

Montgomery County Council of PTAs

Standing Rules

Rule I – Delegates Assembly

Delegate Cards

Each local PTA will receive three (3) delegate-voting cards, the President and two Delegates. The local PTA bylaws determine whether Delegates are elected (and by whom) or appointed. There is one vote per Delegate, even if he/she represents two different schools. A Delegate card will be required for introducing and voting on resolutions, motions, etc. during Delegates Assemblies. The lack of a Delegate card will not preclude anyone from speaking to a motion.

In order to receive your delegate cards, each local PTA must first;

1. Submit the names of your Delegates to the MCCPTA Office no later than August 31 or once the delegates have been elected/named;
2. Pay your dues (\$1 per member) to MCCPTA on a monthly basis;
3. In addition, each delegate must present a valid local PTA membership card.

Note that Delegate Cards are valid until November 1. We understand, however, that the transition between delegates from one school year to the next can be problematic when it comes to obtaining the delegate card from your predecessor. Try to obtain your predecessor's card. If unable, you will be allowed to vote at the September and October Delegates Assemblies on an honor system and as long as you can show a valid local PTA membership card.

The Delegate cards will be available at the November Delegates Assembly. In order to receive your Delegate card you will need to present your local PTA membership card. Each Delegate will pick up their own card, and may not pick up the additional cards for their PTA. This way we can make sure everyone receives his or her card. It is very important that you receive your card prior to the meeting, because you will need your delegate card in order to vote. If you do not have your delegate card, you will not be able to vote. If you are unable to make the November meeting, your card will be available at future meetings.

If you are unable to find your Delegate card, you can contact the MCCPTA Office up to one week prior to the Delegates Assembly for a replacement card. In order to receive this replacement card you will again be required to present your local PTA membership card.

Each local PTA may have one or more alternate Delegates attend the Delegates Assembly, when one or more of the regular Delegates is unable to attend. The names of the alternate Delegates must be submitted to the MCCPTA Office one week before the Delegates Assembly, so an alternate Delegates card can be made. This alternate Delegate card is good for that Delegates Assembly the alternate is attending.

Rule II MCCPTA Procedures for Resolutions

Identification of Position Items

While the Operating Budget and Capital Improvement (CIP) Committees annually bring issues before the MCCPTA Board of Directors and Delegates Assembly for MCCPTA position adoption, other Chairmen do so only when there is an issue within their area of concern for which an MCCPTA position needs to be developed.

If the Board of Education is considering an issue within the Chair's purview, the Chair will handle the issue development and presentation. Chairs note concerns of PTAs and monitor the pulse of the community related to their purview area for issues that should be brought before the MCCPTA Board of Directors. Often, the President identifies an issue and asks the Chairs within whose domain it falls to handle the position development process.

Occasionally a local PTA will ask that MCCPTA investigate an issue, or an individual may come to MCCPTA expressing a concern. The issue may be assigned to an existing Committee Chair, or an ad hoc committee may be appointed to consider the issue.

Development of a MCCPTA Position

Presentation of an issue usually includes both background information and, if appropriate, a recommended MCCPTA position, which is offered to the Board of Directors as a resolution. Motions are considered by the MCCPTA Board of Directors prior to submission to the Delegates Assembly; occasionally time constraints make prior consideration by both bodies impossible.

If time permits, the topic is announced as an agenda item and the background information and proposed resolution included in Board of Directors posting to the appropriate Elist. The information should also be prepared for handout distribution to the Board of Directors at the sign-in table so that members can review the material prior to its consideration.

At the Board of Directors meeting, the Committee Chair summarizes the background information and presents a proposed MCCPTA position in motion form which, coming from a committee, does not require a second. Debate on the motion is conducted by the President, with the Chair serving as a resource person for questions from the floor. The amendment and voting process is also conducted by the President.

The Board of Directors may take a position when there is not time to take an issue to the Delegates Assembly for approval.

Procedures for Adopting Resolutions

In order to assure a consistent, fair, and effective process for bringing resolutions to the MCCPTA delegates, the following procedures will be used.

The maker of a resolution (local PTA, individual delegate, or MCCPTA committee) will submit the resolution in writing (by email, fax, regular mail) to the MCCPTA office. The resolution will be reviewed by the appropriate MCCPTA committee before the next Board of Directors meeting and, then, reported to the Board of Directors with a recommendation for further action. If the resolution needs further research or additional materials, the committee could request additional time to work with the maker of the resolution. If the resolution is already addressed by PTA positions and resolutions (from MCCPTA, Maryland PTA, or National PTA) or is contrary to the Objects and Mission of PTA, the committee could recommend that the resolution not be sent to the delegates. If the committee recommends that the resolution be brought to the delegates, the Board of Directors can refer it to the next Delegates Assembly for consideration. A resolution presented at a Delegates Assembly would not be voted on until the next Delegates Assembly so that the local PTAs could consider the issue and instruct the delegates.

Delegates may amend or refer any resolution back to the Board of Directors for further work. A delegate may propose a resolution from the floor at a Delegates Assembly, and that resolution will be referred to the Board of Directors for review.

Time-Sensitive Issues

When an issue is brought before the Board of Directors and the Board believes it should be immediately considered at the following Delegates Assembly, the Delegates will be given at least a 21-day notice via the appropriate Elists and the MCCPTA website. The Delegates will then consider the resolution at the Delegates Assembly immediately following the Board of Directors meeting.

Similarly, when an issue is brought before the Delegates Assembly by a delegate and it is deemed time-sensitive or an emergency, the delegates may consider the proposed resolution *at that time* through a two-thirds vote of the delegates agreeing to consider it. Such emergency resolutions must be provided to the delegates via the elists and/or MCCPTA website and to the appropriate committee at least five days in advance of the delegates assembly. Again, a motion to consider the resolution on an emergency basis must be proposed and then approved by a two-thirds majority. Adoption of the emergency resolution is accomplished by a majority vote.

A Resolution Illustrating its Own Proper Form

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| Whereas, | That portion of a resolution comprising the phrases starting with the word "whereas" is known as the preamble of the resolution; and |
| Whereas, | The preamble includes only statements of fact or background information comprising the reasons for the action proposed in the resolving clauses that are not common knowledge or self-evident and may be overlooked if not stated; and |
| Whereas, | The action taken on a resolution is really only action on the motion incorporated solely in its resolving clauses, not the preamble; and |
| Whereas, | Brevity creates a good listener; therefore, be it |
| Resolved, | That it is directed that the resolutions submitted to MCCPTA for consideration shall follow this sample resolution in structure, punctuation, and content. |

(This sample resolution adapted from New Jersey PTA and National PTA materials.)

Debate of a Motion or Resolution

All motions shall be presented in writing. Motion forms will be available at the sign-in table. Debate shall be limited to 15 minutes per motion. A timekeeper shall be appointed by the president prior to each meeting. Motions to extend debate should be made prior to the time expiration.

In debate, each speaker will be limited to two minutes. Each member has the right to speak twice on the same question on the same day, but cannot make a second speech on the same question so long as any member who has not spoken on that question desires the floor. A member who has spoken twice on a particular question on the same day has exhausted his right to debate that question for that day.

Announcing an MCCPTA Position

- **Letter to Appropriate Official** - An MCCPTA position is usually conveyed by a letter from the President to the appropriate official, sometimes with copies to related officials.
- **Board of Directors Highlights** - All approved MCCPTA motions and resolutions will be distributed on the list serves after the meeting. Full copies of motions including the background information are filed with the minutes of the meeting and are available at the MCCPTA office.
- **Testimony** - An MCCPTA position may be presented as testimony at a Board of Education or County Council public hearing, or at a meeting of a committee at which testimony is appropriate.

Testimony that represents an MCCPTA position is usually presented by the President. Conversely, the President's testimony is based on MCCPTA positions developed for this purpose.

- **Board of Education Public Comments** - An MCCPTA position may be briefly presented before the Board of Education during the public comments time that is a scheduled as part of the two monthly business meetings.
- **Press Release** - An MCCPTA position may be presented in press release form and submitted to area newspapers. The President works with the Public Relations Chair to develop and submit a press release.
- **Letter to the Editor** - An MCCPTA position along with summarized background information may be submitted to area newspapers as a Letter to the Editor from the MCCPTA President. While any citizen can submit a letter to the editor as an individual, letters that include the MCCPTA position title or office as part of the signature should be coordinated with the President before submission.