
- b. Plan of Works need approval of the Board of Directors

### **C. Standing Committees and Responsibilities**

#### **a. Cultural Arts**

- i. Promote the National PTA Reflections program
- ii. Plan for student programs throughout the year

#### **b. Legislation**

- i. Study legislation at the local, state, and national levels that pertain to children and youth and/or educational matters
- ii. Present the state and national legislative agenda to the membership
- iii. Draft testimony to reflect the position of the PTA

#### **c. Membership**

- i. Share goals for the year with the school community
- ii. Establish dates for main membership drive and prepare materials for collecting and recording dues.
- iii. Turn over the money collected immediately to the treasurer
- iv. Maintain list of names of all members
- v. Distribute membership cards to all members

#### **d. Hospitality**

- i. Arrange for refreshments at all meetings
- ii. Arrange luncheon for teachers during Teacher Appreciation Week

**e. Program**

- i. Plan programs for parents for general membership meetings
- ii. Contact presenters and send confirmation note
- iii. Arrange for Audio-visual equipment, if needed
- iv. Send thank you notes

**f. Newsletter**

- i. Publish the newsletter
- ii. Arrange for distribution to all members

**g. Ways and Means**

- i. Plan fundraising activities according to the approved budget
- ii. Review contracts and forward to the president for signature
- iii. Gather information and establish a file on potential fundraisers
- iv. Review fundraisers to assure all legal/ethical requirements are met
- v. Turn funds over to treasurer each day of the activity

**D. Special Committees/Ad Hoc Committees and Responsibilities**

Other sections that might be included

- a. How elections are conducted – who makes up the ballots, who counts the ballots
- b. Awards – criteria for receiving, when given

## How Do Standing Rules Differ from Bylaws

Standing Rules	Bylaws
Standing rules relate to the details of administration of the association. They are adopted to supplement and interpret the bylaws	Bylaws contain the basic rules of the association. They supersede all other rules except the corporate charter if there is one.
A standing rule is adopted by a majority vote at any business meeting without previous notice and continues in force until it is rescinded or amended. Generally, standing rules are amended by a two-thirds vote when prior notice has been given.	Bylaws cannot be amended without previous notice to the members and the vote of a specified large majority. PTA bylaws must include certain articles and sections verbatim language mandated by the National and State PTA. These articles and sections cannot be amended.
Standing rules generally are not adopted at the time a PTA is organized, but individually if and when the need arises.	Bylaws must be adopted when a PTA is organized.
Local and council PTA standing rules require no approval from the state PTA, but they must not conflict with the bylaws.	Local and council PTA bylaws must be approved by the state PTA.
A standing rule can be suspended for the duration of any session.	Bylaws cannot be suspended.

## Duties and Responsibilities of Officers

The president shall:

- a. preside at all meetings of this local PTA/PTSA, the board of directors, and the executive committee;
- b. coordinate the work of the officers and committees of this local PTA/PTSA in order that the purposes may be promoted;
- c. be a member *ex officio* of all committees except the nominating committee;
- d. perform such other duties as may be prescribed in these bylaws or assigned by this local PTA/PTSA or by the board of directors;
- e. review bank statements monthly and initial; and
- f. represent this PTA/PTSA at all council meetings or send an alternate.

The vice president(s) shall:

- a. act as aide(s) to the president;
- b. perform in their designated order the duties of the president in the absence or inability of that officer to serve; and
- c. perform such other duties as may be prescribed in these bylaws or assigned by this local PTA/PTSA or by the board of directors.

The secretary shall:

- a. record the minutes of all meetings of this local PTA/PTSA, the board of directors, and executive committee;
- b. be prepared to read the minutes of the previous meeting;
- c. file all records;
- d. have a current copy of the bylaws;
- e. maintain a current membership list; and
- f. perform such other duties as may be prescribed in these bylaws or assigned by this local PTA/PTSA or by the board of directors.

The treasurer shall:

- a. have custody of all funds of this local PTA/PTSA;
- b. keep a full and accurate account of receipts and expenditures including reconciliation of the bank statement each month;
- c. make disbursements as authorized by the president or board of directors of this local PTA/PTSA in accordance with the budget adopted by this local PTA/PTSA;
- d. present a written financial statement at every meeting of the executive committee, the board of directors, the general membership and at other times when requested by the board of directors;
- e. make a full report before the newly elected officers officially assume their duties;
- f. be responsible for the maintenance of such books of account and records as to conform to the requirements of Article IV, Section 13 of these bylaws;
- g. be responsible for preparing and filing all necessary tax forms and submitting a copy to the Maryland PTA office within thirty (30) days of filing;
- h. have the accounts examined at the close of the fiscal year and upon change of treasurer by an auditor or an auditing committee of not less than three (3) persons who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. An auditor or an auditing committee shall be selected by the board of directors at least thirty (30) days before the new officers assume their duties;
- i. and perform such other duties as may be prescribed in these bylaws or assigned by this local PTA/PTSA or by the board of directors.

## Why Presidents Succeed

They:

- Make each member feel welcome
- Lead by example and allow others to participate in the association
- Are inclusive
- Open and honest with the board of directors and members
- Help each member understand the association and its purpose
- Take the time to read all information received
- Take time for adequate preparation (agenda)
- Arrange activities in which all members can participate
- Delegate the work
- Distribute material to appropriate officer or chairperson
- Always refer to the association as “Your PTA”
- Remember they are only the “CHAIR,” never the BOSS
- Never forget to praise
- Remember to say “Thank you, you did a great job.”

## What Do You Put In A Procedure Book?

- Your name, address, telephone number, e-mail address and your term of service
- Name, address, telephone number, and e-mail address and the current term of service for your board of directors and committee chairs, including any other important contacts
- A current membership roster with name, address, telephone number, e-mail address
  - The executive committee should have the list for PTA use only
- Unit bylaws, standing rules, and current budget. Make sure all officers have copies
- A copy of the Council and State bylaws if you deem necessary
- National PTA Quick Reference Guides, also available online
- Maryland PTA Resources Guides
- All correspondence and information pertaining to your office
- School calendar and PTA calendar
- Plan of Work from all committees
- Copy of approved budget
- Notes from workshops, conferences, and convention you have attended
- Copies of any reports sent to Council, State PTA or National PTA
- Correspondence from your Council, Maryland PTA and National PTA
- School/PTA/Council newsletters
- Any other resource material you have found to be helpful
- Remember to pass your procedure book on to your successor

# Meetings

## **Executive Committee Meetings**

This body is composed of just the officers of the PTA. Meetings of the Executive Committee shall be held as needed. The main duty of the Executive Committee is to elect standing committee chairs. They also act in emergencies between meetings of the board of directors.

A quorum is necessary to conduct business. For this body a quorum is one more than half of all filled positions.

## **Board of Directors Meetings**

This is the body of the PTA members who handles the business of the PTA. They usually meet monthly, at a time and date determined by the board each year during the annual planning meeting. The members of this board are determined by your bylaws, they usually are your elected officers, committee chairs and representatives from the principal, teachers, and students in the PTSA. The board develops the budget for approval by general membership, identifies goals for the PTA, plan programs to meet the goals, attend trainings to learn/enhance leadership skills and to improve their knowledge of PTA.

The president sets the agenda and presides over the meeting. While any PTA member is allowed to attend this meeting only members of the board may participate in the business.

A quorum is again required to conduct business. For this body a quorum is one more than half of all filled positions.

## **General Membership Meeting**

These meetings are for the entire membership body. This group only needs to meet a few times a year. The general membership is responsible for approving the operating budget for the PTA, approve bylaws changes, and electing the officers of the PTA. Your bylaws will determine how many meetings you have and the number of members needed to be present to constitute a quorum.

The president sets the agenda and presides over the meeting. Since this is a PTA meeting only members of the local PTA may participate in the business of the meeting. While non-members may ask questions they are not allowed to bring forth motions or participate in the discussion making process. Remember to always have a membership table set up for all general meeting so that anyone can join at that time.

Try to incorporate a program in with the meetings to encourage participation. A quorum must be established in order to conduct business. The bylaws contain information on your quorum.

For information on how to run a meeting and parliamentary procedure see the PTA President's Quick Guide from National PTA.

## **Minutes**

The secretary is the official keeper of the records of your PTA.

Minutes must contain records of all activities taken by the group, including the exact wording of every motion, including the name of the person making the motion, if it was seconded and if it passed or failed. All motions must be in writing, signed and dated by the maker. The name of the person making the second does not need to be recorded.

Minutes should be as brief as possible; no need to write what is said by individual members. There is no such thing as he said/she said in the minutes.

Minutes of the \_\_\_\_\_ Meeting

Date \_\_\_\_\_

Call to Order                      The (name of the group, i.e.: Board of Directors)  
Met on (day and date) at the (place of meeting)  
(Presiding officer's name) called the meeting to Order at (time)  
(Name) presented the inspiration  
And (Name) read the PTA Purposes

Roll Call

Present:

Officers  
List all officer names who are present

Committee Chairs  
List all committee Chairmen with titles who are Present

Other positions  
List all others, such as principle, teacher representative  
Student representative

Guests  
List all guests

Excused                      List all members and their titles who have been excused from the meeting

Absent                      List all members and their titles who are absent from the meeting

(Follow the order of your agenda once approved by the assembly or committee. This is the usual order.)

Minutes                      (Your name), Secretary, presented the minutes of the (name of previous meeting.) The minutes were accepted as presented) or approved with the following corrections. (list corrections such as: Under President's report, line 3, "she reported" to "he reported.")

Treasurer's Report

(Name of treasurer), Treasurer, presented the financial Report (see attachment.) Total assets balance of \$ (list Amount.) The financial report will be filed for audit.

Report of The President

(Name of the President), President, referred to her report (see attachment.) (You may highlight important information if you choose to.)

Report of the  
1<sup>st</sup> Vice President (Name of your officer), 1<sup>st</sup> Vice President, referred to his Report (see attachment.) No action items at this time (or)

Motion (Name of officer), moved that the anticipated donation be placed in leadership fund

ADOPTED (OR) FAILED

*(List each officer, chairman, or other, attach their report and report any action of the association. Action items are listed as motions. You do not have to report all discussion and he said/she said. You may state that discussion ensued.)*

*(Encourage all members reporting to your association to report in writing. This will ensure that the minutes are correct.)*

Unfinished  
Business This is where you would list any unfinished business that was discussed and there action items.

New Business This is where you would list any new business brought before the association

Announcements List any announcements here including when the next meeting of the association is going to take place.

Adjournment The meeting adjourned at (time)

---

(Your Name, Secretary)

[Remember: Your minutes are your official records of business. They report all actions that your association does. Your minutes should cover everything listed for your meetings in your bylaws. Your bylaws state that there is a quorum required for your meetings (Executive Committee, Board of Directors, and General Membership) to conduct business. List who is present, attach a sign-in sheet to the minutes. You all will list the persons “excused” and “absent” to let your membership know.]

## Motion Slip

Motion Number: \_\_\_\_\_

I move

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed

## Motion Slip

Motion Number: \_\_\_\_\_

I move

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed

## Eight Steps to a Motion

Only members are legally qualified to make motions, discuss and vote.

### 1. Obtain the floor

Member rises and addresses the chair.  
"Madam/Mister President"

### 2. Assign the floor

Member is recognized by the chair, who nods or announces member's name

### 3. Make the motion

"I move that..."

### 4. The motion is seconded

"I second the motion." If there is no second, the chair says, "Motion fails for lack of a second."

### 5. Chair states the motion

"It has been moved and seconded that ..."

### 6. Debate and Discussion

"Is there any discussion?"

### 7. Vote

"All in favor say 'aye,' all those opposed say 'nay'"

### 8. Chair announces results

"The 'ayes' have it and the motion is carried, and we will..." or "The 'nays' have it and the motion fails"

### Amendments

Before the vote is taken on a motion, it may be amended by:

Inserting or adding words

Striking out words

Striking out words and inserting others in their place

Substituting one paragraph or another motion for the original

## Types of Motions

Privileged motions are urgent:

Fix the time at which to adjourn (S, M)

Adjourn (S, M)

Recess (S, M)

Raise a question of privilege

Call for the orders of the day

Subsidiary motions modify, delay or dispose of another motion:

Lay on the table (S, M)

Call for the previous question (S, 2/3)

Limit or extend limits of debate (S, 2/3)

Postpone to a certain time (S, M\*)

Commit (refer to a committee) (S, M)

Amend (S, M)

Postpone indefinitely (S, M)

Main Motions Bring Business Before the Assembly:

Take from the table (S, M)

Reconsider (S, M)

Rescind or amend motion previously adopted (S, M)

Incidental Motions Arise Out of a Question that is or has been pending:

Appeal (S, M)

Consider by paragraph or seriatim (S, M)

Call for division of the assembly

Call for division of a question (S, M)

Raise an objection to the consideration of a question

Raise a parliamentary inquiry

Request a point of order

Suspend the rules (S, 2/3)

Restorative motions bring a question again before the assembly:

Reconsider (S, M)

Take from the table (S, M)

### Key

S = Requires a Second

M = Requires a Majority Vote

2/3 = Requires 2/3 Vote

## **Nomination Procedure**

- ✓ Bylaws section pertaining to election is read by the secretary.
- ✓ Nominating committee reports the slate of candidates.
- ✓ President restates slate of candidates.
- ✓ President calls for nominations from the floor. One officer at a time.
- ✓ President then asks, "Are there further nominations for any of these offices?" Pause "hearing none, the chair declares the nominations closed." After each office.

(Nominations may be reopened by a motion and majority vote, provided no votes have yet been cast.) Nominations do not require a second, but do require the consent of the nominee.

## **Election Process**

- ✓ The president restates the list of nominees.
- ✓ If there is more than one nominee for an office, or if bylaws require it, the vote must be by ballot.
- ✓ Ballots are given to members only.
- ✓ Must have the updated membership list at not only the election meeting but should have at all general membership meetings.
- ✓ Tellers, appointed by the president, distribute, collect, and count the ballots and prepares a report listing number of votes cast, number of votes received by each candidate.
- ✓ Each teller signs the report, which is read by the chair of the tellers and given to the president.
- ✓ The president restates the election report and declares these elected.
- ✓ When there is but one candidate for an office, elections may be by voice vote, unless prohibited by the bylaws.

## Teller's Report

Number of votes cast: \_\_\_\_\_

Ineligible votes cast: \_\_\_\_\_

*(These are votes that may have more than one candidate marked or have a name not placed in nomination on the ballot)*

Necessary for election: \_\_\_\_\_

*(a majority is required to elect. Majority is one half of the cast plus one)*

List names and the number of votes that they received:

---

---

---

---

Teller Signature: \_\_\_\_\_

Teller Signature: \_\_\_\_\_

Teller Signature: \_\_\_\_\_

If no candidate received the majority vote then you will need to vote again until a candidate receives the majority vote.

## Committees

Committees plan and promote the activities of the PTA unit. A committee consists of three (3) or more people elected/appointed on the basis of qualifications for their assignment. The purpose of each committee is subjected to the control and direction of the association. The PTA president does not have the authority to create either standing or special committees or to appoint committee members unless given the power in the bylaws.

A Standing Committee performs a continuing function, usually named in the bylaws and remains in existence permanently or for the life of the assembly that created it. The members serve a term specified in the bylaws.

A Special Committee/Ad Hoc is appointed as the need arises. When it has carried out its specific task and has given a final report to the assembly it is discharged, it automatically ceases to exist.

### Committee Procedure and Guidelines

- Consult the bylaws for procedures on selecting committee chairs.
- Every committee member must be notified of the time and place of each meeting. If the chair neglects to call the meeting, any two members of the committee may do so. A majority of members must be present to conduct business.
- All committee chairs must submit a plan of work and have the approval of the board of directors before any work can be done by the committee.
- A record of the proceedings may be kept by a member of the committee appointed to do so. The chair may vote and be active in all proceedings of the committee.
- All questions (motions) must be put to a vote unless agreed upon by unanimous consent.
- Committee reports are presented by the committee chairperson. A copy should be included in the procedure book, along with the plan of work. Also, copies should be given to the secretary.

### Basic Committees

Budget and Finance  
Programs  
Ways and Means  
Outreach  
Membership

Health and Safety  
Awards  
Nominating  
Legislative  
Reflections

## Committee Plan of Work

For School Year \_\_\_\_\_

Name of Committee \_\_\_\_\_

Committee Chairperson \_\_\_\_\_

Activities \_\_\_\_\_

\_\_\_\_\_

Vendor/Supplier (if applicable) \_\_\_\_\_

Date of Agreement/Contract \_\_\_\_\_

Budget allotted \_\_\_\_\_

Goals \_\_\_\_\_

Objectives/Outline Steps, including time frame \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supplies Necessary \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Plan Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

No money can be spent or work done until plan of work is approved by the board of directors.  
Copy of approved plan of work returned to committee chair, original is filed with the minutes of meeting.



*Continue on Back if necessary*

## **Committee Year End Evaluation Form**

School Year: \_\_\_\_\_

Committee Name: \_\_\_\_\_

Committee Members: \_\_\_\_\_

Date of this Report: \_\_\_\_\_

Financial: Final Expenditures \_\_\_\_\_ Final Income \_\_\_\_\_

Did the activity implement at least one of the PTA Purposes?

Did the activity meet the needs of the parents, students or community?

Was it interesting and/or helpful to the members? How?

Did it involve the greatest possible number of members?

Suggestions for next year; Ways to improve; What worked; what didn't work? Suggested dates for program/event.

Use additional sheets if necessary.

Note: Evaluate the event not the committee

## Contracts

Before entering into a contract on behalf of the PTA, the following should be considered:

- ✓ Has the executive committee or board of directors authorized the contract?
- ✓ Minutes must include motion to approve any contracts
- ✓ The president may delegate someone to negotiate a contract
- ✓ Only the president has the authority to sign contracts
- ✓ Are all terms and conditions of the contract, including the fine print, understood and agreeable to the PTA?
- ✓ Does the PTA have the ability to comply with all the terms of the contract, even if the event is not successful?
- ✓ One PTA board cannot obligate another board to a contract.

The contract should be in the name of the PTA: not the school, not the principle, not the fund raising chairman, etc. The contract is signed by the president.

(The name of the PTA) \_\_\_\_\_ PTA

(Signature and Title of the Signer(s)) \_\_\_\_\_

“By Direction of the Board of Directors”

## Records Retention Schedule

Articles of Incorporation	Permanently
Annual Financial Review Reports	Permanently
Bylaws	Permanently
Charitable Solicitation Certificate	Permanently
Checks for important payments such as taxes, special contracts, etc. should be filed with the papers pertaining to the transaction papers pertaining to the transaction	Permanently
Contracts & Leases (active)	Permanently
Corporation Reports	Permanently
Correspondence (legal)	Permanently
Equipment owned by PTA	Permanently
Insurance Records, Accident Reports, Claims, Policies, Certificates	Permanently
Journals	Permanently
Minute Books	Permanently
PTA Charter	Permanently
Standing Rules (current)	Permanently
Tax-exempt status documents and all documents and correspondence dealing with the IRS (for a more detailed breakdown refer to Money Matters)	Permanently
Trademark Registrations	Permanently
Budgets	10 years
Financial Statements	10 years
Grant Award Letters	10 years
Accounts Payable Records	7 years
Bank Statements	7 years
Cash Receipt Records	7 years
Checks	7 years
Contracts & Leases (expired)	7 years
Disbursement Requests	7 years
Inventories (product & materials)	7 years
Invoices	7 years
Purchase Orders	7 years
Sales Records	7 years
Correspondence (general)	3 years
Employee Records	3 years
Employment Applications	3 years
Bank Reconciliations	1 year
Correspondence with vendors	1 year
Duplicate Deposit Slips	1 year