

PARLIAMENTARIAN

2023-2024

RESOURCE GUIDE

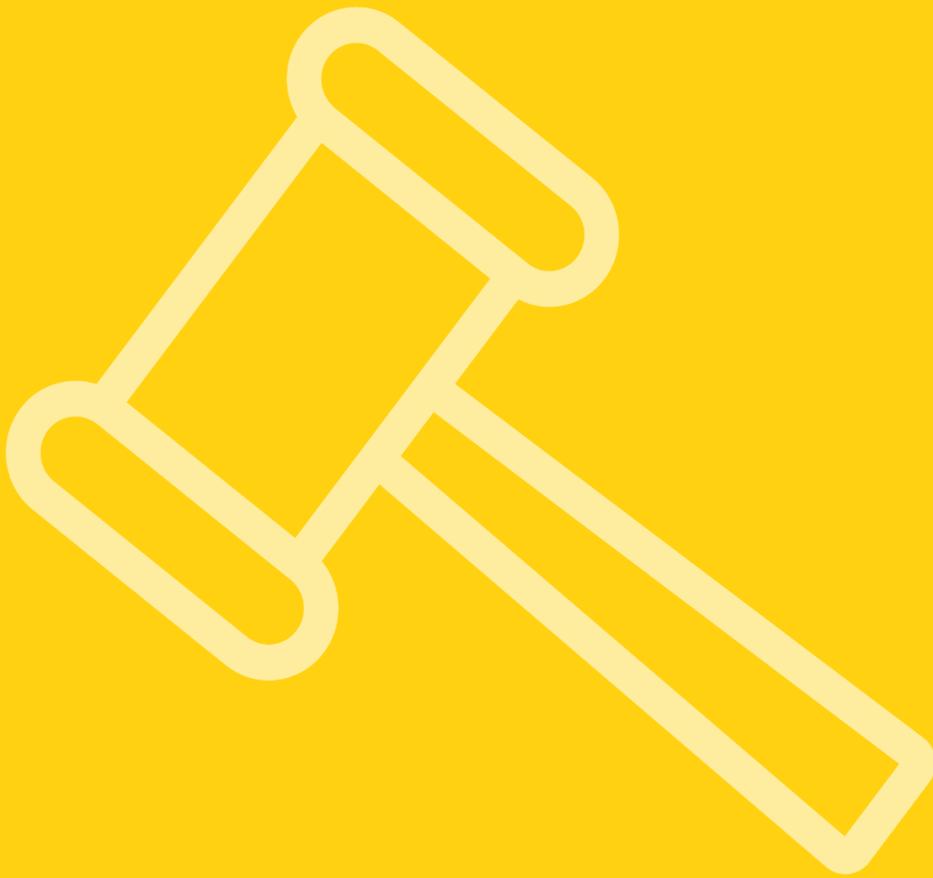


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Easy access to all of the live links in the Resource Guide are available at a scan of the QR code.



About PTA

VISION Every child's potential is a reality.

MISSION To make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

PURPOSES

- To promote the welfare of children and youth in home, school, places of worship, and throughout the community.
- To raise the standards of home life.
- To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth.
- To promote the collaboration and engagement of families and educators in the education of children and youth.
- To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth.
- To advocate for fiscal responsibility regarding public tax dollars in public education funding.

VALUES

- **Collaboration:** We will partner with a wide array of individuals and organizations to broaden and enhance our ability to serve and advocate for all children and families.
- **Commitment:** 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.
- **Diversity:** 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.
- **Respect:** We value the individual contributions of members, employees, volunteers, and partners as we work collaboratively to achieve our association's goals.
- **Accountability:** All members, employees, volunteers, and partners have a shared responsibility to align their efforts toward achieving our association's strategic initiatives.

PTA NATIONAL STANDARDS FOR FAMILY-SCHOOL PARTNERSHIPS

- Standard 1: **Welcome All Families** The school treats families as valued partners in their child's education and facilitates a sense of belonging in the school community.
- Standard 2: **Communicate Effectively** The school supports staff to engage in proactive, timely, and two-way communication so that all families can easily understand and contribute to their child's educational experience.
- Standard 3: **Support Student Success** The school builds the capacity of families and educators to continuously collaborate to support students' academic, social, and emotional learning.
- Standard 4: **Speak Up for Every Child** The school affirms family and student expertise and advocacy so that all students are treated fairly and have access to relationships and opportunities that will support their success.
- Standard 5: **Share Power** The school partners with families in decisions that affect children and families and together—as a team—inform, influence, and create policies, practices, and programs.
- Standard 6: **Collaborate with Community** The school collaborates with community organizations and members to connect students, families, and staff to expanded learning opportunities, community services, and civic participation.



Leadership Competencies

Skills and Abilities Demonstrated by Effective Leaders

Successful leaders are effective leaders. Think of some of the most effective PTA leaders you have worked with. They fill their PTA role well, but their leadership capacity goes beyond that. They have skills and abilities that allow them to step into various roles. They see the value people have to offer and seek their involvement. They provide a clear purpose that others want to follow. They lead with integrity and strive to improve continually.

Texas PTA has identified a set of competencies that effective leaders demonstrate. Current and potential leaders can use these skills and abilities to improve their leadership. Local or Council PTA nominating committees can use them to recruit, nominate, and elect effective leaders. The competencies also drive our Full Circle Leadership Development program.

This list is by no means exhaustive. Rather, it is representative of the qualities PTA leaders demonstrate in the work they do to make every child's potential a reality.

Competencies	Descriptions
<i>Integral to All Categories</i>	
Communications	Listens actively and conveys information clearly, concisely, and accurately in both writing and speech
<i>Adaptive</i>	
Creativity	Sees and thinks of new ideas, alternatives, and ways to do things
Continuous Learning	Pursues the development of skills and knowledge
<i>Forward-Thinking</i>	
Critical Thinking	Obtains all relevant information, identifies problems and causes, evaluates information, and determines criteria that indicate solutions
Motivation	Demonstrates and promotes interest and enthusiasm
Vision	Demonstrates a clear understanding of the future and how to get there
<i>Interpersonal</i>	
Collaboration	Works as a team to achieve a common purpose, putting service before self
Initiative	Steps up unprompted and goes above and beyond with excellence
Relationship Building	Develops trust and mutual respect, and values diversity
<i>Intrapersonal</i>	
Empathy	Expresses verbal and nonverbal recognition of feelings, needs, and concern for others
Integrity	Does the right thing when no one is watching
Self-Awareness	Assesses their own strengths and weaknesses
<i>Technical</i>	
Delegation	Shares responsibilities, including guidance and follow up
Time & Resource Management	Effectively prioritizes and manages the resources to accomplish the goals of the group or project



Texas PTA Diversity, Equity, and Inclusion Policy

This Policy has been developed by the Texas PTA Diversity, Equity, and Inclusion Task Force, adopted by the Texas PTA Board of Directors (“Board”), and is intended to be consistent with the National PTA’s Diversity, Equity, and Inclusion Policy. This policy is also designed to further the commitment of Texas PTA to diversity, equity, and inclusion: To continually be a voice for all children by reflecting diversity and inclusivity in our membership, leadership, program content, advocacy, training, partnerships, and communications.

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.

Effective Date: This policy was amended as of May 23, 2023, shall be reviewed by the Board every two years, and shall remain in effect until amended or replaced in its entirety as a result of action by the Board.

Scope: This policy shall guide Texas PTA, its Board, all constituent divisions (Local PTAs and other divisions, including Council PTAs), and their respective members.

Definitions: For the purpose of this policy:

- *Diversity* is the representation of and respect for people from different backgrounds and identities—including but not limited to race, ethnicity, culture, religion, socioeconomic status, age, geographic area, sexual orientation, gender identification, language, approaches to learning, diagnoses, or exceptionalities impacting learning or access to learning, and physical appearance. It also involves bringing different ideas, perspectives, lived experiences, talents, values, and worldviews to represent the wide variety of children, caregivers, educators, and communities within the PTA family.
- *Equity* provides fairness and access to resources, opportunities, and outcomes so that all communities are provided with what they need to be engaged and successful. This moves beyond an “equal across the board” approach to include the following:
 - a) Recognize and address bias and privilege.
 - b) Understanding and attending to specific individual and community needs, providing additional resources to those with greater needs.
- *Inclusion* is actions, behaviors, and social norms that strive to ensure all people feel safe, welcomed, and accepted. This means putting diversity into action with skill and intentionality, striving to ensure everyone feels respected, supported, and valued—and can fully participate with an equal voice and a right to be heard. This includes actively seeking out voices that have been traditionally underrepresented and/or marginalized.

Policy: Texas PTA, its Board, and its constituent divisions (Local PTAs and other divisions, including Council PTAs) shall:

- Promote and encourage awareness, inclusion, and engagement of all diverse populations represented in the community.
- Openly assess beliefs and practices to ensure inclusiveness and equity and to guard against discrimination.
- Strive to ensure that the membership, leadership, programs, partnerships, and published materials reflect the diversity of their communities.
- Facilitate communication with families in their communities in languages they understand to the extent possible.
- Identify and address barriers that hinder inclusivity.
- Foster programs and practices that eliminate bias, prejudice, and misunderstanding.
- Advocate for funding, laws, and regulations that support programs, policies, and services that meet the health, safety, and educational needs of all student populations in Texas public schools.
- Provide resources and training that develop a more diverse and inclusive group of members, leaders, and community.

Texas PTA first adopted a Cultural Diversity and Inclusion policy on July 26, 2012.

Standards of Continuing Affiliation



Each membership year, Local PTAs must meet **both** of the following requirements to attain Active Status with Texas PTA. The membership year begins on August 1.

1. Remit to Texas PTA state and national membership dues for at least 20 members.
2. Submit to Texas PTA the name and contact information (mailing address, phone number, and email address) of at least one current executive board member, preferably the president.

Local PTAs must comply with **all** of the following standards to remain in Good Standing with Texas PTA. Local PTAs that do not maintain Good Standing will be subject to a Local PTA Retention Plan as described below.

1. Maintain Active Status with Texas PTA.¹ (see requirements above)
2. Report all additional members and remit state/national dues to Texas PTA each year.
3. Submit to Texas PTA the name and contact information for all additional executive board members within 15 days of election or appointment.²
4. Review Local PTA bylaws (and standing rules, if applicable) every three years and submit to Texas PTA for approval.³
5. Each year, within 60 days of fiscal year-end, electronically file and have accepted by the IRS the appropriate "Form 990 Return of Organization Exempt from Income Tax".

Local PTA Retention Plan (initiated when a Local PTA does not maintain Good Standing)

Notification: Texas PTA will notify the PTA of the actions required to attain Good Standing. The PTA will have 30 days from the date of the notification to meet all Good Standing requirements to avoid moving into the Restriction Phase.*

Restriction: While in the Restriction Phase, the PTA is not eligible for awards, programs, or grants administered by Texas PTA or National PTA. The PTA will have 30 days to meet all Good Standing requirements to avoid moving into the Restructure Phase.

Restructure: For PTAs that do not attain Good Standing following the Notification and Restriction Phases, Texas PTA may begin the process of restructuring the leadership of the PTA or revoking the PTA's charter. A PTA that signs an Action Plan may temporarily move into Intervention, giving them time to resolve any outstanding issues. The PTA will continue to be ineligible for awards, programs, and grants administered by Texas PTA and National PTA until Good Standing is achieved.

Intervention: Once in the Intervention Phase, Texas PTA will assign a support team to assist the PTA. If all Action Plan requirements are not resolved by the agreed-upon date, the PTA will be moved back into Restructure. **With cause, Texas PTA may place a Local PTA that has not met all Good Standing Requirements into the Intervention Phase early.*

1. *Active Status is used to determine eligibility in many Texas PTA programs and services. Please reference specific program eligibility requirements to ensure your PTAs participation.*
2. *PTAs submit executive board member information to Texas PTA electronically via the Texas PTA website.*
3. *Bylaws are submitted via the Bylaws Submission Form found on the Texas PTA website.*
4. *Proof of filing and acceptance is the Exempt Organization Business Master File issued regularly by the IRS.*

Importance of a Parliamentarian

The parliamentarian advises the president and other officers, executive board members, and members of the PTA on matters of parliamentary procedure. The parliamentarian serves as a consultant, especially in a meeting, where only the chair can rule on questions of order or answer parliamentary inquiries.

A parliamentarian must have a fair and impartial mind, attitude, and knowledge of parliamentary procedure. A parliamentarian in PTA – serving at any level – must have a fundamental understanding of PTA - the vision, mission, and purposes - and its governing documents – bylaws, standing rules, and policies.

All members of the PTA, whether in a leadership position or not, should understand the fundamental rules of parliamentary procedure to preserve their rights and know whether the systems are being followed for the benefit of all members. This knowledge will ensure order, expedite business, and guarantee that the association continues to promote the vision, mission, and purposes of PTA.

Getting Started

Each year, PTA leaders must complete the following tasks as soon as possible after their election or appointment:

- Join your local PTA. All executive board members must be PTA members during the school year they were elected or appointed.
- Register with Texas PTA by completing the Executive Board Member Registration at txpta.secure.force.com/OfficerIntake.
- Ask for the previous school year's plan of work for your position. Review it and be prepared to make adjustments. Each executive board member should have a plan of work approved as part of the annual budgeting process.
- Ask for the current copy of the PTA's bylaws and standing rules. These documents must be reviewed locally and approved by Texas PTA at least every three years.
- Complete FOUNDATIONS Essentials and Basics Boardsmanship and Parliamentarian training within 30 days of election or appointment. The courses can be found on the Texas PTA website, txpta.org/pta-training.

Note: FOUNDATIONS Essentials is required only once in your PTA career.

- Follow Texas PTA and National PTA on social media.

Responsibilities

- Is appointed by the president subject to the executive board's approval.
- Complete the responsibilities of an executive board member:
 - Attend all meetings - executive board and membership.
 - Maintain a procedure book and deliver to the incoming parliamentarian all official materials within 15 days from the date the parliamentarian takes office.
 - Sign the Confidentiality, Ethics, and Conflict of Interest Form, as adopted.
 - Follow all Texas and National PTA policies and procedures.
 - Perform duties as outlined by the bylaws and as assigned by the president.
- Maintain a copy of and become familiar with the governing documents of the Local PTA. Bring these documents to every meeting:
 - Bylaws: Obtain a current copy of the bylaws on file with Texas PTA annually after August 1 and distribute them to all executive board members.
 - Standing Rules: Obtain a current copy of the standing rules on file with Texas PTA annually and distribute them to all executive board members.
 - Parliamentary Authority: *Robert's Rules of Order Newly Revised* (RONR)

Required Monthly Duties

- Prepares for all monthly meetings.
 - Confer with the chair before the meeting about business on the agenda and advise on questions and procedures that may arise.
 - Bring resources and materials necessary for each meeting (governing documents, ballots, a ballot box, and blank tellers report form).
- Assist the chair
 - When requested, advise the chair on points of parliamentary procedure. The chair decides whether or not to follow the parliamentarian's recommendation.
 - *Example: The parliamentarian may read or quote a rule but not give an opinion. If there is a question of how to proceed, the chair is the only one with authority to decide questions of order or make rulings, which are subject to appeal by a member.*
 - Sit near the chair to be convenient for consultation.
 - Notify the chair of any errors in procedure that may affect the fundamental rights of any member or affect the outcome of the proceedings as quickly and quietly as possible.
 - *Example: A majority vote is usually necessary for most motions, but a two-thirds vote is sometimes required. The parliamentarian may inconspicuously hand a note to the chair to remind them of the necessity for a two-thirds vote in the affirmative for the pending motion.*
- Maintain a position of impartiality.
 - Do not make motions.

- Do not participate in discussion/debate.
- Speak only at the request of, or with the chair's permission.
 - *Example: Any member who needs parliamentary information makes the request to and through the chair. The chair decides whether to allow the parliamentarian to speak or not.*
- Do not vote unless the vote is by ballot.
- Maintain records of the position.
 - May be asked to confirm the accuracy of the bylaws and standing rules and serve on, but not chair, a committee to review and recommend amendments to these documents. Bylaws and standing rules must be reviewed at least once every three years and submitted to Texas PTA for approval.

Keeping Records

Compiling and maintaining a complete record of your activities can help the PTA Leaders who follow behind you. Passing important information to your successor gives them what they need to get started. A PTA should follow its records retention policy to be sure they are properly storing the records they need to maintain regulatory compliance.

How to Compile Your Records

Ask yourself, "If I knew nothing about the job, could I do it with this information?" Depending on your position, you may need hard copy materials at your fingertips. If so, use a loose-leaf folder or binder with tabbed dividers. Other positions could easily keep their records electronically via cloud-based storage or on a USB drive.

Suggested Content

Bylaws/Standing Rules

- A current, date-stamped copy of the PTA Bylaws and Standing Rules. Each year (after August 1), any registered executive board member can download a copy of your PTA's bylaws and standing rules from Texas PTA. They should be distributed to all executive board members and reviewed annually. Visit www.txpta.org/bylaws for the request form and more information.

Rosters

- Current roster of executive board members, with their contact information
- Contact information for your Texas PTA Field Service Representative, Council of PTAs (if applicable), Texas PTA Board of Directors with comparable responsibilities, and the Texas PTA State Office
- Resources, related agencies, and organizations in the community relevant to your position

Items Related To Your Position (As Applicable)

- Description and responsibilities of your position
- Current Texas PTA FOUNDATIONS Basics Resource Guide(s)
- Plan of work approved by the executive board
- Reports prepared for meetings (executive board, membership, and committee)
- Financial records, including approved budgets, detailed reports with copies of funds request forms with receipts, and copies of all deposit forms that you have signed
- Promotional material, newsletter articles, evaluations, and so on
- Award applications submitted to Council, Texas, or National PTA
- Summary of your term, including recommendations for the following year

PTA Meetings

- Agendas and approved minutes from each meeting
- Financial reports
- Relevant committee reports
- Information on upcoming events and programs sponsored by PTA at all levels
- Record of volunteer hours to be reported to the volunteer coordinator (if applicable)



Sample Plan of Work

Muestra Plan de Trabajo

Executive Board Member Name: (Nombre del Miembro de la Mesa Directiva)			
Position: (Posición)	Parliamentarian	Year: (Año)	

Reproduce as needed for the appropriate number of goals.
(Reproducir según sea necesario para el número apropiado de metas)

Responsibilities / Duties: (Responsabilidades/ Obligaciones)	Review the bylaws and standing Rules; assist the president with parliamentary procedure.	Committee Members: (Miembros del Comité)	Not Applicable
Goal: (Meta)	Ensure bylaws and standing rules are up to date and reflect the needs of the PTA; assist with parliamentary procedures.	Evaluation Process: (Proceso de Evaluación)	Effective membership meetings; feedback of president and executive board members

Specific Action Steps (Pasos de Acción Específico)	Start Date (Fecha de Inicio)	Completion Date (Fecha de Terminación)	Budget (Presupuesto)
Assist the president at each business meeting.	July	June	\$10
Be prepared for a ballot vote at any business meeting (supplies including 3x5 index cards, blank teller's report).	July	June	\$5
Serve as ex-officio on the bylaws (and standing rules, if applicable) review committee;	July	June	
Set first meeting of the nominating committee and provide committee the required information on the nomination and election process	January	May	

Resources: (Recursos)	Council parliamentarian and executive board, Texas PTA Field Service Representative, Texas PTA Secretary Resource Guide and website, Texas PTA Parliamentarian Resource Guide, RONR, National PTA website (e-learning)
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Parliamentary Procedure in Action

In the English Parliament, the rules and customs developed for conducting business became known as parliamentary law. These rules and customs formed the groundwork for practice for legislative bodies in the United States. Many organizations have adopted these procedures outside of the government.

Henry Martyn Robert (1837-1923) was an American army engineer from South Carolina, a West Point graduate who found time to be active in various church, civic, and educational organizations wherever he was stationed. In 1863, he was asked to preside over a meeting. He wrote, "My embarrassment was supreme. I plunged in, trusting to Providence that the assembly would behave itself. But with the plunge went the determination that I would never attend another meeting until I knew something of . . . parliamentary law."

As a result, he began the study of parliamentary law. He authored the *Pocket Manual of Rules of Order for Deliberative Assemblies*, published in 1876 and later revised in 1915 as *Robert's Rules of Order Revised*. PTA adopted *Robert's Rules of Order Newly Revised* as the parliamentary authority. The procedures in this document provide guidelines for conducting meetings and the format for bylaws and other adopted rules of order.

The rule of parliamentary law protects the rights of

- the majority;
- the minority;
- individual members;
- Absentees; and
- all these together.

Parliamentary procedure

- provides a standard for conduct;
- is based on common sense; and
- provides order.

A business meeting is not a class in parliamentary procedure. It is out of order for the parliamentarian, chair, or any member to constantly raise points of order that naturally occur because members are not familiar with parliamentary procedure. Only the minimum amount of parliamentary procedure is necessary to ensure democratic rule.

Like the president, the parliamentarian must maintain a position of impartiality to consistently and fairly support the actions of all members. As a result, the parliamentarian may not offer opinions or take any action that would appear to support any side of a discussion. A parliamentarian may only affect a pending decision if the vote is by ballot.

PTA Governing Documents

When deciding the appropriate course of action, multiple documents affect how business must be conducted, and a hierarchy exists. Consider federal and state laws first, then the governing documents of the association, and finally, procedures and tradition.

Use the following hierarchy to determine which resource to consult or which authority has precedence over another.

HIERARCHY OF REFERENCES

Laws of the Land

- Federal Regulations
- Internal Revenue Service (IRS)
- State Laws/Regulations
- Nonprofit Regulations
- Corporation Codes/Regulations
- State's Attorney Office
- Gambling Regulations/Commission (bingo, raffles)
- State Comptroller (sales tax/use tax/business tax)
- Department of Employment

Laws of the Association

- Certificate of Incorporation
- Bylaws
- Policies
- Standing Rules
- Parliamentary Authority (*Robert's Rules of Order Newly Revised*)
- Approved Motions

Procedures

- Written and Unwritten
- Tradition/History

LAWS OF THE LAND

As stated in the bylaws, PTA is an association "organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code." It is governed by all federal and state codes, regulations, and laws that apply to PTA as an organization and any business activities. These federal and state laws supersede any rules adopted by the association.

Note: As a membership association, PTAs in Texas are not subject to the Texas Open Meetings Act, and thus, all of the decision-making processes are not open to the public.

Bylaws and Standing Rules

Articles

Texas PTA includes the following articles in each set of Local PTA bylaws:

Article I: Name, Official name of the PTA, and Texas PTA ID number

Article II: Purposes, in common with National PTA and Texas PTA; official 501(c)(3) status

Article III: Basic Principles, in common with National PTA and Texas PTA

Article IV: Basic Policies, in common with Texas PTA

Article V: Relationship with Texas PTA:

- Organization
- Expectations
- Harm to Brand or Name
- Withdrawal of Charter
- Records Retention
- Dissolution of PTA
- Annual Meetings

Article VI: Council Membership

- Representation
- Dues
- Voting Body

Article VII: Membership and Dues

- Members
- Dues
- Texas PTA Honorary Life Members

Article VIII: Membership Meetings

- In-Person Meetings (Regular & Special)
- Virtual Meetings
- Election Meeting
- Annual Meeting
- Parliamentary Procedure
- Quorum
- Motions and Voting
- Proxy Voting
- Recording
- Minutes

Article IX: Nominations & Elections

- Nominating Committee (Composition, Eligibility, Election of Committee, Election of Alternates, Meeting, Duties, Reporting, Dissolution)
- Nominations from the Floor
- Elections

Article X: Executive Board

- Composition
- Eligibility
- Student Members
- Co-Chairs Prohibited
- Term of Office
- Vacancy in Office
- Removal and Resignation
- Executive Board Member, Parliamentarian, and Principal Duties
- Additional Position Duties
- Executive Board Member Rights

Article XI: Executive Board Meetings

- In-Person Meetings (Regular & Special)
- Virtual Meetings
- Parliamentary Procedure
- Quorum

- Proxy Voting
- Emergency Voting
- Recording
- Minutes

Article XII: Committees

- Committees
- Eligibility
- Co-Chairs Prohibited
- Term
- Committee Chair Duties
- Quorum
- Proxy Voting

Article XIII: Fiscal Accountability

- Fiscal Year
- Signers
- Financial Reconciliation
- Theft, Fraud & Embezzlement

Article XIV: Parliamentary Authority (Robert's Rules of Order Newly Revised)

Article XV: Amendment of Governing Documents

- Review
- Bylaws Amendments
- Standing Rules Adoption or Amendment
- Texas PTA Approval
- Effective Date
- Local Bylaws Template

Bylaws

The bylaws of a PTA contain the basic rules relating to the PTA as an organization rather than to the parliamentary procedure that it follows. These bylaws define the primary characteristics of the PTA, prescribe how the PTA functions, and include all rules that the PTA considers important to the rights and responsibilities of the membership.

Each Local PTA is governed by the bylaws of National PTA, Texas PTA, the Council PTA (if in membership with a Council PTA), and its bylaws. Since Texas PTA organizes and charters every Local and Council PTA within the state, as authorized by the National PTA, certain information is included in every set of bylaws.

Texas PTA has adopted bylaws templates for all Local PTAs and Council PTAs. These templates include uniform (mandatory) wording that cannot change except by a vote of the Texas PTA Board of Directors. Local and Council PTAs only have the authority to change the wording specific to their PTA (for example, the amount of local dues, months for meetings, or the number of officers). Per the Texas PTA Standards of Continuing Affiliation, PTAs must review and submit their bylaws and standing rules (if adopted) at least once every three years.

If Texas PTA changes any wording, that wording is incorporated promptly and verbatim into the Local or Council PTA bylaws, and approval by the membership is not required. To ensure that your PTA is operating under the most current bylaws template, you should request a current copy of your bylaws from Texas PTA after August 1 each year. The request form can be found at txpta.org/bylaws.

For more information, contact the Texas PTA State Office by calling 1-800-TALK-PTA or emailing leaderengagement@txpta.org.

Standing Rules

Standing rules are administrative rules for the guidance of a PTA that may be adopted as needed.

Standing rules

- relate to the details of administration specific to your PTA's activities and structure;
- may neither conflict with approved bylaws nor duplicate wording from the bylaws;
- are adopted as a need arises;
- may be first adopted by a majority vote without previous notice;

- may be amended by a two-thirds affirmative vote without previous notice or a majority vote with such notice;
- may be suspended, unlike bylaws, for a current session by a majority vote, and
- must be submitted electronically after adoption or amendment to the Texas PTA Office for review and approval.

The needs of the PTA dictate the contents of the standing rules. Some rules are needed to guarantee that past efforts are documented with procedures. Other rules contain procedures for standard operations and other circumstances necessary to protect the PTA, its executive board members, and its members. No template is provided for standing rules, but suggested and/or required wording is provided in the Sample Standing Rules for Local PTAs/PTSAs, available for download at the Texas PTA website.

Note: While not every PTA is required to adopt standing rules, standing rules are necessary for PTAs that engage in certain activities, such as providing scholarships. The Internal Revenue Service (IRS) requires that the selection process, funding, and awarding of the scholarships are documented in the standing rules. In some cases, such as the procedures for credit/debit cards, the wording must be used verbatim.

Amending the Bylaws

The authority to amend the bylaws rests with the membership. The membership adopts its bylaws, and they cannot be suspended. Notice of proposed amendments must be provided.

The bylaws can be amended (wording within the document is changed) only if the following conditions are met:

- A quorum is present.
- Previous notice of the proposed amendments was provided to the membership at the previous regularly scheduled meeting or at least 30 days before the meeting at which the proposed amendments are considered for approval.
- Two-thirds of the members present and voting approve the amendments.

Simple Steps to Amend the Bylaws

1. **Form a Bylaws Committee.** A special committee of experienced and knowledgeable PTA members appointed by the president, subject to executive board approval, or by a motion approved by the members. The parliamentarian serves as ex-officio on this committee.
2. **Obtain a copy of the bylaws last approved by Texas PTA.** To verify that your bylaws have been updated to the current template, request a copy from Texas PTA by completing the online request form on the website.
 - Only an executive board member of your PTA who is on record at Texas PTA can make the request.
 - Texas PTA provides a copy of your bylaws on the current template with an approval stamp dated as of the last approval by Texas PTA, along with your standing rules on file and a worksheet to assist you with the items that the PTA may amend.
3. **Provide documents to the committee members.** Provide all committee members with the bylaws, standing rules (if applicable), and bylaws worksheet. While the only intent may be to amend the bylaws, you should review the standing rules at the same time to confirm that there are no conflicts between the two documents and to ensure they reflect the needs of your PTA.
4. **Encourage engagement.** Consider publicizing that the bylaws are being reviewed and solicit recommendations from the executive board and the membership. When considering suggestions, clarify whether these recommendations meet the following criteria:
 - Meet the needs of your PTA.
 - Have clear intent.
 - Are not in conflict with or duplicate the wording of the provided template
5. **Determine committee recommendations.** Discuss all proposed recommendations thoroughly and approve, as a committee, the final decisions.
6. **Present the recommendations to the executive board for approval.** The executive board should approve the proposed amendments before submission to the members.
7. **Provide the members with at least 30 days notice of the proposed amendments.** Follow the process outlined in the bylaws. The notice must include the exact wording proposed for approval. Include changes to existing wording and/or new wording.

8. **Present the proposed amendments to the members.** At a regular or special meeting, the special committee chair or other appointed committee member (not the parliamentarian) presents the amendments in the form of a motion or motions from the committee, provides a rationale for the changes and allows discussion. Approval requires an affirmative vote of two-thirds of the members present and voting after a quorum has been established.
9. **Obtain Texas PTA approval.** Complete and submit the online form via the Texas PTA website. This form requires the date of notice to the members, an electronic copy of the minutes from the membership meeting at which quorum was established, and the vote by which the amendments were approved.
10. **Wait for Texas PTA approval before implementing any of the amendments.** Amended bylaws do not go into effect until the PTA receives the stamped, approved copy signed by the Texas PTA President.
11. **Notify the members of Texas PTA's approval, and provide access to the approved bylaws as requested.**

Note: Review the information posted on the Texas PTA website regarding the timing for acceptance and review of submitted bylaws.

Amending the Standing Rules

The process for amending the standing rules is similar to amending the bylaws. One committee may be formed to review and amend both documents. However, if only amending the standing rules, follow these steps:

1. **Form a Standing Rules Review Committee.** A special committee of experienced and knowledgeable PTA members appointed by the president subject to executive board approval or a motion approved by the members. The parliamentarian serves as ex-officio on this committee.
2. **Obtain a copy of the standing rules last approved by Texas PTA.** To verify that you have a current copy of your approved standing rules, request a copy from Texas PTA by completing the online request form on the website.
 - Only an executive board member of your PTA who is on record at Texas PTA can make the request.
 - Texas PTA provides a copy of your bylaws on the current template and the standing rules on file with an approval stamp dated as of the last approval by Texas PTA.
3. **Provide documents to the committee members.** Provide all committee members with the bylaws, standing rules, and the bylaws worksheet. While the only intent may be to amend the standing rules, you should review the bylaws at the same time to confirm that there are no conflicts between the two documents and to ensure they reflect the needs of your PTA.
 - If no standing rules currently exist, use the Sample Standing Rules for Local PTAs/PTSAs, available for download at the Texas PTA website, as a guide to create your document.
4. **Encourage engagement.** Consider publicizing that the standing rules are being reviewed/created and solicit recommendations from the executive board and the membership. When considering suggestions, clarify whether the recommendations meet the following criteria:
 - Meet the needs of your PTA.
 - Have clear intent.
 - Are not in conflict with or duplicate any wording in the bylaws.
 - Follow Texas PTA procedures and guidelines contained in Texas PTA publications.
5. **Determine committee recommendations.** Discuss all proposed recommendations thoroughly and approve, as a committee, the final decisions.
6. **Present the recommendations to the executive board for approval.** The executive board should approve the proposed amendments before submission to the members.
7. **Provide notice of the proposed amendments to the members.** The notice must include the exact wording proposed for approval. Include changes to existing wording or new wording, if possible. If you make many changes to the standing rules, a complete revision may be in order. The revision would be adopted in place of the current standing rules, and copies should be available to members in advance.
8. **Present the proposed wording to the members.** At a regular or special membership meeting, present the amendments in the form of a motion or motions from the committee, provide a rationale for the changes, and allow discussion. Approval requires an affirmative vote of two-thirds of the members present and voting after a quorum has been established.

- When amending existing wording:
 - If previous notice was provided, a majority vote of the membership is required.
 - If previous notice was not provided, a two-thirds vote of the membership is required.
 - When adopting new wording, a majority vote is required.
9. **Obtain Texas PTA approval.** Complete and submit the online form via the Texas PTA website. This form requires the date of notice to the members and an electronic copy of the minutes from the membership meeting at which quorum was established and the vote by which the amendments were approved,
 10. **Consider any comments or suggestions from Texas PTA, if any.** Make any necessary changes that do not change the original intent. If the recommendations change intent, then the revised wording needs to be provided to and approved by the members.
 11. **Notify the members of Texas PTA's approval, and provide access to the approved standing rules as requested.**

Policies

The Texas PTA Board of Directors adopts policies, as needed, to provide direction to the Local and Council PTAs. These policies are posted on the Texas PTA website at txpta.org/policies.

The Texas PTA Standards of Continuing Affiliation, which state the requirements to maintain Active and Good Standing status as a PTA, are attached to your bylaws.

Parliamentary Authority

As stated in the bylaws, *Robert's Rules of Order Newly Revised* is the PTA parliamentary authority.

"The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this PTA in all cases to which they are applicable and in which they are not inconsistent with these bylaws, and any other bylaws or rules adopted by National PTA and Texas PTA."

In such cases as the bylaws, standing rules, or other adopted rules do not address a particular action or process, *Robert's Rules of Order Newly Revised* is consulted for direction.

Note: The term "newly revised" refers to the fact that the latest version of this publication is the one designated for use as a reference. This publication is revised approximately every ten years, and the latest edition is the 12th edition, published in 2020.

Approved Motions

In the absence of an adopted rule in the bylaws or standing rules, the executive board or membership may adopt a rule for the current meeting. For example, if there is no particular rule regarding the length of time allowed for debate, a member may speak up to 10 minutes on the pending motion. However, the members in a meeting may adopt a motion that would limit debate to a shorter time, such as two minutes. This decision could be accomplished by a main motion or unanimous consent. (See the "Voting" section in this guide.)

Procedures

National and Texas PTA have written numerous documents to assist PTAs with day-to-day business details. These documents are written in the form of publications, resource guides, sample documents, and forms. This publication is one example of a procedural document.

Visit the National and Texas PTA websites to review and download.

In addition to the governing documents adopted by the PTA, procedures can be created to address methods of business outside of a meeting.

Written and Unwritten

This publication and others provided by Texas PTA provide required and recommended procedures. Your PTA may follow other procedures not recorded in your governing documents. If your leaders and members support continuing the undocumented processes, then it is best practice to add them to your written procedures.

Tradition/History

Other methods of operation may have been followed for as long as the PTA members can remember. "We have always done it that way" is a phrase that is often used as the basis for a procedure or process. If a procedure is part of a group's history and does not conflict with written rules or procedures, then that tradition

can and should be upheld. It's always a good idea to revisit traditions to evaluate if they continue to meet the members' needs, your community, and your PTA.

Membership Meetings

Meetings are held for members to make the decisions that direct the PTA's actions and to inform members of the progress and business being conducted on their behalf. The members direct all decisions by approving everything from the bylaws and standing rules to budgets and activities.

Note: Only members may participate in a membership meeting. While non-members may attend, they may not speak, make motions, debate, or vote. In addition, no one may attend an in-person meeting virtually. Additional information regarding virtual meetings can be found in this guide's "Virtual Meetings" section.

Membership

In membership meetings, the PTA members, who have paid their dues for the current membership year, direct the PTA's work.

Types of Meetings

- Regular meetings include membership meetings, set by the bylaws, and executive board meetings, set at the beginning of the year.
- Special meetings are called, with appropriate notice, between the regular meetings to address specific items of business. The PTA bylaws contain provisions for calling special meetings.

Quorum

According to *Robert's Rules of Order Newly Revised*,

"The minimum number of members who must be present at the meetings of a deliberative assembly for business to be validly transacted is the quorum of the assembly."

"The quorum refers to the number of members present, not to the number actually voting on a particular question."

A meeting can be called to order if there is not a quorum. Reports can be presented and announcements can be made, but no action can be taken without a quorum.

The quorum for membership meetings is stated in the bylaws. The minimum allowed by Texas PTA for a Local PTA is ten members, but each PTA determines this number.

The secretary assists the president in confirming quorum at the opening of each meeting.

Member Rights and Responsibilities

According to the PTA bylaws, "Membership in PTA shall be open without discrimination to anyone who believes in and supports the mission and purposes of National PTA and Texas PTA."

Paying dues to a Local PTA includes membership in the National PTA and Texas PTA, with all the benefits of such membership.

Parliamentary procedure is used to protect the members' rights, but too often, only the group's leaders are knowledgeable enough to use it effectively. Leaders and members all need to be aware of their rights and responsibilities.

Leadership Roles in a Meeting

While every member is responsible for carefully observing the proceedings and taking action when necessary, the PTA's executive board members have specific roles in managing a successful meeting.

President

The success of the PTA depends largely upon the attitude and skill of the chair, who should be impartial, courteous, tactful, dignified, firm, and self-controlled.

The chair, who is familiar with parliamentary law, can inform the assembly of proper procedures and observe the rules for the protection of all. Following parliamentary procedure allows the chair to facilitate business and consider all questions fairly. In order to do this, the president

- secures order and quiet through poise, dignity, and respect - noise is never subdued by noise;
- shows tolerance for the opinions of all members, recognizing them as a means of broadening judgment and, possibly, benefiting the PTA;

- prepares an agenda with all business outlined in proper order;
- stands to call the meeting to order, to put the question to a vote, to give his or her decision on a point of order, and, in large assemblies, to recognize speakers;
- Refers to themselves in the third person as “the chair” and avoids terms such as “I” and “my,”
- serves as an ex-officio member of all committees except the Nominating and Financial Reconciliation Committees;
- retains control of the entire meeting and does not “turn over” the meeting to anyone;
- carries out the will of the assembly, as the elected leader, and does not bend the will of the assembly to his own;
- calls for a report of a committee, not the report of a committee chair;
- treats all members and all matters equally;
- ensures that the membership understands the result of the vote pending, and may, if there is any confusion, clarify the effect of an affirmative or negative vote;
- verifies the result of a vote, and calls for a counted vote when a rising vote was inconclusive;
- provides opportunities for other executive board members to share responsibility and participate in meetings;
- asks for advice from the parliamentarian when a question is raised about parliamentary procedure;
- decides all parliamentary questions; and
- uses unanimous or general consent (“If there is no objection”) in order to expedite business, especially for noncontroversial amendments or whenever the will of the membership seems clear.

President-Elect

This structure has been discontinued as an option effective May 23, 2023. Any Local PTAs who currently have the president-elect model will be allowed to continue operating using that model.

When a president-elect is included as an officer, the term limits for president and president-elect are limited to one year, meaning they cannot be re-elected for consecutive terms to the same position. The president-elect would serve as an aide to the president and chair meetings in the president’s absence, could have other duties, and would then automatically become president the following year. When the members elect a president-elect, they also elect their future president.

The president-elect holds the same privileges as the president in that they are an ex-officio member of every committee except the Nominating Committee and the Financial Reconciliation Committee.

If a Local PTA would like to transition from the president-elect model to the traditional model, this transition can only occur at the beginning of the next fiscal year, so planning ahead is crucial. The Local PTA will need to propose the bylaw amendment removing the president-elect early enough in the current year so that the nominating committee knows what positions to slate for the upcoming year. The motion to remove the president-elect model should come from the executive board. “By recommendation of the executive board I move to remove president-elect as an officer from Terrific PTA’s bylaws, and all corresponding changes, effective [insert first day of your next fiscal year].” The current board will finish the term using the president-elect model.

Vice Presidents

In the absence of the president (and president-elect, if applicable), the first vice president chairs the meeting. If the PTA has multiple vice presidents and the first vice president is not present, then the meeting is chaired by the next vice president, as designated in the order listed in the bylaws.

If the president and vice presidents are absent, the secretary calls the meeting to order and follows the procedure below.

Secretary

The secretary records all business transacted at the membership and executive board meetings and performs the following additional tasks:

- Has a copy of the bylaws, standing rules, membership list, minutes, and a roster of executive board members and committee members for reference at each meeting.
- Prepares, presents, and maintains the minutes of the meetings.

- Assists the president in establishing a quorum.
- Calls the meeting to order in the absence of the president and any vice presidents and proceeds with the election of a chair *pro tem* (temporary) to run the meeting.
- Counts a rising vote when requested by the chair.

Parliamentarian

The parliamentarian assists the chair of the meeting by conferring with them before each meeting to address areas where questions may arise during the meeting. At each meeting, the parliamentarian maintains a position of impartiality by not making motions or voting unless it is by ballot and ensures that all necessary governing documents and voting materials are available.

Order Of Business

The order of business is dictated by parliamentary procedure, as found in *Robert's Rules of Order Newly Revised*. A motion or unanimous consent is needed to change the order of business.

Note: If the presiding chair is concerned that quorum may be lost and important business is pending, they should ask the membership to change the order to allow that business to be addressed.

Agenda

- Call to Order
- Opening Ceremonies (optional)
- Approval of Minutes
- Report of Treasurer
- Letters or Communications
- Report of the Executive Board
- Reports of Officers and Standing Committees
- Reports of Special Committees and/or Special Orders
- Unfinished Business
- New Business
- Program
- Announcements
- Adjournment

Call to Order

The president, as the presiding chair, stands, raps the gavel once and calls the meeting to order. The president declares whether or not a quorum is present, so the members are aware. The secretary notes the fact in the minutes.

If the secretary and/or the parliamentarian are not present, the presiding chair appoints members to perform those responsibilities for the meeting.

Opening Ceremonies (Optional)

An invocation, pledges to the flags, a poem, song, or inspirational message may be presented. If more than one of these is used, use the rule of "God before country" when determining the order.

Approval of Minutes

The presiding chair recognizes the secretary for the approval of the minutes.

The secretary stands and either reads the minutes, announces the minutes draft has been distributed, or announces that a committee approved the minutes.

The presiding chair can either accept a motion to approve the minutes (presented or amended) or use unanimous consent.

The presiding chair may allow the membership to approve the minutes at the next meeting or appoint a committee to approve the minutes for the current meeting. Committee approval is recommended when the time between meetings causes concern for accuracy (for example, the last meeting of the year).

Minutes are presented at every regular meeting unless they were previously approved by a committee, which is announced and noted in the current meeting minutes.

Minutes of a membership meeting may not be approved at a special membership meeting, nor may minutes of an executive board meeting be approved at a special meeting of the executive board. There is also no financial report at special meetings of the membership or executive board.

Report of Treasurer

The presiding chair recognizes the treasurer for the financial report. A financial report is mandatory and must be presented at every regular meeting.

The treasurer stands, addresses the presiding chair, and reads the report, which includes (at the least) the beginning balance, total income, total expenditures, and ending balance. The presiding chair states that the report is filed for financial reconciliation.

Letters or Communications

The secretary reads any communications received. Action is considered if required.

Report of the Executive Board

The secretary reads a summary report (not the minutes) for the information of the members. If recommendations are presented, the secretary moves the adoption of each recommendation individually in the form of a motion (no second required).

Reports of Officers and Standing Committees

The presiding chair calls for the committee's report (not the chair's report).

A report from a committee may be informational or require action, as determined by a majority vote of the committee. Reports with information only are read to the voting body. Reports that require action are presented as a motion to the membership (no second required), and the members either vote to approve—as presented or amended—or vote to reject.

The member (usually the committee chair) presenting the report moves to adopt the motion. If no recommendation is made, no motion is needed.

The presiding chair need not recognize the committee chair if there is no report.

The principal will often report at this time, following the president's report.

Reports of Special Committees and/or Special Orders

The presiding chair calls for the report of the special committees if needed.

The reports of special committees follow the same rules as those of standing committees. If no special committees exist, this item of business does not appear on the agenda.

Matters required by the bylaws to be taken up at a specific meeting are known as "Special Orders" and are in order (election of Nominating Committee, Financial Reconciliation Committee report, then the election of officers).

Note: The presiding chair may determine that this business needs to be moved higher in the agenda to maintain quorum.

Unfinished Business

The presiding chair announces (but does not call for) business under this item. Unfinished business consists of business left unfinished at the previous meeting or business postponed to this meeting (if the group meets at least quarterly). The minutes of the last meeting will indicate any unfinished business. If there is no unfinished business, the presiding chair states, "there is no unfinished business."

New Business

The presiding chair calls for new business. Members may bring any new business before the association (if it is within the scope of the association). A motion is necessary to introduce new items of business.

Program

The presiding chair introduces the program/parent education chair, presenting the program or introducing any program presenters.

The meeting is not “turned over” to the program chair, nor does the program chair “turn the meeting back to the president.” The presiding chair controls the meeting from the call to order until adjournment.

Announcements

The presiding chair should, if possible, make all announcements, including the date of the next meeting and important events and activities.

The principal may be asked to speak here.

Adjournment

The presiding chair asks if there is any further business. If any additional business exists, it is handled at this time. If no further business exists, then the presiding chair declares the meeting adjourned.

No motion to adjourn is necessary.

Executive Board Meetings

The executive board consists of the officers (president, vice president(s), secretary, treasurer), the parliamentarian, the principal, standing committee chairs (if specified in your bylaws), and additional positions such as council delegate(s), faculty representative (other than principal or designee), student representatives, and others listed in the bylaws.

- Texas PTA is a membership association and thus is not subject to the Texas Open Meeting Act.
- Only executive board members attend executive board meetings. A non-executive board member may request the permission of the president to address the executive board. A non-executive board member is only allowed to ask a question, give a report, or provide information, and then leave the meeting. A non-executive board member cannot participate in any discussion or the voting process.

Types of Meetings

- Regular meetings include executive board meetings, set at the beginning of the year.
- Special meetings are called, with appropriate notice, between the regular meetings to address specific items of business. The PTA bylaws contain provisions for calling special meetings.

Quorum

The quorum for executive board meetings is the majority of executive board positions filled at the time of the meeting.

The secretary assists the president in confirming quorum at the opening of each meeting.

Order Of Business

The order of business is dictated by parliamentary procedure, as found in *Robert's Rules of Order Newly Revised*. A motion or unanimous consent is needed to change the order of business.

Note: If the presiding chair is concerned that quorum may be lost and important business is pending, they should ask the executive board to change the order to allow that business to be addressed.

Agenda

- Call to Order
- Opening Ceremonies (optional)
- Approval of Minutes
- Report of Treasurer
- Letters or Communications
- Reports of Officers and Standing Committees
- Reports of Special Committees
- Unfinished Business
- New Business
- Announcements
- Adjournment

Call to Order

The president, as the chair, calls the meeting to order. The president declares whether or not a quorum is present, so the executive board members are aware. The secretary notes the fact in the minutes.

If the secretary and/or the parliamentarian are not present, the presiding chair appoints members to perform those responsibilities for the meeting.

Opening Ceremonies (Optional)

An invocation, pledges to the flags, a poem, song, or inspirational message may be presented. If more than one of these is used, use the rule of "God before country" when determining the order.

Approval of Minutes

The presiding chair recognizes the secretary for the approval of the minutes.

The secretary stands and either reads the minutes, announces the minutes draft has been distributed, or announces that a committee approved the minutes.

The presiding chair can either accept a motion to approve the minutes (presented or amended) or use unanimous consent.

The presiding chair may allow the executive board to approve the minutes at the next meeting or appoint a committee to approve the minutes for the current meeting. Committee approval is recommended when the time between meetings causes concern for accuracy (for example, the last meeting of the year).

Minutes are presented at every regular meeting unless they were previously approved by a committee, which is announced and noted in the current meeting minutes.

Minutes of an executive board meeting may not be approved at a special executive board meeting. There is also no financial report at special meetings of the executive board.

Report of Treasurer

The presiding chair recognizes the treasurer for the financial report. A financial report is mandatory and must be presented at every regular meeting.

The treasurer reads the report, which includes (at the least) the beginning balance, total income, total expenditures, and ending balance. The presiding chair states that the report is filed for financial reconciliation.

Letters or Communications

The secretary reads any communications received. Action is considered if required.

Reports of Officers and Standing Committees

The presiding chair calls for the committee's report (not the chair's report).

A report from a committee may be informational or require action, as determined by a majority vote of the committee. Reports with information only are read to the voting body. Reports that require action are presented as a motion to the executive board (no second required), and the executive board members either vote to approve—as presented or amended—or vote to reject.

The member (usually the committee chair) presenting the report moves to adopt the motion. If no recommendation is made, no motion is needed.

The presiding chair need not recognize the committee chair if there is no report.

The principal will often report at this time, following the president's report.

Reports of Special Committees

The presiding chair calls for the report of the special committees if needed.

The reports of special committees follow the same rules as those of standing committees. If no special committees exist, this item of business does not appear on the agenda.

Note: The presiding chair may determine that this business needs to be moved higher in the agenda to maintain quorum.

Unfinished Business

The presiding chair announces (but does not call for) business under this item. Unfinished business consists of business left unfinished at the previous meeting or business postponed to this meeting (if the group meets at least quarterly). The minutes of the last meeting will indicate any unfinished business. If there is no unfinished business, the presiding chair states, "there is no unfinished business."

New Business

The presiding chair calls for new business. Executive board members may bring any new business before the executive board (if it is within the scope of the executive board). A motion is necessary to introduce new items of business.

Announcements

The presiding chair should, if possible, make all announcements, including the date of the next meeting and important events and activities.

Adjournment

The presiding chair asks if there is any further business. If any additional business exists, it is handled at this time. If no further business exists, then the presiding chair declares the meeting adjourned.

No motion to adjourn is necessary.

Emergency Voting

The PTA bylaws contain provisions for emergency voting by the executive board. If authorized by the president, these procedures must be followed for any vote by phone, email, or other electronic method.

In an emergency, the executive board may vote by phone, email, or other electronic methods, if authorized by the president or a majority of the executive board. Most emergencies are items of business that need approval before the next regularly scheduled executive board meeting, and the president believes that no discussion will be necessary. However, emergency voting via electronic methods must be done through a process that allows all voices of the executive board to be heard:

- Executive board members must have at least 24 hours to cast their votes.
- A two-thirds vote of the entire executive board is required for the motion to pass.
- No discussion is allowed. If it is determined that discussion is needed, a special meeting needs to be called and the current motion withdrawn.
- The chair announces the results by the same electronic method in which the vote was held.
- The results of the vote are recorded in the minutes of the next regular executive board meeting.

Virtual Meetings

Local and council PTAs in Texas can hold virtual meetings given specific guidelines and requirements for executive board and membership meetings.

Executive Board Meetings

Executive board meetings may be held virtually, except for the first meeting of the year and one additional meeting, by adhering to the following guidelines and requirements:

- Virtual meetings require a 3-day notice.
- Notice shall include the link to register, an explanation of the meeting technology, and meeting rules.
- A change of date requires a 3-day notice.
- A change from an in-person meeting to a virtual meeting requires a 3-day notice.
- A special virtual meeting requires a 3-day notice.
- All executive board members shall have access to the virtual meeting technology.
- The chair shall present the meeting technology and rules before conducting any business.
- The meeting technology must allow each member participating to communicate with all other members participating in the meeting.

Membership Meetings

Membership meetings, other than the first membership meeting of the year and the election meeting as indicated in the bylaws, may be held virtually, using the following guidelines and requirements:

- Virtual meetings require a 10-day notice.
- Notice shall include the link to register, an explanation of meeting technology, and meeting rules.
- A change of date requires a 5-day notice.
- Attendees must register to attend no later than five days before the meeting to allow for membership verification.
- A change from an in-person meeting to a virtual meeting requires a 5-day notice.
- A special virtual meeting requires a 10-day notice.
- The chair shall present meeting technology and rules before conducting any business.
- The meeting technology must allow each member participating to communicate with all other members participating in the meeting.

Committee Work and Meetings

Committees

Two types of committees exist in PTA:

- A *standing committee* is a committee whose work is ongoing throughout the year.
- A *special committee* is a committee with a specific task, and the committee is dissolved once that task has been completed.

Examples: A Program Committee works year-round, whereas a Nominating Committee is elected, completes the slate, and dissolves after the election meeting.

Committees are critical to the success of PTA and are one of our best methods for recruiting new volunteers. They provide an opportunity for individuals to do the kind of work for which they are especially suited. Members develop a sense of worth and personal satisfaction as they contribute to the total work of the PTA. Committee chairs appoint their committee members with the executive board's approval.

Advantages

Committees can work more effectively on many tasks. The procedures are more informal, so individuals are more likely to freely discuss and make greater contributions. Make sure the environment you create is open, relaxed, and supportive.

Size of the Committee

The committee's size should be small enough to allow for greater efficiency and flexibility and large enough to complete the task. In some cases, your standing rules may specify the number of members on the committee.

Committee Responsibilities

A committee only has the authority that it is expressly given.

- Committees do not function as separate groups but are part of the PTA and must operate according to PTA bylaws, policies, and procedures.
- All projects and activities must have the approval of the executive board and the membership in advance. This is often accomplished with the approval of the budget and plan of work.

Committee Meetings

- Before you have one, make sure it's necessary.
- Send the agenda ahead of time. Ensure you describe any items you would like feedback on so your committee members can come prepared with suggestions. Also, send any materials members need to review beforehand so they have time to review and have questions or concerns ready for the meeting.
- Begin and end on time.
- Facilitate the meeting process.
- Ask direct questions of those that are not engaging. Corral the over-talkers so they don't dominate.
- Don't just ask yes or no questions. Include open-ended questions so you can draw out their opinions.
- Sum up all recommendations and review any assignments and due dates.
- Be positive.
- Be impartial and know the information you are presenting to them.
- Evaluate your meetings throughout the year. Is the structure working? Are committee members participating? Make any corrections needed.

Quorum for a committee meeting is a majority (more than half) of the filled positions. Example: If ten positions are on the committee, but only seven are filled, then the quorum is four.

No meetings can be held in a hybrid format. All meetings are either entirely in-person or virtual.

Reminders

- Delegate the tasks that fit your members' skill sets, even if the tasks are something you could have done.
- Have a list of responsibilities and skills needed when recruiting volunteers.
- Listen to all different ideas and input - each committee member brings different perspectives, and each is unique. Just because something has always been done a certain way doesn't mean it can't be updated, changed, or not done moving forward. Always be open to new ideas.

- Your committee will have volunteers with varying degrees of experience and confidence. Make sure all feel welcomed and valued.

As you plan the committee's work, remember why people volunteer for PTA. Everyone wants to belong to something and make a meaningful contribution. Try to make sure that everyone who wants to be is included and has more than busy work to do. Building fun into the tasks with plenty of opportunity for laughter can smooth the way when people don't know each other well. Remember to celebrate big and little milestones along the way. When volunteers feel appreciated and celebrated, they're more likely to volunteer for the next committee.

Motions

All business brought before the membership is put in the form of a motion. The following steps are required to handle a motion, as explained below.

Step 1: Obtain the Floor

- The member stands and addresses the chair by title by saying “Mr. (or Madam) President” or “Mr. (or Madam) Chair.”
- The member does not speak further until recognized by the chair.

Step Two: Assign the Floor

- The chair recognizes the member, using his or her name, if known.
- The chair is under no obligation to recognize a motion made by a member who does not wait for recognition by the chair.

Step Three: Make the Motion

- After being recognized by the chair, the member then states the motion, beginning with the words: “I move.”
- Motions should be worded in the affirmative; however, if a strong feeling must be expressed, it may be done by a negative motion.

Step Four: Second the Motion

A second is necessary to avoid spending time considering a question that only one member favors. A motion coming from the executive board or a committee does not require a second, as a group of people has already agreed to debate the item.

- Any member who wants the motion to be considered states: “I second the motion,” or “I second it,” or simply, “Second.” The member does not need to be in favor of the motion to second it.
- A motion is seconded without obtaining the floor.
- Before the chair has stated the motion, the maker of the motion may withdraw or modify it without permission. A member may also, through the chair, request the maker of the motion to either withdraw or modify the motion.

Step Five: State the Motion

- The chair states, “The motion has been made and seconded that... Is there discussion?” Only after the chair states the motion is it before the assembly. The chair must correctly state a motion before the assembly can take action. (Never say, “You have heard the motion.”)
- Do not allow members to state motions by saying, “so moved,” since this makes it very difficult for the secretary to record the exact wording of a motion.
- If no second is heard, the chair may ask, “Is there a second to the motion?” If they feel that there is confusion or that the motion was not heard, they may repeat the motion.
- If no second is made, the chair proceeds with the next item of business.

Step Six: Discussion or Debate

- Immediately after stating the question, the chair asks the maker of the motion if they would like to speak first in debate.
- The chair gives the chance to speak to every member who wants it. If possible, pro and con speakers should be given alternating opportunities to speak, and all speakers should tactfully be kept to rules of order and the question.
- Each member has two opportunities to speak to the motion. A member may exercise their first opportunity to speak and then may speak only once more after every other member has the chance to speak.
- The chair recognizes a member who has not previously spoken to the motion in preference to one who has spoken.
- All statements must be addressed to the chair and not to another member.
- The chair does not enter into the discussion. Should the president want to debate, the chair must ask the president-elect or vice president to preside. The president does not resume the chair until after the final disposition of the question under discussion. The president may vote when their vote changes the outcome (to make or break a tie) or when the voting is by ballot.

- Debate continues until no one wants to speak or until someone moves to close debate.
- A member may move to close debate by stating, “I move the previous question” or “I call for the previous question” after recognition by the chair. Members cannot close debate by shouting, “Question.” This motion requires a second and a 2/3 vote to pass, which closes debate, and the chair then brings the pending question for a vote.

Amendments

Before the chair restates the motion and calls for the vote, the maker of the motion can request permission from the assembly to modify their motion or withdraw it entirely. The chair first handles this request as unanimous consent (“If there is no objection ...”). If there is an objection, then a motion must be made to take action.

The motion “to amend” is used to modify the wording of the pending motion before the pending motion is voted upon. For the members to understand an amendment, the amendment needs to be specific regarding how and where the amendment will change the pending motion.

The most common ways to amend a motion are to

- insert (inserting words, sentences, or paragraphs) or add (when new wording is added to the end of a sentence or paragraph);
- strikeout words (removing words, sentences, paragraphs); or
- strikeout and insert (the inserted words replace struck out words).

Examples:

Main motion: “I move, we have a parenting program at the park.”

Inserting: “I move to amend the motion by adding ‘in October’ after ‘program’ [effect of amendment if adopted: “I move we have a parenting program in October at the park.”]

Striking out: “I move to amend the motion by striking “at the park” [effect of amendment if adopted: “I move we have a parenting program in October.”]

Striking out and inserting: “I move to amend the motion by striking ‘October’ and inserting ‘November on the school grounds’ [effect of amendment if adopted: “I move that we have a parenting program in November on the school grounds.”]

Substituting: “I move to substitute the following for the motion on the floor: ‘that we have an ice cream social.’” [Effect of amendment if adopted: “I move that we have an ice cream social.”]

Rules for Amendment

Keep the wording as simple as possible. If the process becomes too confusing, separate the issues for ease of discussion or decision.

- Only two amendments (primary and secondary) may be pending on a main motion.
- Only one method of amendment may be used at one time. For example, the amendment may insert words in the middle of the motion, but it may not insert in the middle and add words at the end of the statement.
- Discussion of an amendment must relate only to the amendment, unless the whole motion is affected by substitution.
- An amendment must be germane to the question under consideration. If both a primary and secondary amendment are proposed, both must address the same issue in the motion (such as time or cost).
- Vote first on the secondary amendment, followed by the primary, and finally the motion.

Step Seven: Put the Question

- The chair states, “The question is on the motion to Those in favor say ‘aye.’ Those opposed say ‘no.’” (The negative vote is called for on all motions except courtesy motions.)
- The chair always states the method of voting. Voting can be by unanimous or general consent (“if there is no objection...”), voice, show of hands, rising to be counted, or ballot.

Step Eight: Announce The Vote

- The chair states either, “The affirmative has it, and we will...” or “The negative has it, and the motion is lost.” The chair always announces the vote.
- A tie vote on any motion means the motion is lost, except on an appeal from the chair's decision. A tie vote sustains the chair’s decision.

Additional Information

- A motion may be brought before the membership for a second consideration by a motion: to reconsider the vote, to rescind, or to take from the table. A lost motion may be brought back as a new motion at any future meeting.
- A motion to ratify is used to confirm some action requiring the association's approval or of some emergency action taken at a meeting when a quorum was not present. An association can only ratify a request within the bylaws or in a motion. No executive board member should ask for ratification for expenditures unless they are specifically outlined in the budget, or unless you can afford to pay for the item if the association refuses to ratify it.
- In the motion to appeal the chair's decision, the appeal is the question before the assembly. The chair puts the question without leaving the chair and has the right to debate first and last if the appeal is debatable. The member appealing the decision is entitled to be the second to debate. Each member may speak only once on an appeal.
- A motion that has been laid on the table can be taken from the table during the meeting at which it was tabled (after at least one item of business has been transacted) or at the next meeting by any member. If not addressed at the next meeting, the motion is lost.
- If the assembly wants to adjourn before all business is completed, it must be adjourned by a motion.
- In the absence of a quorum, the membership may fix the time to adjourn (set an adjourned meeting), adjourn, recess, or take measures to obtain a quorum. Subsidiary and incidental motions, questions of privilege, motions to Raise a Question of Privilege or Call for the Orders of the Day, and other motions may also be considered if they are related to these motions or the conduct of the meeting while it remains without quorum.

Eight Essential Steps of a Main Motion

ACTION FROM THE FLOOR

1. Obtain the Floor: Member rises and addresses the chair by saying: “*Madam President*” or “*Mr. Chairman.*”



3. Make the Motion: The proper form to introduce a motion is: “*I move that...*”



4. Second the Motion: Member states: “*I second the motion.*” A second is necessary to avoid time spent considering a question that only one member favors.



6. Discussion: (debate) All statements must be addressed to the chair. Debate continues until no one wishes to speak or until someone moves to close debate.



ACTION BY THE CHAIR

2. Assign the Floor: The chair recognizes the member by bowing to him or by speaking his or her name: “*Ms. Jones.*”

5. State the Motion: The chair states: “*The motion has been made and seconded that... Is there discussion?*” Only after the motion is stated by the chair is it before the assembly.

7. Put the Question: The chair states: “*The question is on the motion (state motion). Those in favor will say ‘aye.’ Those opposed will say ‘no.’*” (The negative vote is called for on all motions except courtesy motions.)



8. Announce the Vote: The chair states either, “*The affirmative has it and we will...*” or “*The negative has it and the motion is lost.*” The chair always announces the vote.

Parliamentary Motions in Practice

To do this:	Say this:	Does this motion interrupt?	Do you need a second?	Is it debatable?	Can it be amended?	What vote is needed?
State a main motion	I move that...	No	Yes	Yes	Yes	Majority*
Adopt/accept a report	I move that the report be adopted.	No	Yes	Yes	Yes	Majority
Amend a pending motion	I move to amend by (striking out, striking out and inserting or adding, or inserting or adding) ...	No	Yes	Yes	Yes	Majority
Amend something previously adopted (such as bylaws or budget)	I move to amend by (striking out, striking out and inserting or adding, or inserting or adding) ...	No	Yes	Yes	Yes	Two-thirds
Substitute the entire motion	I move to amend by substituting the following...	No	Yes	Yes	Yes	Majority
Suspend a standing rule	I move to suspend the rule ...	No	Yes	No	No	Majority
Postpone to a certain time	I move to postpone the ... until...	No	Yes	Yes	Yes	Majority
Request closer study/research	I move to refer the matter to the _____ committee.	No	Yes	Yes	Yes	Majority
Request for immediate information	I have a request for information. - or - A point of information,	Yes	No	No	No	No vote
Limit or extend debate	For this meeting, I move to limit debate to ___ minutes per member. - or - I move to extend debate by ___ minutes.	No	Yes	Maybe*	Yes	Yes
End debate	I move the previous question	No	Yes	No	No	Two-thirds
Ballot vote	I call for a ballot vote.	No	Yes	No	Yes	Majority
Verify voice vote	I call for a division. - or - Division!	Yes	No	No	No	No vote
Question the ruling of the chair	I appeal the decision of the chair.	Yes (<i>only if immediate</i>)	Yes	No	No	Majority in the negative
Question whether rules are being followed	Point of order. - or - I rise to a point of order.	Yes	No	No (unless the chair allows the assembly to device)	No	No vote (unless chair allows the majority of the assembly to decide)

*Refer to *Robert's Rules of Order Newly Revised* for specific guidance.

Motions: Ranking and Requirements

RANKING MOTIONS	PRINCIPAL REQUIREMENTS						
The motions are listed in order of rank. When any one of these motions is immediately pending, those above it are in order and those below it are not in order.	Recognition	Second	Debatable	Amendable	Vote Required	Reconsiderable	May Interrupt
	PRIVILEGED MOTIONS						
13. Fix the time to which to adjourn	yes	yes	no	yes	majority	yes	no
12. Adjourn	yes	yes	no	no	majority	no	no
11. Recess	yes	yes	no	yes	majority	no	no
10. Raise a question of privilege	no	no	no	no	X	no	yes
9. Call for order of the day	no	no	no	no	X	no	yes
SUBSIDIARY MOTIONS							
8. Lay on the table	yes	yes	no	no	majority	no	no
7. Previous question (to close debate)	yes	yes	no	no	2/3 vote	yes*	no
6. Modify debate	yes	yes	no	yes	2/3 vote	yes	no
5. Postpone definitely	yes	yes	yes	yes	majority	yes	no
4. Commit or recommit	yes	yes	yes	yes	majority	yes*	no
3. Amend	yes	yes	yes*	yes*	majority	yes	no
2. Postpone indefinitely	yes	yes	yes	no	majority	+	no
1. MAIN MOTION	yes	yes	yes	yes	majority*	yes	no
NON-RANKING MOTIONS							
Whether these motions are in order depends upon the business already under consideration and what purpose they may serve when introduced.							
INCIDENTAL MOTIONS							
Appeal	no	yes	*	no	majority	yes	yes
Close nominations or the polls	yes	yes	no	yes	2/3 vote	no	no
Consider seriatim	yes	yes	no	yes	majority	no	no
Divide the question	yes	yes*	no	yes*	majority*	no	no*
Division of the assembly	no	no	no	no	no	no	yes
Object to consideration of a question	yes	no	no	no	2/3 vote	#	yes*
Parliamentary inquiry	no	no	no	no	chair	no	yes
Point of order	no	no	no	no	chair	no	yes
Reopen nominations or the polls	yes	yes	no	yes	majority	#	no
Suspend the rules*	yes	yes	no	no	2/3 vote*	no	no
Withdraw a motion	yes	no	no	no	majority	#	yes*
MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY							
Reconsider	yes	yes	=	no	majority	no	no
Take from the table	yes	yes	no	no	majority	no	no

KEY TO MARKINGS

* See *Robert's Rules of Order Newly Revised* for special rules.

X Usually no vote taken; chair rules.

+ Only an affirmative vote may be reconsidered.

Only a negative vote may be recognized.

= Debatable when applied to a debatable motion.

Voting

Members may determine the outcome of a question by voting in one of the following ways:

- Voice (viva voce): This is a traditional method for voting on motions that require a majority vote.
- Unanimous Consent (general consent): This type of voting asks the members if there is any objection to the motion; if no one objects, the motion is adopted. If there is an objection, the issue must be settled through the normal motion process.
- Show of Hands or Cards: Members raise their hands or voting cards to vote. This is used when a two-thirds vote is needed.
- Standing or Rising Vote: Members stand to vote. This is used when a two-thirds vote is needed. This is seldom used but is helpful when it is difficult to tell whether those in favor outnumber those against.
- Standing Counted Vote: Members stand to vote and remain standing until their vote is counted.
- Roll Call Vote: When each name is called during roll call, the vote is “Aye,” “No,” or “Present” (if abstaining). The record of how each member voted is recorded in the minutes. This can be used on an emergency phone vote, as votes cannot be seen.
- Ballot Vote: A member can request this method, which is often used when a confidential vote is desired (controversial issue). It is also necessary when two or more nominees run for an elected position.

The privilege of voting is limited to members of the association who are present. The easiest method to verify voting members is to have a printed list of the current membership organized alphabetically by class/grade. Have everyone sign in, and members receive a “voting card” (colored slip of paper) or a ballot if the need is known in advance. You can arrange for a voting members section if desired.

The president (or chair) appoints a tellers’ committee, including a chair and at least two tellers who distribute, collect, and count the ballots. A nominee for an office cannot be involved in the election procedure as a teller. The tellers’ committee chair will present a “tellers’ committee report” with the outcome of the vote.

The tellers’ committee report would state

- the number of votes cast;
- the number of ballots determined illegal (unable to be read, more names on the ballot than directed, names on the ballot who have not been nominated, two or more ballots folded together); and
- the number of votes cast for each person (or in the case of a Yes/No ballot, the number of votes cast for each).

If it is a plurality vote, the outcome is the person(s) with the most votes. (See the Plurality Vote Example provided.)

The number needed for the motion to pass would also be stated if it is a majority or two-thirds vote.

Example of a majority ballot vote report: Total votes cast 100, votes necessary for approval 51, illegal votes two, votes in favor 62, votes against 36. (The ineligible number plus those in favor and those against must equal the total number of votes cast.) The presiding chair will repeat the report and state the outcome, which is that the motion passes.

Example of a two-thirds ballot vote report: Total votes cast 100, votes necessary for approval 67, illegal votes two, votes in favor 62, votes against 36. (The ineligible number plus those in favor and those against must equal the total number of votes cast.) The presiding chair will repeat the report and state the outcome, which is that the motion fails.

The president (or presiding chair) repeats the report of the tellers’ committee and declares the outcome of the vote (person elected, motion passes/fails).

All these numbers are recorded in the minutes.

Following the announcement of the outcome of the vote, the chair of the tellers’ committee (or another member) moves that the ballots be destroyed to avoid storing them beyond the election. This would require a second and a majority vote.

PTA, per the bylaws, does not allow proxy voting. Members must be in attendance at the meeting to vote. No one can cast a vote for another member.

Different types of motions require different types of approval to pass. Refer to the chart “Motions: Ranking and Requirements” in this publication for the type of vote required. In general, a larger number of votes are necessary if the decision may limit a member’s rights. For example, a motion to end debate (previous question) may mean that a member does not have the opportunity to speak. This motion requires a two-thirds vote to pass.

- **Majority Vote:** Requires more than one-half of the votes cast. For example, if 31 votes were cast, you would need 16 in favor of the vote to carry. Majority votes are used to approve or adopt new business items. An example would be the first time the new budget is presented for the year. It is adopted by majority vote.
- **Two-Thirds Vote:** Requires at least two-thirds of the votes cast for the vote to carry. Two-thirds votes are used to approve changes to items after they are adopted. An example would be amending the budget, which requires a two-thirds vote.
- **Tie Vote:** This vote results in neither a majority nor a two-thirds vote, so it is a lost vote. In cases of an election, the vote would be retaken. In the case of a motion, the motion fails when the vote is a tie.
- **Plurality Vote:** Per the bylaws, the nominating committee is elected by plurality. This means the candidates who receive the most votes (not necessarily a majority) are the winners. This requires a ballot vote. (see procedures above)

Plurality Vote Example

Three nominating committee members are needed per the bylaws and one alternate. Five members are nominated for the committee, and members are instructed to vote for three members.

The votes are counted:

Member A – 28 votes
Member B – 8 votes
Member C – 35 votes
Member D – 16 votes
Member E – 12 votes

The elected nominating committee members are C, A, and D, with E being the alternate. If there is a tie, a re-vote is in order. The full tellers’ report, including the number of votes, is recorded in the minutes.

Nominating Committee Support

The parliamentarian will be called upon during the election of the nominating committee and the officers to read the appropriate sections of the bylaws to the members, informing them of the appropriate procedures.

The president may not serve on this committee, but all other executive board members are eligible, including the parliamentarian although the parliamentarian cannot serve as the chair of the committee..

If no nominating committee is elected, the officer election may be conducted at the appropriate meeting, with all nominations coming from the floor. If the election is not undertaken in the school year, a representative from the Council or Texas PTA (Field Service Representative) conducts the meeting.

As parliamentarian, your responsibilities include scheduling the first meeting of the nominating committee and providing a packet to the newly-elected committee that contains the tools necessary to complete their work.

The packet should include the following information:

- Current bylaws and standing rules with the sections for elected officers and their duties noted
- Sample nominating committee report (see appendix)
- Confidentiality form (see appendix)
- Guidelines for the Nominating Committee (see appendix)
- Nominating and Elections portion of Texas PTA's website, txpta.org/nominations-elections

Nominating Committee Tips

Members

- Nominate and elect the committee members and alternates. Appointment is not an option.
- Nominate committee members and alternates who will represent the PTA's social, geographic, and ethnic makeup. The PTA's future is determined by the leadership qualities and people skills of the individuals selected by the Nominating Committee.

President

- Confirm that only members of that specific PTA are nominated to serve on the committee, and they agree to the nomination.
- Provide all members, except the president, with an opportunity to nominate or be nominated for the committee. No one automatically serves as a committee member or alternate because of their position or title. The school principal does not serve on the committee unless elected.

Fiduciary Duty

The Internal Revenue Service (IRS) (as included on Form 990) requires reporting by nonprofits on a range of governance issues that reach far beyond financial reporting, including executive board member “fiduciary duty.”

Fiduciary duty is a legal responsibility to act in the best interest of another person. Fiduciary implies a level of trust that is necessary to represent our members.

Executive board members have three fundamental fiduciary duties:

- The **duty of care** means that an executive board member actively participates, attends executive board meetings, is educated on the industry, provides strategic direction, and oversees the daily operations of the PTA.
- The **duty of loyalty** requires an executive board member to operate in the interest of the PTA and not to use their position to further a personal agenda.
- The **duty of obedience** requires an executive board member to know the state and federal laws and regulations that apply. This includes the regulations and guidance issued by the IRS and the Texas State Comptroller’s Office. Obedience to governing documents requires a deep understanding of the operating documents (bylaws, standing rules, policies, executive board resource guides, and required Texas PTA training). Finally, obedience requires that an executive board member not act outside the scope of the PTA’s legal documents.

Fiduciary duty in PTA means the executive board members act as trustees of the organization. This includes exercising due diligence to oversee that the organization is well-managed and that its financial situation remains sound.

Finance for Executive Board Members

Financial Considerations

Every executive board member should be knowledgeable about the financial responsibilities of the PTA. Below is basic information on finances that every executive board member needs to know. There is much more involved in the daily financial management of a PTA...these are the basics.

Budget Basics

The budget is a financial representation of the activities and operations a PTA expects to conduct during the PTA's fiscal year. An adopted budget must be in place at all times for fundraisers to be conducted and expenses to be paid. The budget for the following year is presented and adopted by the membership at the last membership meeting of the year. It is amended at the first membership meeting of the next fiscal year based on approved plans of work submitted by the incoming executive board. The membership always approves expenses and income via the budget, which can be amended as needed.

Payments

Payments are never made in cash, and signed blank checks are never handed out. All payments must relate to an adopted budget line item and have a [funds request form](#) attached with a receipt and/or invoice.

Deposits

To protect the PTA and its volunteers, PTA funds should always be counted and verified by the signature of two individuals on the Deposit Form found at txpta.org/treasurer. All signers should retain a copy or image of the completed deposit form. The treasurer may be one of the two counters unless prohibited by the PTA's standing rules.

All money should be deposited in the bank on a daily basis. Never deposit money in a personal account or leave the money in someone's home. Cash should never be taken from an event's collected money to use to pay expenses, reimburse individuals, or use as start-up cash for a later event.

Banking

PTA money cannot be mingled with other funds and must be kept in a PTA bank account at a financial institution. The money of another group or organization is never deposited into a PTA account. Any request to use a PTA bank account is unacceptable and possibly illegal, even if it costs the PTA no money. Money can never be "turned over" to the school and/or principal to spend at their discretion.

Financial Reports

To keep members informed, a financial report is presented at every regular executive board and membership meeting. The report covers the financial transactions since the last meeting of that type. The report should include each budget line's current period actuals, year-to-date actuals, and adopted budget amount. The verbal report should include the starting balance, total income, and expenses for the current period, change to sales tax liability during the current period, change in state/national dues liability during the current period, ending cash balance, and ending balances of the sales tax liability and state/national dues liability accounts. Your financial software may refer to liabilities as escrow or off-budget. As the funds belong to the members, they have the right to access the financial reports presented at any membership meetings. See a sample financial report at txpta.org/treasurer.

Statement Reviews

The president appoints a member, subject to the executive board's approval, who is not authorized to sign on the bank account to review each PTA account statement. The statement reviewer utilizes the [Texas PTA Statement Review by Non-Signer Form](#). The secretary presents the result of this review at the next executive board meeting. If the reviewer identifies items for further review on the Statement Review by Non-Signer form, these items should be investigated by the executive board. The results of the investigated items should be attached to the Statement Review by Non-Signer form. If evidence of theft, fraud, or embezzlement is discovered, the Theft, Fraud, and Embezzlement Policy found at txpta.org/policies should be followed.

State and National Filing Requirements

The executive board verifies that all filing requirements and tax obligations are completed. At a minimum, this includes filing the IRS Form 990 and having proof of acceptance by the IRS within 60 days of the PTA's year-end.

Financial Reconciliation

A financial reconciliation is required to be performed: at the end of the fiscal year, when any authorized check signer is added or deleted on any bank account, and at any time deemed necessary by the president or three (3) or more members. The president appoints the financial reconciliation committee consisting of no fewer than three (3) members who are not authorized signers, the current secretary, the incoming treasurer, a majority of student members related by blood or marriage or reside in the same household as the authorized signers or current secretary. The financial reconciliation committee report is adopted by a majority vote of the members at the regular membership meeting immediately following the financial reconciliation.

Financial Mismanagement

Mistakes in managing the PTA's finances can occur, and sometimes a trusted individual will take advantage of their role in the PTA for their own financial benefit. It is important to seek help from your Council president or FSR as soon as possible to limit any additional losses to the PTA. If theft, fraud, or embezzlement is suspected, the PTA is required by the bylaws to follow the Texas PTA Theft, Fraud, and Embezzlement Policy found at txpta.org/policies.

Financial Red Flags

- Bank statements are not seen by the treasurer and nonsigner monthly.
- Financial reports are not given at executive board or membership meetings.
- The beginning balance of a financial report doesn't agree with the last reported ending balance.
- Amounts in the financial reports do not balance the total.
- Money is counted by only one person.
- Checks or deposits are missing.
- Checks are made payable to a check signer's family members.
- Checks are made payable to "Cash."
- Checks are payable to the same payee made out for the same amount each month.
- Two or more signers on the bank account are related by blood, marriage, or reside in the same household.
- Receipts are missing from funds request forms.
- The membership did not approve the budget.
- The membership did not approve fundraising activities.
- The amount of profit doesn't agree with the amount in the contract signed with the fundraising company.
- Less money was deposited for a fundraiser than paid to the company for the product received.
- Bills are received for unbudgeted items.
- Individual PTA members profit monetarily from any fundraiser.
- Children are used to raise funds for PTA.
- The required annual financial reconciliation report was not presented to the membership at the first membership meeting of the new year.
- The financial reconciliation committee consists of signers on the bank account or of individuals related to those signers.

IRS 990 Filing Requirements

All PTAs are classified as tax-exempt 501(c)(3) nonprofits under the Internal Revenue Code and must submit a 990 return to the IRS. Texas PTA requires PTAs to electronically file the appropriate IRS Form 990 and have it accepted by the IRS within 60 days of the PTA's fiscal year-end. PTAs must file one of three IRS Form 990s annually:

- The 990-N is required for PTAs whose gross receipts are \$50,000 or less.
- The 990-EZ and Schedule A are required for PTAs that gross more than \$50,000 but less than \$200,000.
- The 990 and Schedule A are required for PTAs who gross \$200,000 or more.

Proof of the 990 filing is presented at the first executive board meeting of the year. For more details on financial procedures for your PTA, visit txpta.org/treasurer.

Protecting Your PTA with Insurance

Texas PTA strongly encourages PTAs to obtain adequate insurance protection against liability and financial loss due to fraud, embezzlement, or dishonest acts.

Texas PTA negotiated a group discount with Association Insurance Management (AIM) (800-876-4044) to obtain insurance coverage at affordable prices. Similar coverage may be obtained from any insurance company, locally or otherwise.

AIM offers several types of coverage listed below, and PTAs may secure any combination of coverage at any time during the year. Additional information may be found at txpta.org/pta-insurance.

Event/General Liability Coverage

- \$1,000,000 or \$2,000,000 liability coverage per occurrence (no deductible)
- Protection from lawsuits if someone is injured at one of your events
- \$5,000 per person medical payment included (no deductible)
- Option for increased medical payments: \$10,000, \$25,000, and \$50,000
- Option for Media Liability to cover misuse of the content on your PTA website or social media
- Option for Hired and Non-owned Auto Liability
- Option for Abuse and Molestation Coverage

Event/general liability insurance covers carnivals, bounce houses, dunking booths, fun runs, skating parties, auctions, and more.

Directors & Officers Liability Coverage

- \$1,000,000 liability limit (no deductible)

If someone sues the officers of your PTA for mismanagement, misrepresentations, dissemination of false or misleading information, or inappropriate actions, this coverage pays to defend them against those actions.

Embezzlement Coverage (Fidelity Bond)

- Coverage available: \$10,000 to \$250,000 (usually based on annual revenue)
- \$250 deductible

Embezzlement insurance covers monetary losses sustained by a PTA through any fraudulent or dishonest act(s) or embezzlement committed by any of the elected officers, members, volunteers, or employees.

Note: For embezzlement insurance to apply, a PTA must have account statements reviewed monthly by a non-signer and conduct an annual financial reconciliation.

Business Personal Property Coverage (Inland Marine)

- Coverage available: \$10,000 to \$250,000
- \$250 deductible

Property insurance covers items such as raffle merchandise, auction items, and fundraising supplies while in your PTA's care, as well as your PTA's personal property like popcorn machines, school store supplies, emergency relief supplies, and more.

Training & Learning Resources

Texas PTA believes that volunteer at-home accessibility to FOUNDATIONS Training is important. As such, all required training is located at txpta.org/courses. Our volunteer leaders across the state can access quality educational resources to support success within their roles and build strong PTAs.

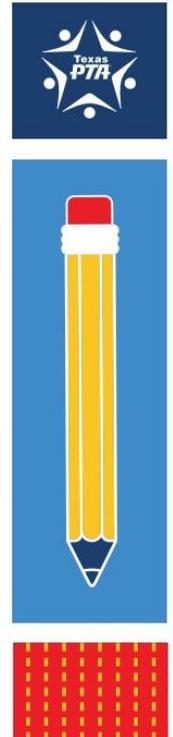
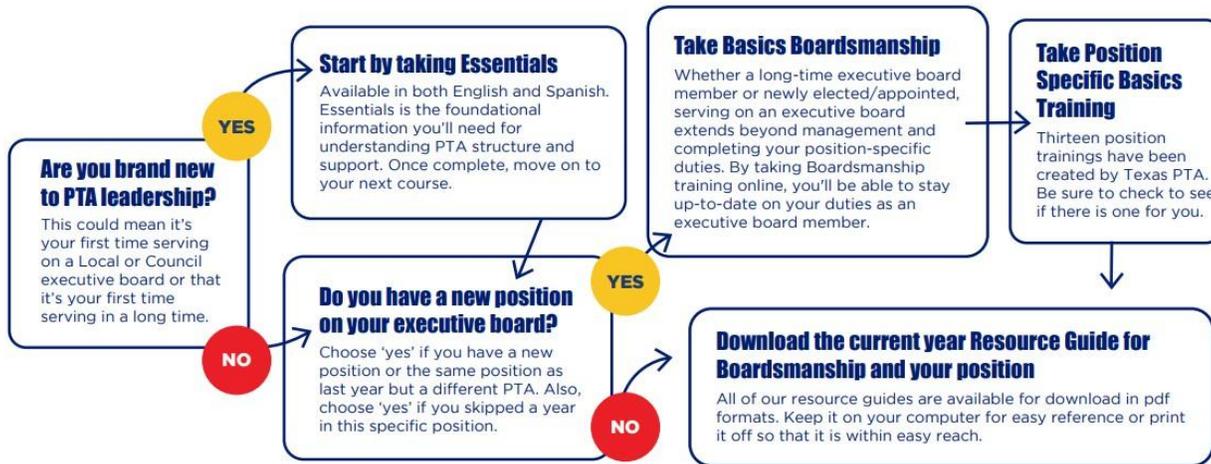
FOUNDATIONS Required Training

- **Essentials** is a high-level orientation to PTA, taken online via the Texas PTA website at txpta.org/pta-training. It contains the mainstay information that every PTA Leader should know. Executive board members should take this training at least once in their PTA career. Leaders are encouraged to take Essentials (formerly titled Foundations Leader Orientation (FLO) and Leadership Orientation Training (LOT)) again whenever the training is updated.
- **Basics** courses contain detailed information to support PTA Leaders in their executive board position. Every executive board member must attend a Basics course for their position at least once every two years. These training sessions are available on-demand at www.txpta.org/courses. Basics content includes an online training video, a companion Resource Guide, and other supporting resources.
 - a. PTA Leaders can access the Resource Guides via the Texas PTA website. Visit txpta.org/local-pta-leaders to download free PDFs.

Reminder: Both Essentials and Basics courses are mandatory for executive board members. The path to ensure that all required training has been completed is explained in the following graphic.

PTA Online Training | Where Do I Start?

Texas PTA requires all Local and Council board members to complete FOUNDATIONS Essentials training once in their PTA career. Position-specific Basics Training should be completed each time a PTA executive board member changes positions or campuses. All trainings can be found online at txpta.org/courses.



FOUNDATIONS: Spotlights

Spotlight courses offer short, in-depth reviews of important topics and recurring PTA functions, such as Bylaws and Standing Rules, Financial Reconciliations, Conducting a Meeting, and Nominations and Elections. Spotlights are free and optional but offer vital insights on specific and timely topics.

Newsletters and Alerts

Texas PTA provides content-specific newsletters based on your PTA position. Registering as an executive board member with Texas PTA each year helps ensure you receive important updates and position-specific newsletters! Visit txpta.org/officer-intake to access the form.

All executive board members are encouraged to closely follow Texas PTA legislative advocacy efforts by subscribing to Under the Dome, our advocacy newsletter, at txpta.org/newsroom. You can sign up for advocacy Action Alerts at txpta.org/take-action.

Leadership Development Resources

Texas PTA training goes beyond the FOUNDATIONS by offering Leadership Development resources. The topics covered result from polling PTA leaders across the state.

All PTA leaders are encouraged to visit txpta.org/leadership to discover Extra Credit courses to continue their leadership development and to investigate the Full Circle Leadership program.

Texas PTA Staff and Board of Directors Support

BOARD OF DIRECTORS | txpta.org/bod

The Texas PTA Board of Directors are your volunteer representatives at the state level. From the president to the directors at large, Texas PTA Board members can help answer your questions and address your needs. You can reach them at the address above.

COMMUNICATIONS | communications@txpta.org

The Communications team manages and produces all Texas PTA communications, including *The Voice* (our quarterly newsletter), specialized newsletters (advocacy, healthy lifestyles, arts in education, environmental awareness, membership, and field service), social media outlets, and the Texas PTA website. They also serve as Texas PTA's contact for all media inquiries.

FINANCE | finance@txpta.org

Texas PTA understands the responsibility of managing your member dollars. The Finance team is charged with monitoring Texas PTA resources according to the annual budget, as adopted by the Board of Directors.

Members of the Finance team are also available to support PTA leaders in their compliance with state and federal financial requirements, such as filing the annual 990 with the IRS and sales tax filings with the State Comptroller.

LEADER ENGAGEMENT | leaderengagement@txpta.org

The Leader Engagement team gives direct support to PTA leaders and members. They assist with standards of continuing affiliation, bylaws and standing rules, organizing PTAs, and general questions on leading and managing a PTA.

MEMBER RELATIONS | memberrelations@txpta.org

The Member Relations team is responsible for developing recruiting resources that may be adapted for all levels of PTA – early childhood, elementary, and secondary. Staff assists with member recruitment strategies, processes membership rosters and dues, and coordinates membership awards and the distribution of membership cards to Local PTAs.

PROGRAMS | programs@txpta.org

The Programs team is focused on connecting PTA members and leaders with the information they need to be successful and develop programs. The Programs team is your contact for student and staff programs, such as Reflections, Texas PTA's scholarship, and educators awards, as well as Texas PTA's turnkey campus program library- Connect. Whether your PTA is registering for LAUNCH or requesting a Connect Program, the Programs team is available to assist you.

Appendix I: Nominating Committee Guidelines

A PTA can be no more effective than its leadership. The nominating committee is a special committee that holds the key to a successful PTA. The committee is responsible for presenting the best-qualified nominees for office.

Selection of a Chair

The committee members meet immediately following the election meeting to elect the committee chair.

Meeting

- The parliamentarian shall schedule the first nominating committee meeting and provide required information on the nomination and election process.
- Alternates do not attend meetings unless they are called to fill an original committee member's place. When the committee meets with an alternate serving, the alternate signs the confidentiality agreement and becomes a permanent committee member.
- Conduct the meetings only with a quorum (a majority of the committee members) present.
- Only committee members can attend the meetings. The committee may invite a consultant, such as the school principal, to advise the committee, but that individual must leave before the discussion.
- Distribute a confidentiality agreement and secure the signatures of all committee members before any discussion takes place.
- Treat all discussions of the committee as strictly confidential. Reveal no names of anyone under discussion until the committee report is released according to established procedures.
- Understand that more than one meeting may be required. After the first meeting, the chair should schedule the date, time, and location of meetings based on the availability of all committee members. Allow sufficient time to study and discuss possible candidates.
- Review all sections of the bylaws relating to the duties of the nominating committee, including the month of the election meeting.

Selection of Nominees

- Review all sections of the bylaws and standing rules relating to executive board member duties.
- Solicit suggestions for nominees from the membership, current executive board members, and staff.
- Give careful consideration to the qualifications of candidates, choosing the best person for each position. Individuals currently serving are not automatically allowed to repeat in that position.
- Ask a committee member being considered for a position to leave the room during the discussion regarding their qualifications. That committee member can be present to discuss other candidates for that office and may vote.
- Contact prospective candidates during the committee meeting, explaining the duties as outlined in the bylaws, standing rules, and as reported by the current executive board members. If you are unsure about a position, ask the parliamentarian for clarification or the person currently serving in the role.
- Prospective candidates for officer positions should be knowledgeable about PTA, be willing to attend training, have enthusiasm for the PTA vision, mission, and purposes, and commit the time necessary for the position.
- Allow a candidate to consider the position before asking for their decision.
- Treat all candidates fairly and consistently.
- Select one nominee for each officer position, and be prepared to state the nominees' qualifications at a contested election. If the committee cannot secure a nominee for a position, it remains "open," and the president calls for nominations from the floor at the election meeting.
- Make committee decisions by ballot and majority vote.
- If a candidate withdraws with more than 7 days remaining before the election meeting, the committee can reconvene, slate a new candidate and post the updated slate. If you are within the 7 day period before the election meeting, the position will remain open and the chair will take nominations from the floor.

Report of the Committee

- Prepare a written report signed by all committee members who agree with the report.
- Publicize the report via regular publicity channels at least seven days before the election meeting for a Local PTA.

- Present the report to the executive board for information only. The committee chair may present the report to the current PTA president, as a courtesy, before presentation to the executive board.
- Present the report at the election meeting. The committee chair usually reads the report.
- Pass the report to the president, who reads the report, opens the floor for nominations, and conducts the elections.
- Pre-arrange for a member to make the motion to destroy ballot votes (if the election is by ballot).

Election Process

- The Nominating Committee Chair or other designated committee member should be prepared to speak to a slated candidate's qualifications. The chair should A slated candidate may speak on their own behalf if they prefer.
- The nominating committee is automatically dissolved after the election has been completed..
- Only a nominating committee member who has not signed the report can be nominated from the floor.

Appendix II: Nominating Committee Confidentiality Agreement

PTA: _____

I hereby acknowledge by my signature below that any information presented or discussed during the meetings of this PTA's Nominating Committee will not be divulged by me outside the meetings or with any individual not a member of this committee.

Furthermore, I acknowledge that a violation of this agreement shall result in my removal from the committee.

Printed Name: _____

Signature: _____

Date: _____

Appendix III: Example of a Nominating Committee's Report

The ABC PTA Nominating Committee submits the following nominees for the year _____:

President _____

Vice President _____

Secretary _____

Treasurer _____

**Other Officer Positions,
as named in the bylaws** _____

Signed (Chair): _____ **Date:** _____

Signed (Member): _____ **Date:** _____

The report should be signed by all committee members who agree with the report.

Appendix IV: Example of a Tellers' Committee Report

Number of votes cast: _____ Necessary for election: _____

_____	received	_____	votes
_____	received	_____	votes
_____	received	_____	votes
_____	received	_____	votes
_____	received	_____	votes

Illegal votes: _____ Reason _____

Illegal ballots include two ballots folded together, a ballot including the names of too many candidates, and an unintelligible ballot. A ballot may be illegal if cast for an ineligible, unidentified, or fictitious person. Ballots are not considered illegal because of a misspelled name when the intent of the vote is clear.



Texas PTA



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