

# **COUNCIL DELEGATE**

## **PURPOSE**

The council delegate has an essential and very important role in PTA. Each delegate attends the general (regular) meeting of the council, representing the local unit as a voting member of the council voting body.

## **GOALS**

The goals of the delegate are to receive information and training from the council, report actions of the council to the local unit, and vote as directed by the local unit membership.

## **DUTIES OF DELEGATE**

Each delegate has the responsibility to:

- Attend all council general (regular) meetings or see that a duly elected (or appointed) alternate is able to attend.
- Attend all meetings of the local PTA unit
- Represent the local unit as a voting member of the council body.
- Participate fully in council discussions and deliberations. Each delegate (or alternate, if the delegate is not in attendance) is entitled to make motions, debate and vote at the council meeting.
- Maintain a procedure book.
- Take careful notes of announcements and the program at the council meeting.
- Report announcements, important actions and the council program to the local association and/or its executive board.
- Place announcements of council activities in the local unit's bulletin or newsletter.
- Seek information or approval from the local association on matters referred to the local unit and be ready to report and/or vote accordingly at the council meeting.

## **EACH LOCAL UNIT PRESIDENT SHOULD:**

- Submit delegate(s) and alternate(s) name(s) to the council secretary by October 31. See local unit bylaws, Article VIII, Section 1

## **EACH LOCAL UNIT SHOULD:**

- Determine which delegate (if more than one) will report on the council meeting.
- Maintain a procedure book for the guidance of future delegates

**NOTE:** A local unit must have sent membership dues to Texas PTA and have paid the dues to the council in order to have delegate representation.