**MCCPTA Committee Work Plan (2020-2021)**

**Committee: Bylaws**

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**Vision-** *MCCPTA and local PTAs have clear documents, including bylaws, that support the governance of the organization and are understood by all members.*

**Goal- Achieve the following items to support the committee vision**

1. Update MCCPTA bylaws (due in January)
2. Draft and present MCCPTA standing rules or handbooks that address processes not covered in bylaws.
3. Draft bylaws handbook for local PTAs.
4. Support local PTAs when they update bylaws
5. Ensure local PTAs understand how to use bylaws and standing rules to support their organization

**Action Steps –**

Goal 1-

1. Approve bylaws update committee at September MCCPTA BOD meeting.

2. Solicit potential MCCPTA bylaws changes from BOD and DA (Sept to Oct)

3. Bylaws update committee works on revisions through the end of October.

4. Present draft bylaws to BOD at November meeting.

5. Present draft bylaws and explain changes to DA at November meeting.

6. Vote on bylaws at January DA.

Goal 2-

As we work on bylaws, determine needed content for standing rules. Draft the standing rules and present to BOD and DA. Do the same for guidebooks.

Goal 3-

Use bylaws training materials to create a bylaws handbook

Goals 4 and 5-

1. Lead workshop at MCCPTA Training; post materials on MCCPTA website.

2. Support CCs and AVPs if they need help when answering local PTA questions about bylaws and standing rules.

3. Respond to local PTA concerns regarding bylaws and standing rules.

**Expenses-** None