



PRESIDENT

BASICS Resource Guide

2017-2018



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Welcome and Congratulations!

As president of the PTA, you are about to embark upon a great adventure. You will wear many hats including enthusiast, encourager, empathizer, and visionary. Your assignment, that you may have unknowingly accepted as a result of a Nominating Committee phone call, is to effectively promote Texas PTA's and your mission, vision, and purposes through facilitating the committees' works that are a part of your individual structure.

You are fortunate to be a part of an association that offers support at every level. As a local PTA president you have either a Council President or Field Service Representative available to lend support, answer questions, and provide training opportunities so that you may feel equipped to carry out your responsibilities. Council PTAs and their leaders have access to a wide network of Field Service Representatives, individuals who are members of a Texas PTA Committee. They offer a vast amount of PTA knowledge (and wisdom) collectively among themselves. Texas PTA is also fortunate to have a robust staff of sixteen, highly competent individuals who are just a 1-800 phone call away. And Texas PTA's fifteen-member Board of Directors are here to serve you!

In addition, this resource guide will be your constant companion. We hope that you find it valuable, filled with guidance, tips, reminders, and useable as you navigate throughout the year.

As the elected leader, I ask you to remember a few important points. It's not **your** executive board, it's **our** executive board. Effective teamwork is essential to success. I also remind you that each PTA should have as their highest priorities: promoting advocacy at any level including your campus, your school district, and your local municipality while supporting the efforts of Texas PTA; finding creative ways to continually engage the families of the campus, and the community at-large; and offering opportunities at every turn to equip caregivers to be the best that they can be.

If these initiatives become your focus, I am confident that PTA will be the center point for all that is relevant about the children and youth of the school campus. And as result, the PTA will flourish with committed members, a hearty pool of volunteers, and individuals wishing to be the next generation of leaders!

Have a fantastic year,

Lisa Holbrook
Texas PTA President
2016-2018

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; and
- To advocate for fiscal responsibility regarding public tax dollars in public education funding.

PTA NATIONAL STANDARDS FOR FAMILY-SCHOOL PARTNERSHIPS

- **Standard 1: Welcoming All Families into the School Community**
Families are active participants in the life of the school, and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class.
- **Standard 2: Communicating Effectively**
Families and school staff engage in regular, two-way, meaningful communication about student learning.
- **Standard 3: Supporting Student Success**
Families and school staff continuously collaborate to support students' learning and healthy development both at home and at school, and have regular opportunities to strengthen their knowledge and skills to do so effectively.
- **Standard 4: Speaking Up for Every Child**
Families are empowered to be advocates for their own and other children, to ensure that students are treated fairly and have access to learning opportunities that will support their success.
- **Standard 5: Sharing Power**
Families and school staff are equal partners in decisions that affect children and families and together inform, influence, and create policies, practices, and programs.
- **Standard 6: Collaborating with Community**
Families and school staff collaborate with community members to connect students, families, and staff to expanded learning opportunities, community services, and civic participation.



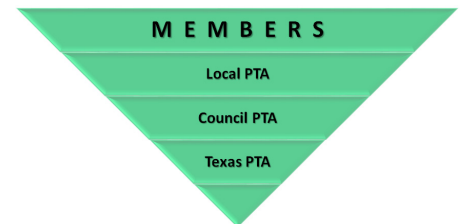
Job Description

The president serves as the presiding officer of the Local PTA and presides over executive board and association meetings. It is the president's responsibility to be well prepared. The president distributes all materials to the appropriate officer or committee chair and is the link to the principal.

The president directs the affairs of the association in cooperation with the other members of the executive board for a term of one year. The term begins and ends at the close of the fiscal year, as specified in the bylaws. Participation and cooperation secured from officers, committee chairs and members will determine the success of the administration.

The Structure of PTA

The Local PTA and its members are a part of the Texas and National PTA. This chart shows the relationship of the various levels of PTA.



Membership

Membership provides the backbone of any association. Without members, your PTA would not exist. Membership does not consist of merely numbers. We must look beyond the numbers and strive to build an informed team of individuals working on the behalf of all children. A membership involved in the school and community will build the foundation for its children and generations to come.

A membership that reaches beyond the parents and teachers and looks out into the community will open its doors to many opportunities. Extending membership will make the public aware of what PTA does for all children, parents, teachers and the community. By reaching out beyond your school, our voice becomes stronger so that policy makers on all levels will hear a strong, unified voice for all children.

Member Rights

Texas PTA is a membership association, and members can expect their information to be confidential. According to the Local and Council PTA bylaws, member lists will not be released to outside interests.

Members can also expect the information about their children to be protected. While many PTAs may publish membership directories that may include classroom lists and student names, those directories must print information only with the written permission of the parent. Consult your school district policies and procedures for release of student information. Copies of the directory should not be released to outside parties, i.e., vendors who may want to use the directory for commercial purposes. Protecting the rights of members is crucial.

Programs

Planning and promoting PTA programs and events is a primary responsibility in PTA as our programs and events are often the avenue to our achieving our goals as child advocates and supporters of public education. PTA programs serve as a tool to educate the membership and to draw the members into a community of support for the children and families served by PTA. Programs today are creative and meaningful. PTA leaders acknowledge the heavy demands of family schedules and plan programs that invite whole family participation. PTA is unique in that it offers a way for families of differing religions, cultures, economic groups and political interests to unite in support of one common issue – the health and welfare of children. No other organization exists to serve this function so completely.

PTA programs should keep the membership informed of issues, educate parents and provide a sense of community that unites neighbors far beyond involvement in their children's school. Family engagement results in higher student achievement and closer family-school ties.

Advocacy

PTA supports legislation that will raise the level of opportunity for all children, regardless of race, creed or religion.

Local Support

A Local PTA may give active support to any or all items on the adopted legislative program. It should not, however, in the name of PTA, oppose items that have been adopted at the National or Texas PTA Annual Conventions.

State Legislative Action

The Texas PTA works to further only such legislation that is supported by Texas and National PTA positions and resolutions as approved by our members or otherwise designated as priorities by the Texas PTA Board of Directors.

Local Issues

A Local PTA can and often should take local action if their members approve. As an association, it may act on local issues if they affect the education, health or welfare of children and youth. In all such issues, the following policies should be observed.

Policies

Nonpartisan

PTA takes a stand on issues and principles—not on candidates or political parties. Issues may become identified with partisan politics because of the differing approaches to the solution, but the basic principles involving the welfare of children and youth are matters of public concern and, therefore, PTA business.

Nonsectarian

PTA welcomes into membership people representing a diversity of cultures, ethnic backgrounds and political and religious beliefs. Membership in PTA is open, without discrimination, to anyone who believes in and supports the mission and purposes of National PTA.

Noncommercial

The name “PTA” (a registered service mark) or the names of its officers shall not be used in conjunction with the commercial activities of other organizations including, but not limited to, the promotion of their goods and services. This policy should be applied with judgment, discretion and common sense, recognizing that it is not meant to prohibit all contact or cooperation with such groups.

Before accepting donations of goods or services, a PTA association, at any level, should consider whether such acceptance might be construed as an endorsement of the provider.

School Board Elections

Leadership on local boards of education is of vital interest to all PTA members. To help the people of the community ascertain the qualifications of the candidates for the school board, a Local or Council PTA may participate in, initiate or sponsor a public meeting for this purpose. Invite all community groups to send representatives to the meeting so that qualifications of each candidate may be thoroughly discussed and widely publicized. All candidates must be asked to speak in order to avoid even the appearance of partisanship or discrimination.

Nonprofit Status

Local PTAs fall under the classification of tax-exempt 501(c)(3) nonprofits under the Internal Revenue Code. Texas PTA has developed procedures and provided detailed information to protect PTA from violating the restrictions that apply to the 501(c)(3) classification. For more information on the rights and responsibilities of being a 501(c)(3) organization, please review the Treasurer's Resource Guide.

Field Service Representatives

As state committee members, Field Service Representatives ("FSRs") are appointed by the Texas PTA President to be the voice of Texas PTA with Council and Local PTAs.

FSRs are expected to:

- Serve as a Texas PTA Committee,
- Serve as an ambassador for Texas PTA in the field,
- Provide feedback to Texas PTA from Local and Council PTAs,
- Support Local and Council PTA leaders, and
- Cultivate leadership.

FSRs working with Council PTAs:

- The FSR and the council leader(s) should meet regularly to discuss how they will work together to achieve the goals of National, Texas, Council and Local PTAs in your community.
- The FSR should be the first person a council leader contacts when support is needed.

FSRs working with Local PTAs:

- Only FSRs can organize a Local PTA.
- The FSR may contact local leaders to offer support.
- Local leaders may contact a FSR with support requests.

Council PTAs

A Council PTA is a group of Local PTAs within a stipulated boundary, organized under the authority of Texas PTA, as provided by National PTA. If you are in a Council, your Council PTA is your first point of contact for any guidance or assistance you may need throughout your term. If you do not part of a Council, your first point of contact will be your FSR.

Council PTA Statement of Purpose: Acting as a primary channel of communication within the PTA network, a Council PTA provides information, inspiration, support, guidance and instruction to its member PTAs. It serves to strengthen Local PTAs, develop leadership potential, promote PTA membership, and advance Texas PTA's goals, programs and initiatives.

Council PTAs shall:

- Support Local PTA leaders:
 - Unify Local PTAs
 - Focus the attention of local leaders on higher level goals and concerns; and
 - Provide local leaders opportunities to connect.
 - Strengthen Local PTAs
 - Become familiar with Local PTAs;
 - Build strong relationships;
 - Provide training;
 - Coach local leaders;
 - Promote, encourage, and recognize PTA membership growth;
 - Develop future PTA leaders; and
 - Assist struggling local leaders.
- Operate as a Council of PTAs:
 - Set Goals
 - Conduct Meetings.
 - Take responsibility for association finances, membership growth, advocacy, programs and fundraising, and developing future leaders.
 - Role model effective organizational procedures and best practices.
 - Build strong relationships with ISD representatives and community leaders.
 - Practice responsible communication and social media management.
 - Spearhead community projects.
 - Assist in the formation of new Local PTAs according to the plan of the Texas PTA.
 - Work with their FSR.
- Promote National and Texas PTA.
 - Promote interest and membership within your district and community leaders.
 - Market PTA to non-PTA campuses.
 - Build Local PTA and public support for Texas and National PTA Programs.
 - Build Local PTA and public support for Texas and National PTA legislative priorities.

Council PTAs will be mindful that they work with and not in conflict with their Local PTAs.

Council PTAs shall not:

- legislate for the Local PTAs, including setting rules for Local PTAs and taking action involving member PTAs without their consent;
- duplicate the work of Local PTAs, nor compete with them;
- pay dues to the Texas or National PTAs but may pay dues to Texas PTA on behalf of Local PTAs;
- compel Local PTAs to enter into Council PTA projects;
- assess Local PTAs for funds without their consent; or
- change Council PTA dues or amend Council PTA bylaws without an affirmative vote of the delegates.

Getting Started

Once you are elected:

Getting Organized

- Talk with the outgoing president and set a date for a formal transition of records.
- Ensure board members have met with their predecessor to receive relevant information.
- Request a copy of your bylaws and standing rules from Texas PTA to ensure you have the current Texas PTA template and approved copy.
- Have a meeting with your Principal to discuss the calendar for the year, review campus goals and needs.
- Set up your personal “presidential” work environment by creating folders on your computer and cloud storage for shared files. Also, organize your own new president’s binder and file space at home. (Yes, there will be paper documents to file.)
- Browse txpta.org for new ideas and resources and to connect with other PTA leaders.
- Follow Council and Texas PTA social media (Pinterest, Facebook, Twitter, Instagram, etc.).

Financial Check up:

- Coordinate with newly elected treasurer to have the signature cards for bank accounts updated with new signers at the beginning of the fiscal year (check your bylaws and standing rules). A transition letter from the outgoing treasurer to the bank or minutes from the election meeting may be necessary to enact the change, as well as attendance at the bank of the secretary and/or a current signer.
- Verify with outgoing Treasurer that the Annual Financial Report has been completed and that all taxes have been filed.
- Facilitate, if necessary, arrangements for documents to be delivered to the financial reconciliation committee as soon as possible after the fiscal year ends.
- Obtain a copy of the budget adopted at the last regular association meeting of the year.

Starting Your PTA Work:

- The newly elected president should call a meeting of the newly elected board within 30 days of election.
- At the first meeting approve appointment of Parliamentarian, Historian (if necessary), committee chairs and other open positions. Strive for a balance of experienced and new members that represent the campus population.
- Provide contact information of all board members to Texas PTA through PT-Avenue (link on the www.txpta.org site).
- Schedule a planning meeting for the board, including your Principal, to determine goals for the year which will guide the Plans of Work. Review your current bylaws and standing rules with the entire board. The bylaws contain many job responsibilities and timelines/due dates. Reviewing them together gets everyone on same page with the same expectations.
- Goal setting provides direction and allows a means to measure accomplishments. Goal setting allows people to become more efficient and effective, prevents crises, provides confidence, builds public esteem for the association, lends credibility to efforts and makes the membership proud of their participation in the association. Make sure the goals are written down and revisited often.

Specific Measurable Attainable Relevant Timely

- Each officer and committee chair completes a Plan of Work.

A Plan of Work should:

- be written;
- be approved by the executive board;
- be an outline of the goals for that office or committee;
- describe the action steps to achieve the goal;
- relate to the broader goals of the Local PTA; and
- include a budget, if needed.

- Become familiar with the duties of each chair by reviewing the *Texas PTA Resource Guides*. Share job descriptions and materials as noted with the chairs and help them to secure procedure books and materials from their predecessors. If they fail to receive procedure books, assist them in setting up their own.
- Encourage every board member to attend training either at Texas PTA LAUNCH or those offered by Council PTA. All board members are required to be a graduate of Leader Orientation, which has two components. The first component is an Orientation to PTA and can be taken online and the second component is the Local Board Orientation which is provided by your Council PTA or FSR.
- Make sure each of your board members knows how to contact their counterpart at Council PTA and Texas PTA to get questions answered.
- Create an Annual PTA Events Calendar. Consider times when membership campaign materials will be presented to the school community and for any summer mailings.



Plan of Work Plan de Trabajo

Officer/Chairman Name:
(Nombre de Oficial/Presidente de Junta) _____

Position: **President** Year:
(Posición) (Año)

Reproduce as needed for the appropriate number of goals.
(Se puede reproducir para metas adicionales.)

Responsibilities / Duties: (Responsabilidades)	Coordinate work of Officers and Chairs; Promote Purposes and goals of PTA.	Committee Members: (Miembros del Comité)	Board (incl principal)
Goal: (Meta)	Provide all board members with necessary tools and information to be successful; Engage all families and staff in PTA activities; Identify new leaders	Evaluation Process: (Proceso de Evaluación)	Survey; Effective business meetings; feedback of board and members

Specific Action Steps (Proceso Especifico de Acción)	Start Date (Fecha de Empezo)	Completion Date (Fecha de Terminación)	Budget (Presupuesto)
Prepare for and lead each business meeting efficiently yet respecting member input.	July	July	\$0
Meet regularly with board members to support and guide their work. Provide Local Board Orientation on campus, encourage attendance at Council and Texas PTA training.	July	July	\$25+
Meet regularly with Principal regarding goals, schedules, events/activities	July	July	\$0
Ensure all legal and association procedures are followed per bylaws and standing rules. (Procedure book)	July	July	\$10
Host 4 "meet and greet" Principal/President coffees for families to chat with us/get to know us.	September	April	\$100
<i>If a Council President add assisting Local Units conducting workshops, and community wide event.</i>			

Resources: (Recursos)	Council PTA, Texas PTA Field Service Representative, Texas PTA President Resource Guide and website, National PTA website
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Building Your Board

Appointing Committees

Committees – Two types of committees exist in PTA. The President is an ex-officio member of all committees, meaning they are invited to all committee meetings, can vote, but don't count for quorum.

- 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.

Standing Committees

The number of standing committees necessary to carry on the work of the Local PTA depends on the size of the membership, programs and activities and the interests of the community. The newly-elected president calls a meeting of the newly-elected officers within 30 days of election to appoint the standing committee chairs and fill any vacancies in the officer positions, subject to the approval of the board. Check the Local PTA standing rules for a list of the standing committees and their duties. **The committee chairs should represent a cross section of the membership.** Recruit experienced, as well as new, board members.

Remember: It is not the President's job to find all the board members. Ask for recommendations from past and current board members, the Principal, teachers, office staff, and the membership themselves. We want a clear message that we welcome all!

Filling all positions on the executive board as quickly as possible after the election meeting will permit everyone to attend training, such as Officer and Chair Training and Texas PTA LAUNCH-Summer Leadership Seminar, as well as allow time for planning of the coming year's work. Don't worry if you have a few open positions however, as this allows newcomers to get involved in the fall.

Leadership potential is developed, interest in PTA increased, and the work of the Local PTA expanded when committees:

- are comprised of several diverse members;
- receive pertinent materials such as Texas PTA resource guides and utilize the PTA websites;
- become familiar with PTA Purposes;
- collaborate with other board members on common goals;
- attend training in their specific responsibilities;
- develop and use a Plan of Work including a budget;
- maintain a procedure book; and
- report throughout the year and at the annual meeting.

Special Committees

Create committees to fit the needs, programs and projects of your Local PTAs. These guidelines are only suggestions. Duties and responsibilities may vary with each Local PTA. Use only those committees and guidelines that apply to your needs.

- Advocacy
- Arts in Education
- Budget and Finance
- Communications/Public Relations
- Environmental
- Fundraising
- Handbook/Directory
- Healthy Lifestyles
- Hospitality
- Inclusiveness/Special Populations
- Membership/Life Membership
- Parent Education
- Programs
- Room Representatives
- Spiritual-Character-Citizenship
- Volunteer
- Website
- Youth Protection

Other board members could include:

- Council Delegate
- Historian
- Student Representative
- Teacher Liaison

Note: Check your Local PTA bylaws for the positions listed on your executive board.

Special Committees and Sub-Committees

Many PTAs use sub-committees as a way of engaging more people in the work of PTA. Think of these as small work groups who are conducting the work identified by the committees. At least one committee member should serve on each sub-committee, usually as chair and the president is always invited to all committee meetings.

Create special committees for a specific purpose. The committee automatically dissolves as soon as they accomplish that purpose and they present the committee report. Should the special committee not complete its assignment during a school year, it may continue into the following year until achieving the purpose of the committee.

Find Resource Guides for most positions on your board on the Texas PTA website.

Working with the Principal

The principal is a member of the PTA executive board and, oftentimes, is the only constant in an ever-shifting leadership group. A supportive administrator encourages teachers and staff to participate in PTA activities and meetings and cooperates with the PTA in the use of school facilities. Meetings may be held at the school with the permission of the principal or at any other location agreed upon by the membership.

A good working relationship between principal and a healthy PTA can lead to a great learning environment for students and families. The PTA must work with all community members, especially those on the campus, in order to be successful. With our children and youth as our primary focus, to make every child's potential a reality, the decisions of the PTA center on the students' success. With this winning team mindset, you will see your community have an increase in family involvement, volunteers and community engagement.

The PTA president and the principal must communicate regularly and work together for the good of all concerned. Presidents need to remember that we are in the principal's school as a guest; however, the principal must also understand that we are governed by our bylaws, which may limit the PTA's response to some requests from the school.

The principal's role is so important to PTA that there is a Texas PTA resource guide specifically for them.

The principal and the PTA president establish a positive partnership through:

- Communicating openly and honestly
- Understanding roles and responsibilities
- Establishing common goals and visions
- Working collaboratively for student achievement
- Respecting opinions and building trust
- Actively pursuing family and staff engagement
- Building positive community relationships

President-Elect

NEW in 2016 is the option to add President-Elect to your bylaws. Should a PTA choose to amend their bylaws to add this officer, the position would be available for election in spring of 2017.

When a President-Elect is included as an officer, the term limits for both President and President-Elect are limited to one year meaning they can not be re-elected to the same position. The President-Elect would serve as an aide to the President, and could have other duties and would then automatically become President the following year.

The first year of implementing this change, the nominating committee would need to slate a President and a President-Elect but for all future years, only the President-Elect would be elected. When the members elect a President-Elect, they are also electing their future President.

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

Council Delegates

The Council PTA delegate acts as a liaison between the Local and Council PTA.

The delegate:

- Promotes the programs and plans of the Council PTA to the Local PTA,
- Communicates effectively the needs and wishes of the Local PTA, and
- Accurately represents the Local PTA in all matters requiring debate and vote.

Council delegates may be elected by the membership, elected by the executive board or appointed by the president subject to the approval of the executive board. Additional duties may be found in the Standing Rules.

Teacher Liaisons and Student Representatives

Teacher and student members may serve on the executive board as liaisons between the PTA and the faculty, staff and student body of the school. These positions should be listed in the Local PTA's bylaws as members of the executive board and specific duties listed in the Standing Rules.

Note that student board or committee members who are under 18 will need their parent's permission to participate. A consent form may be found in the Handy Tools and Forms section of this guide.

Problem Solving within your PTA

Resolving conflict can be time consuming and quickly drain a local PTA's resources. Texas PTA has many resources that can assist leaders to be successful in conflict resolution. Local leaders are encouraged to contact their Council President or FSR early and often for support and assistance.

When handled properly, conflict can create positive outcomes, such as:

- Promoting growth,
- Increasing communication,
- Developing problem solving,
- Increasing team building, and
- Bringing about change.

Steps to problem solving within your PTA:

- Create an open and friendly environment.
- Give clear expectations of outcomes and limitations such as budget but allow individuals to own their own work.
- Provide encouragement and guidance privately but offer praise publicly.
- Provide information, referencing where resources can be found whenever possible.
- Listen when concerns are raised.
- Investigate problem situations from all sides.
- Ask your Council President or FSR for help.
- Respect other leaders.
- Role model proper procedures and explain why procedures are important.
- Share best practices and solutions to problems.

Most problems are related to communication issues. It is often important to talk with people directly versus emailing or hearing of issues from other individuals, to get to the heart of the matter.

Meetings

Meetings are held for members to make the decisions that direct the actions of the association and to be kept informed 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 meeting. While non-members may attend, they may not speak, make motions, debate or vote.

Meeting Groups

Association – In these meetings, the members of the association, those who have paid their dues, direct the work of the association.

Executive board – The executive board consists of the elected and appointed officers, the principal and others listed in the bylaws. Usually, the standing committee chairs are board members, and the board may also include council delegates, teacher or faculty representatives, student representatives, and others.

- 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-board member may request the permission of the president to address the board. A non-board member is only allowed to ask a question, give a report or provide information, and then he or she leaves the meeting. A non-board member cannot participate in discussion or the voting process.
- The PTA bylaws contain special provisions for emergency voting by the Executive Board. These procedures must be followed for any vote by phone, email, or other electronic means if authorized by the president.

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.

TYPES OF MEETINGS

- **Regular meetings** – These meetings are those association meetings set by the bylaws and the executive board meetings that are set at the beginning of the year.
- **Special meetings** – These meetings are called, with appropriate notice, between the regular meetings in order to address a specific item of business. The PTA bylaws contain special provisions for calling special meetings.

Motions and Voting

All business brought before the association is put in the form of a motion. Eight steps are required to handle a motion as explained in detail below.

STEP 1: OBTAINING 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: ASSIGNING THE FLOOR

- The chair recognizes the member, using his 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: MAKING 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 strong feeling must be expressed, it may be done by a negative motion.

STEP FOUR: SECONDING THE MOTION

A second is necessary to avoid spending time considering a question that only one member favors. A motion coming from committee does not require a second as a group of people have 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.

STEP FIVE: STATING 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 he or she feels that there is confusion or that the motion was not heard, he or she 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 he or she would like to speak first in debate.
- The chair gives the chance to speak to every member who wishes it. Pro and con speakers should be given alternating opportunities to speak, if possible, and all speakers should tactfully be kept to rules of order and to the question.
- Each member has two opportunities to speak to the motion. A member may exercise his or her 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 discussion. Should the president wish to debate, the chair must ask the vice president to preside. He or she does not resume the chair until after the final disposition of the question under discussion. The president may vote when the vote would change the outcome (to make or break a tie) or when the voting is by ballot.
- Debate continues until no one wishes to speak or until someone moves to close debate.
- Members cannot close debate by shouting, "Question." A member must seek recognition and make the motion properly and requires a 2/3 vote to pass. ("I move the previous question.")

Amendments

Before the chair restates the motion, the maker of the motion has the right to modify his/her motion or to withdraw it entirely.

The motion "to amend" is used to modify the wording of the pending motion before the pending motion is voted upon. In order 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)
- Strike out words (removing words, sentences, paragraphs)
- Strike out 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: "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 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 Amendments

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

- Only two amendments (primary and secondary) may be pending on a main motion at any time.
- 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 a secondary amendment are proposed, both amendments must address the same issue in the motion (such as time or cost).
- Vote first on the secondary amendment, followed by the primary, and then finally the motion.

STEP SEVEN: PUTTING 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..."), by voice, by show of hands, by rising to be counted, or by ballot.

STEP EIGHT: ANNOUNCING 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 decision of the chair. A tie vote sustains the chair's decision.

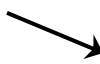


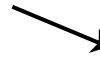

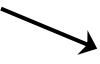

ADDITIONAL INFORMATION

- A motion may be brought before the association for a second consideration by a motion: a) to reconsider the vote, b) to rescind, or c) 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 that requires the approval of the association or of some emergency action taken at a meeting when a quorum was not present. An association can only ratify a request that is within the bylaws or in a motion. Do not 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 from the decision of the chair, 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 the assembly wishes to adjourn before all business is completed, it must be adjourned by a motion.

Eight Essential Steps of a Main Motion

ACTION FROM THE FLOOR

ACTION BY THE CHAIR

1. **Obtaining the Floor:** Member rises and addresses the chair by saying: *"Mr. President"* or *"Mr. Chairman."*

2. **Assigning the Floor:** The chair recognizes the member by bowing to him or by speaking his name: *"Mr. Jones."*

3. **Making the Motion:** The proper form for introducing a motion is: *"I move that..."*

4. **Seconding the Motion:** Member states: *"I second the motion."* A second is necessary to avoid spending time considering a question that only one member favors.

5. **Stating 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.

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.

7. **Putting 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. **Announcing 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 <i>(striking out, striking out and inserting or adding, or inserting or adding)</i> ...	No	Yes	Yes	Yes	Majority
Amend something previously adopted <i>(such as bylaws or budget)</i>	I move to amend by <i>(striking out, striking out and inserting or adding, or inserting or adding)</i> ...	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.	<i>Yes (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 <i>(unless the chair allows the assembly to decide)</i>	No	No vote <i>(unless chair allows the majority of the assembly to decide)</i>

*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 these ways:

- Voice (viva voce) – This is a customary method for voting on motions that require a majority vote.
- Unanimous Consent (general consent) – This form 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, then 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 $\frac{2}{3}$ vote is needed.
- Standing or Rising Vote – Members stand to vote. This is used when a $\frac{2}{3}$ 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 “Yea,” “Nay” or “Present” (if abstaining). The record of how each member voted is recorded in the minutes. This can be used when on an emergency phone vote as votes cannot be seen.
- Ballot Vote – This method can be requested by a member and is often used when when a confidential vote is desired (controversial issue). It is also necessary when there are two or more nominees 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 (2) tellers, whose duties are to 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 teller’s committee report would state:

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

If it is a plurality vote, the outcome is the person(s) with the most votes (see example on bottom of page 28).

If it is majority or $\frac{2}{3}$ vote, the number needed for the motion to pass would also be stated in the report.

Example of a majority ballot vote report: Total votes cast 100, votes necessary for approval 51, illegal votes 2, votes in favor 62, votes against 36. (The ineligible number plus those in favor and those against must equal total number of votes cast.) The chair will repeat the report and state the outcome which in this case is that the motion passes.

Example of a $\frac{2}{3}$ ballot vote report: Total votes cast 100, votes necessary for approval 67, illegal votes 2, votes in favor 62, votes against 36. (The ineligible number plus those in favor and those against must equal total number of votes cast.) The chair will repeat the report and state the outcome which in this case is that the motion fails.

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

All these numbers must be 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 attendance at the meeting to vote. No one can vote for another member.

Different types of motions require different types of approval in order 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 a member’s rights may be limited by the decision. 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 30 votes were cast, you would need 16 in favor for 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 taken again. In the case of a motion, the motion fails when the vote is a tie.

Plurality Vote - Per the bylaws, the nominating committee may be elected by plurality. This means that 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 required 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 revote is in order. The full tellers report, including number of votes, is recorded in the minutes.

Build-a-Script

Agenda: Your meeting agenda should outline the specific items to be discussed, the person responsible for leading each agenda item, and any supporting information to be reviewed.

Order of Agenda:

Call to Order
Opening Ceremonies
Introductions
Minutes
Treasurers Report
Letters or Communications
Executive Board Report
Officers Reports

Standing Committee Reports
Special Committee Reports and/or
Special Orders
Unfinished Business
New Business
Program
Announcements
Adjourn

Call To Order - (Required at board and association meetings)

The president, as the chair, stands, raps the gavel once (if used) and calls the meeting to order. The president declares whether or not a quorum is present, so both the members are aware and the secretary notes the fact in the minutes. Quorum for the board meeting is the majority of filled positions. Quorum for the association meeting is unique to your PTA and is stated in the bylaws.

PRESIDENT: *"The meeting of _____ PTA is called to order at _____ . A quorum is present."*

If the Secretary or the Parliamentarian is not present, the chair appoints member(s) to perform those responsibilities for the meeting.

PRESIDENT: *"At this time, due to the absence of _____, the (parliamentarian/secretary), the chair would like to appoint _____ as (parliamentarian/secretary) for this meeting."*

Opening Ceremonies - (Optional at board or association meetings)

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

(Select the option(s) that works for your meeting)

Option 1

PRESIDENT: *"Please welcome _____, who will lead us in the pledge of allegiance."*

Option 2

PRESIDENT: *"Please stand for the Pledge of Allegiance of the United States (and Texas)."*

Option 3

PRESIDENT: *"Please welcome _____, who will share an inspiration with us tonight."*

Introductions - - (Optional at board or association meetings)

Begin introductions with special PTA guests in the order of National, State then Council PTA) followed by any other special guests such as school district representatives.

PRESIDENT: *"At this time the chair would like to welcome _____"*

Minutes - (Required at all board and association meetings)

The chair recognizes the secretary for the reading of the minutes.

The secretary stands and either reads the minutes, announces the draft of the minutes has been distributed, or the chair announces that the minutes were approved by committee. The chair can either accept a motion to approve the minutes (either as presented or as amended) or use unanimous consent (*If there is no objection, ...*).

For the current meeting, the chair may allow the membership to approve the minutes at the next meeting or appoint a committee to approve the minutes. (Committee approval is recommended when the length of time between meetings causes concern for accuracy.) Minutes are presented at every meeting unless they were previously approved by committee.

(Select the option that works for your meeting)

Option 1 - (Use if first meeting of the year)

PRESIDENT: *"Minutes from the annual meeting were approved by committee. A copy of the minutes are available from the secretary, corrections to the minutes should be referred to the secretary."*

Option 2 - (The secretary comes to the podium when introduced by president and reads the minutes. This is the least preferred option.)

PRESIDENT: *"_____, secretary, will now present the minutes from the last meeting."*

SECRETARY: *(reads minutes)*

PRESIDENT: *"Thank you; are there any corrections to the minutes? Hearing none, the minutes will be approved as read. "Or, if corrections are needed. "The minutes are approved as corrected."*

Option 3 - (Use if minutes have been distributed)

PRESIDENT: *"The draft of the minutes has been distributed for your review. Does anyone need a copy? Are there any corrections to the minutes? Hearing none, the minutes will be approved as presented. "Or, if corrections are needed. "The minutes are approved as corrected."*

Option 4 - (Use if committee is appointed to approve minutes)

PRESIDENT: *"If there is no objection, the chair will appoint a committee to approve the minutes of this meeting. Hearing no objection, the chair appoints _____, _____, and _____. (At the next meeting, you will say, "The minutes of the prior meeting were approved by committee on _____. A copy of the minutes are available from the secretary, corrections to the minutes should be referred to the secretary," Then, appoint a new committee to approve the current meeting's minutes.)"*

Treasurers Report - (Required at all board and association meetings)

The chair recognizes the treasurer for the financial report.

The treasurer stands, addresses the chair and reads the report. A financial report is not optional and must be presented at every meeting. Copies of the report may be distributed to the members or shown on a screen.

The financial report, includes (at the least) the beginning balance, total income, total expenditures and the ending balance. The chair takes questions and then states that the report is filed for financial reconciliation. (All information is recorded in the minutes.)

PRESIDENT: “_____, treasurer, will now present the financial report.”

TREASURER: “The beginning balance as of _____ (date) is \$_____, total income is \$_____, total expenses are \$_____, with an ending balance of \$_____, as of _____ (date).”

PRESIDENT: “Thank you, are there any question ns? Hearing none, the financial report will be filed for financial reconciliation.”

Letters or Communications – (board or association meeting)

The secretary reads any communications received, as requested by the president. Actions are considered, if required.

Report of the Executive Board - (association meeting)

A summary report of what the board has been doing is given at every association meeting and should contain any recommendations being presented and considered separately. The secretary reads a summary report (not the minutes) for the information of the members. The secretary should come to the podium. The secretary moves the adoption of each recommendation individually.

PRESIDENT: “_____, our Secretary will give the executive board report.

SECRETARY: “The executive board met on _____ with a quorum present.....”
If a motion comes from the board the person giving the report would say “On behalf of the board of directors, I move that _____.”

PRESIDENT: “The board of directors has moved that _____. This comes from committee so there is no second needed. _____, would you like to speak to your motion?”

Person making the motion should speak to their motion, and then the president will say, “Is there any further discussion? (pause) Are you ready for the question?”

_____ had moved that _____, all those in favor, say ‘aye.’ ... Any opposed, say ‘nay’.” President announced the outcome of the vote, “The motion passed/failed.”

Officers Reports - (board and association meetings)

Before the meeting, the president consults with all executive board members to determine who has a report. At the meeting, the president calls for the report of the officers. The chair need not recognize an officer if there is no report.

A report from an officer may be informational or require action. Reports with information only are read to the voting body and no motion is needed. Those reports requiring action are presented as a motion to the membership. The member presenting the report moves the adoption of the motion. The members will vote to approve either as presented or amended or reject.

PRESIDENT: *"At this time, _____ will give a report regarding _____."*

OFFICER: Reads the report and makes any recommendations. *"I move that _____."*

PRESIDENT: *"_____ has moved that _____, is there a second? _____ would you like to speak to your motion?"*

Person making the motion will speak to their motion. *"Is there any further discussion? Are you ready for the question? _____ has moved that _____, all those in favor, say 'aye.' Any opposed, say 'nay.' The motion passed or failed."*

Standing Committee Chair Reports - (board and association meetings)

Before the meeting, the president consults with all executive board members to determine who has a report. The chair need not recognize the committee chair if there is no report.

At the meeting, the president calls for the report of the committee, 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. Those reports requiring action are presented as a motion to the membership (no second required), and the members vote to approve either as presented or amended or reject.

The committee chair presenting the report moves the adoption of the motion. If no recommendation is made, no motion is needed.

PRESIDENT: *"At this time, _____ will give a report regarding _____."*

CHAIR: Reads the report and makes any recommendations. *"By direction of the _____ committee, I move that _____."*

PRESIDENT: *"_____ has moved that _____. This comes from committee so no second is needed. _____, would you like to speak to your motion?"*

Person making the motion will speak to their motion. *"Is there any further discussion? Hearing none, _____ has moved that _____, all those in favor, say 'aye.' Any opposed, say 'nay.' The motion passed/failed."*

Budget Amendments - (board or association)

(Used whenever budget amendments are proposed by the Treasurer)

PRESIDENT: “_____ will now present the budget amendments.”

TREASURER: Each line item should be read, the current amount, the amount of the increase/decrease; then the new amount of the line item. After reading the items state “*I move that the budget amendments be approved as presented.*”

PRESIDENT: “_____ moved that the budget amendments be approved as presented. Is there a second? Is there any discussion? Hearing none, all those in favor, say ‘aye.’ Any opposed, say ‘nay.’ The motion passed/failed.”

Budget Amendments (board or association meeting)

(Used whenever budget amendments are proposed by committee or the executive board)

PRESIDENT: “_____, chair of the Budget & Finance Committee will now present the budget amendments.”

TREASURER: Each line item should be read, the current amount, the amount of the increase/decrease; then the new amount of the line item. “*By direction of the budget & finance committee, I move to approve the budget amendments as presented.*”

PRESIDENT: “*The Budget & Finance Committee has moved to approve the budget amendments as presented. This comes from committee/the board, so no second is needed. Is there any discussion? Hearing none, all those in favor, say ‘aye.’ Any opposed, say ‘nay.’ The motion passed/failed.*”

Special Committees and/or Special Orders - (board and association meetings)

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

Motions made a “special order” – by 2/3 vote at an earlier time – are addressed at this point. Also, matters required by the bylaws to be taken up at a specific meeting are in order at this time. (examples of each listed below)

Financial Reconciliation - (association meeting)

(Presented at the first meeting of the year or at the first meeting after any financial reconciliation.)

PRESIDENT: “_____, the chair of the financial reconciliation committee will now present the financial reconciliation report.”

CHAIR OF FINANCIAL RECONCILIATION COMMITTEE: The chair should read the financial reconciliation report, after reading the report; they should say “*By direction of the financial reconciliation committee, I move to adopt the financial reconciliation report as presented.*”

PRESIDENT: “_____ has made a motion to adopt of the financial reconciliation report as presented. This comes from committee so no second is needed. Is there any discussion? All those in favor, say ‘aye.’ Any opposed, say ‘nay.’ The motion passed/failed.

Bylaws Committee

Board meeting:

PRESIDENT: “_____, the chair of the bylaws committee will now present the report of the bylaws committee.”

CHAIR: “The bylaws committee presents the following amendments to the bylaws/standing rules.” The chair should read **each** amendment by stating the Article, Section and Item Number that is being amended, and then they should read the amendments, and then read the new bylaw/standing rule. “By direction of the Bylaws Committee, I move that the bylaws/standing rule amendments be approved as presented.” The secretary should be given a copy of all the amendments to place in the minutes.

PRESIDENT: “It has been moved that the bylaws/standing rules amendments be approved as presented, this comes from committee so no second is needed, is there any discussion? All those in favor, say ‘aye.’ Any opposed, say ‘nay’. The motion passed/failed.

Association meeting: Meeting where 30-day notice to membership is given

PRESIDENT: “_____, the chair of the bylaws committee will now present the report of the bylaws committee.”

CHAIR: “The bylaws committee presents the following amendments to the bylaws/standing rules.” The chair should read **each** amendment by stating the Article, Section and Item Number that is being amended, and then they should read the amendments, and then read the new bylaw/standing rule.

PRESIDENT: “These amendments have been distributed to the membership and will be voted on at our next membership meeting on _____.”

Association meeting: Voting on the amendments

Use the exact same script as when the amendments were presented to the board.

Appointment of Teller’s Committee

PRESIDENT: “The chair appoints (name three members), as tellers. _____ will be the head teller. The tellers will distribute a ballot to each member. You are voting on _____. Please write on the ballot either (name) or (name)/yes or no. Fold your ballot one time and hand ballot to a teller.”

Election of Nominating Committee - (association meeting)

PRESIDENT: *"The next item of new business is the election of the Nominating Committee; our Parliamentarian _____ will now read the bylaws regarding the Nominating Committee."*

PARLIAMENTARIAN: The parliamentarian should read directly from the bylaws, Article on Nominations and Elections, Sections regarding nominating committee election.

PRESIDENT: *"Thank you. The floor is now open for nominations for members of the Nominating Committee" The chair should call on anyone who has raised their hands until all nominations have been made. Individuals may nominate themselves. If a member nominates someone else, the chair should ask that person if they will accept the nomination by saying, "_____, you have been nominated as a member of the Nominating committee. Do you accept this nomination?"*

The nominating committee is elected by plurality, so if there are more nominees than are needed for the committee per the bylaws, the president will have ballots distributed to all PTA members in attendance and will appoint a Tellers Committee. *"The following members have been nominated for the nominating committee, at this time ballots will be distributed to all members, please write the names of ____ (#) _____ nominees on your ballots, fold in half and hold in the air until a member of the tellers committee picks up your ballot. The tellers committee will total the ballots."*

While the tellers are counting the votes, if there is no objection, other items of business may be conducted such as announcements, principals report, etc. *"If there is no objection, we will move to the announcements while we wait for the Tellers report."*

Tellers Committee Report

PRESIDENT: *"_____, chair of the Tellers' Committee is ready to report."*
The committee chair comes forward with the written tellers' report.

CHAIR: *"The Tellers' Committee submits the following report: Number of votes cast: _____, _____ received ____ votes; _____ received ____ votes, etc. Signed _____, _____, _____."*

The committee chair hands the report to the president, gives the tally sheets and sealed ballots to the secretary and is seated. The president rereads the report to the membership.

If there are only enough nominees to fill the needed positions, the president declares the nominees the nominating committee. *"Hearing no further nomination, the chair declares (read the names of the nominees) the members of the nominating committee."*

Nominations should then be taken from the floor for alternates to the nominating committee, follow the procedures from above to fill the alternate positions. After the alternates have been elected, the president should read the members and alternates of the nominating committee. *"The nominating committee will be _____, _____, and _____, with _____, and _____ being alternates to the committee. This committee will meet immediately following our meeting tonight to elect their chair and determine their first meeting date."*

Election of Officers - (association meeting)

PRESIDENT: *"Parliamentarian, _____ will now read the bylaws regarding Officers and Their Elections."*

PARLIAMENTARIAN reads: Bylaws Article "Nominations and Elections", "Elections" section

PRESIDENT: *"_____, chair of the Nominating Committee, will now present the report"*

NOMINATING COMMITTEE CHAIR:

The Nominating Committee Chair reads the slate of officers.

"The Nominating Committee submits the following nominees: for president, _____; for vice president, _____; for secretary, _____; for treasurer, _____, Signed: read the names of all the committee members."

PRESIDENT:

The president re-reads the slate of officers.

"Thank you, the nominating committee reports the following nominees: for president, _____; for vice president, _____; for secretary, _____; for treasurer, _____, Signed: read the names of all the committee members."

PRESIDENT: *"The chair will now open the floor for nominations."*

_____ has been nominated for president. The floor is now open for nominations for president. (pause and wait for any nominations)

If there are NO nominations from the floor, use the following: *"Hearing none, the chair declares nominations closed. There being only one nominee, the chair declares _____ elected president."*

If there is a nomination from the floor, use the following:

PRESIDENT: The chair recognizes the person making the nominations. *"Yes, would you please state your name and nomination?"*

MEMBER: *"My name is _____. I would like to nominate _____ for _____"*

PRESIDENT: Ask the nominee *"Do you consent to the nomination?"* If the nominee is not in attendance ask the person who made the nomination, *"Do you have the consent of the nominee?"*

NOMINEE: Will give their consent or indicate consent of the nominee.

PRESIDENT: *"_____ has been nominated. Are there any further nominations?"* Continue until there are no other nominations. *"Hearing no other nominations, the chair declares the nominations closed. The tellers will distribute a ballot to each member. Please write on the ballot either _____ or _____."*

Fold your ballot one time and hand ballot to member of the tellers committee. If there is no objection, while the tellers committee is counting the ballots, the Chair will continue with the other business/announcements." (You cannot continue with elections as the person not selected as President may want to run for another position).

PRESIDENT: “_____, chair of the Tellers’ Committee is ready to report.”

The committee chair comes forward with the written tellers’ report.

CHAIR: “The Tellers’ Committee submits the following report: Number of votes cast:

_____, _____ received ____ votes; _____ received ____ votes, etc.

Signed _____, _____, _____.”

The committee chair hands the report to the president, gives the tally sheets and sealed ballots to the secretary and is seated. The president rereads the report to the membership.

Repeat this process for each officer position:

_____ has been nominated for first vice president. The floor is now open for nominations for first vice president. Hearing none, the chair declares nominations closed. There being only one nominee, the chair declares _____ elected first vice president.

_____ has been nominated for second vice president. The floor is now open for nominations for second vice president. Hearing none, the chair declares nominations closed. There being only one nominee, the chair declares _____ elected second vice president.

_____ has been nominated for secretary. The floor is now open for nominations for secretary. Hearing none, the chair declares nominations closed. There being only one nominee, the chair declares _____ elected secretary.

_____ has been nominated for treasurer. The floor is now open for nominations for treasurer. Hearing none, the chair declares nominations closed. There being only one nominee, the chair declares _____ elected treasurer.

At this time, I would like to introduce the officers of the _____ PTA for the 20__-20__ school year.”

Unfinished Business - (board and association meetings)

The 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 group meets at least quarterly). Minutes of the previous meeting will indicate any unfinished business.

New Business - (board or association)

The 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. (Tax Free Days example below)

Tax Free Days - (board or association) (Tax free days must be stated in the minutes.)

PRESIDENT: “_____ will now present the tax-free days for this school year.”

BOARD MEMBER: “I move that _____ PTA hold tax free days on _____ (date)_____ and _____ (date)_____.”

PRESIDENT: “_____ has moved that the _____ PTA hold tax free days on _____ (date)_____ and _____ (date)_____. Is there any discussion? Hearing none, all those in favor, say ‘aye.’ Any opposed, say ‘nay.’ The motion passed/failed.”

Program - (association meeting)

The chair introduces the Program/Parent Education Chair, who presents the program or introduces the program presenter. If the program is not recorded in the minutes, you will have no official record of the activity.

The meeting is not “turned over” to the Program Chair, nor does the Program Chair “turn the meeting back to the president.” The chair remains in control of the meeting from the call to order until adjournment.

PRESIDENT: The chair can introduce the program or have the appropriate chair (parent education or programs) or officer introduce the program.

And/or you have concerns about adjourning following the program...

PRESIDENT: “With the consent of the membership, the meeting will be adjourned immediately following the program.”

Announcements - (board and association meeting)

The chair should, if possible, make all announcements. Announcements include the date of the next meeting, important events and activities, etc. This may also a good time to ask your Principal to speak if they have not given a report earlier.

PRESIDENT: “The chair has the following announcements: _____”

Adjourn - (board or association meeting with no program)

The 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 chair declares the meeting adjourned. No formal motion is necessary to adjourn.

PRESIDENT: “Is there any further business? Hearing none, the meeting is adjourned at _____”

Follow the Money

Fiduciary responsibility in a PTA means the executive board members act as trustees of the organization's assets and must exercise due diligence to oversee that the organization is well-managed and that its financial situation remains sound. The budget creates the framework for program management and overall administrative decisions. The executive board verifies that all filing requirements and tax obligations are completed.

The treasurer is legally responsible for all the funds of the association. However, the officers of the association are elected by the members and are equally responsible.

Budget Basics

An approved budget must be in place at all times in order for expenditures to be made and fundraisers to be conducted. Therefore, a budget is developed and adopted prior to the end of the current fiscal year. This budget is adopted at the final meeting of the current year.

Ideally, the current executive board consults with the incoming board members after they have had their initial meeting (within 30 days of being elected) to determine any projected needs for the coming year. If time doesn't allow for this, the current board must use current year's actual figures for the proposed budget.

Prior to school starting, the executive board members each complete a Plan of Work in which they detail their plans for the year, including what monies they will bring in (income) and what expenses they will have. These Plans of Work are used by the Budget and Finance Committee to generate budget amendments to be presented at the first association meeting. An actual opening balance will be available at the time as well.

At the first association meeting of the new school year, the treasurer presents any amendments to the budget to change or delete any existing line items and add any additional fundraisers and expenses based upon the Plans of Work submitted by the new executive board.

The members always approve expenses and incomes via the budget, which can be amended as needed.

Fundraising

All funds raised by the PTA belong to the PTA. The PTA must manage the funds with the approval of the members. PTA funds may not be co-mingled with the funds of the school or any other entity.

The primary emphasis in PTA should focus upon the promotion of the Purposes. The real working capital of a PTA lies in its members, not the treasury. Fundraising is not a primary focus of the PTA. When deciding whether to expend funds, always look to the mission and purposes. If the expenditure cannot be supported by one of those, then rethink the action.

The responsibility of raising the amount of money needed to meet the proposed budget lies with the fundraising committee. Local PTAs should raise only those funds necessary to meet the needs of the year's activities and projects as outlined in the budget. Local PTAs should choose wisely the fundraiser that best meets their real needs and not be swept up in a "big bucks, no effort" sales pitch. If a product sale is chosen as the Local PTA's fundraising activity, members, not children, should be the fundraisers.

NOTE: Only the president is authorized to sign contracts and always as a representative of the PTA (i.e. John Helpful, Welcome PTA President).

Financial Reports

The members are kept informed at every meeting through the financial report. An up-to-date financial report is presented at every executive board and association meeting.

The financial report will show transactions from one report to the next whereas the budget report shows totals for the entire year to date. Reports are detailed, and they include check numbers and payees. As the funds belong to the members, they have the right to access the financial reports. The reports are attached to the association meeting minutes.

The reports are not presented for approval, just for information, and they are filed for review by the Financial Reconciliation Committee at the end of the fiscal year.

Financial records are retained for seven years.

Bank Accounts

Your standing rules will list how many signers are to be on the bank account, who they are, and how many signatures are required for each check. The president and treasurer are signers and usually another officer. If a person is designated as an authorized signer on the account(s) and is also the payee, they cannot sign the check. Signers on the bank account can neither be related by blood nor marriage or reside in the same household. Banks typically only require one signature; however, for better financial accountability, your PTA may choose to require two signers on each check.

A member (non-signer) appointed by the president and approved by the executive board opens, reviews, signs with their full signature, and dates each bank statement before giving it to the treasurer. If you have AIM insurance, this is required for coverage. This member looks for the following things:

- checks appearing in non-sequential order;
- checks made out to “cash;”
- checks made payable to non-approved vendors;
- checks written for non-approved expenses;
- missing check numbers;
- ATM/Debit/Electronic Transfers;
- checks made out to an individual for an even dollar/cent amount (i.e. \$20.00); and
- transactions on statement verified against financial report(s).

The availability of banks that return checks has decreased; therefore, Texas PTA now allows online viewing of bank accounts.

Payments

Payments are never made by cash and you should never sign a blank check. Please see the Treasurer’s section of the website for the Electronic Banking and Credit Card Policy and sample standing rules regarding electronic banking.

All payments must relate to an approved budget item and have a reimbursement form with a receipt and/or bill attached.

No other organization may pass its money through the PTA account in an effort to achieve tax-exempt status, and money can never be “turned over” to the school and/or principal to spend at their discretion.

Depositing Funds

All monies collected are turned over to the treasurer as soon as possible.

Money is counted by at least two people at the same time, and both counters and the treasurer each sign and keep a copy of the completed Texas PTA Itemized Receipt Form (recommended) or a hardcopy, if the three-part form is not used.

All money is deposited in the bank on a daily basis for all fundraising and membership dues collecting events. Never deposit money in anyone's personal account or leave the money in someone's home.

Insurance

The expenses for insurance are a budgeted item.

It is in the PTA's best interest to cover the treasurer and all other persons authorized to handle money with a fidelity bond to cover losses through any fraudulent or dishonest act.

General liability insurance is needed if the PTA hosts events such as bazaars, carnivals, movies, dinners, dances, open houses, meetings, after-prom parties and skating parties.

Other types of insurance are accidental medical endorsement, professional liability, and property.

Financial Reconciliation

Financial reconciliation involves following financial transactions through the records to be sure that receipts have been properly accounted for and expenditures made as authorized in the budget, as approved by the membership, and in conformity with the Local PTA bylaws and standing rules and Texas PTA policies and procedures.

The Financial Reconciliation Committee must review all accounts of the PTA. A financial reconciliation is performed at the end of the fiscal year, when any authorized check signer is added or deleted on any bank account, or at any time deemed necessary by the president or three or more members.

According to your bylaws, the president appoints a committee of at least three members with the approval of the executive board at least 30 days before the last meeting of the year. Any other time a financial reconciliation is needed, the committee would also need to be appointed.

Committee members cannot be authorized signers on the bank account and can neither be related by blood or marriage nor reside in the same household as any authorized signers. The treasurer, neither incoming or outgoing, is never a member of the Financial Reconciliation Committee.

The financial reconciliation report:

- certifies the accuracy of the books and records of the financial officer;
- assures the members that the association's funds are being managed in a businesslike manner; and
- is officially adopted by the members at the first association meeting after the reconciliation is complete and must be included in a completed annual report covering the association's entire fiscal year.

All discussion in the financial reconciliation committee is confidential.

Financial Mismanagement

Mistakes in managing the association's finances can occur and sometimes people will take advantage of their role in PTA. In either situation, it is important to seek help from your Council President or FSR early to come to a quick resolution.

If you are notified of concerns about or have your own concerns about financial mismanagement, you will want to use your best judgment in the next course of action. You can recommend that the two parties come together to discuss the concerns, offer training in the event that there is a lack of knowledge, and recommend a financial reconciliation. If the concerns persist, you can contact your Council President. If concerns still persist, a State Review can be requested.

Financial Red Flags

- Bank statements are not seen by the treasurer, president, other signers on the account and board members on a monthly basis.
- Financial reports are not given at executive board or association meetings.
- The beginning balance doesn't agree with last reported ending balance
- Financial reports do not show deposits or checks written.
- Figures in the financial reports do not balance to total.
- Money is counted by only one person.
- Checks or deposits are missing.
- Checks are made out to family members.
- Checks are made out to "Cash."
- Checks are made out for the same amount each month.
- Two or more signers on the bank account are related by blood or marriage or residing in the same household.
- Receipts are not given for money received.
- Receipts are missing from check requests.
- The budget was not approved by the membership.
- Fundraising activities were not approved by membership.
- The amount of profit doesn't agree with amount in contract signed with fundraising company.
- Less money was deposited for a fundraiser than paid to company for product received.
- Bills are received for items not in budget or approved by membership.
- Individual PTA members profit monetarily from any fundraiser.
- Children are used to raise funds for PTA.
- The financial reconciliation report was not presented to the membership at the first meeting after the close of the fiscal year.
- The financial reconciliation committee consists of signers on the bank account.

State Review

An activities and financial review involves a thorough analysis of minutes, bylaws and financial records by a team assigned by the Texas PTA President. A state activities and financial review may be initiated by the state president or may be granted by the state president after receipt of a written request that has followed procedures found behind the Handy Tools and Forms section in this guide.

IRS Filing Requirements

All PTAs are classified as tax-exempt 501(c)(3) nonprofits under the Internal Revenue Code and are thereby required to submit a 990 return to the IRS. Texas PTA requires PTAs file the appropriate Form 990 within 60 days of the fiscal year-end. PTAs are no longer required to report their filings to Texas PTA.

- 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.

Revocation

After failing to file their tax return for three consecutive years, a PTA loses its non-profit status and is subject to corporate taxation. Local PTAs on revocation jeopardize Texas PTA's non-profit status and must work to get their non-profit status reinstated.

Local leaders who may be struggling to file their tax return should work with their Council leaders and/or FSR. Texas PTA receives notification of any local that is inactive for two or more years so Texas PTA can withdraw their charter and protect them from Revocation.

Reinstatement

Reinstatement is the process mandated by the IRS to earn back an organization's non-profit status. Reinstatement is a lengthy process and is costly to the Local PTA.

State Sales Tax Information

PTAs are not required to pay the Texas sales tax on items purchased for use in presenting programs or carrying on the work of the PTA. This exemption was granted to Texas PTA and covers all Local and Council PTAs in Good Standing.

When PTA members purchase items for the PTA, they present an exemption certificate to the retailer so that sales tax is not charged.

A Local or Council PTA is required to have a sales tax permit if the PTA sells tangible items, such as handicrafts, candles, t-shirts, cups, books and school supplies.

There is no fee for the permit, and it remains valid until a request to cancel it is made by the PTA or cancelled by the Texas Comptroller. When the permit is issued, the PTA will be assigned a required reporting period. If a Local or Council PTA obtains a permit, they will be required by the Texas Comptroller to file a sales tax form regardless if taxable sales occurred during the reporting period.

Sales tax should be held in escrow for remission to the State Comptroller, and this should be reported on each financial report.

Tax Free Days

PTAs may hold two, one-day (24-consecutive hour), tax free sales (for which the PTA is the determined seller) or auctions each calendar year. These sales or auctions are designated in the minutes. Sales of otherwise taxable items made during the 24-hour period designated as the tax-free sale or auction need not be taxed. A PTA may also participate in the annual State Sales Tax Holidays if they are selling items included in this event.

Governing Documents

Bylaws

are the document, adopted by an organization, which contain the basic rules for governing that organization. They are always superior to and supersede (overrule) the standing rules and parliamentary authority (*Robert's Rules of Order Newly Revised*). Always look first in your PTA's bylaws for an answer to any question, and then the standing rules, if adopted, and finally in *Robert's Rules of Order Newly Revised*.

- Texas PTA provides the required template for all Local PTAs. Only information specific to your Local PTA can be changed. Request a copy of your current bylaws after August 1 each year. The most recent approved copy will be emailed to you, as well as a Local PTA Bylaws Snapshot for a quick reference to those items that can be personalized to your PTA, such as the amount of your dues, number of vice presidents, meeting months, etc.
- The bylaws may be amended at any meeting of the association provided: notice has been given, a quorum is present, two-thirds (2/3) of the members present and voting approve. (For more information, see *Parliamentarian Resource Guide*.)
- Thirty days notice must be provided of the date and time of the meeting at which the amendments are presented for approval (or at the previous meeting), and include the existing wording and the proposed wording of the changes.
- Any changes go into effect only after approval, first, by the members and, finally, by Texas PTA.
- Bylaws cannot be suspended.

Standing Rules

Standing Rules are rules that relate to details of administration of a group rather than to parliamentary procedure. Standing rules cannot conflict with the bylaws.

- When you request your bylaws from the Texas PTA website, your current approved standing rules will automatically be emailed with the bylaws.
- Standing rules may be required in certain circumstances, such as when a Local PTA provides scholarships, hosts a special event, or adds additional members to the executive board, and they generally describe chair and other unique duties not covered in the bylaws. Guidelines for standing rules may be found on the Texas PTA website.
- Standing rules are generally adopted as a need arises. They require a majority vote for adoption, with no previous notice having been given and can be adopted at any association meeting.
- Amendments to standing rules may be made: without previous notice by a two-thirds vote in the affirmative or with a previous notice by a majority vote. (For more information, see *Parliamentarian Resource Guide*.)
- Like the bylaws, the standing rules must be approved by Texas PTA before taking effect.
- Unlike bylaws, standing rules may be suspended for the duration of a current session (a specified period of time) by a majority vote.

Examples of What Standing Rules Could Contain (Sample standing rules may be found at www.txpta.org):

- additional board member duties;
- specific information regarding signers on the bank account;
- provision containing procedures for returned checks;
- rules related to reimbursement for PTA expenses (time frame for turning in expenses, no tax reimbursed, etc.);
- requirements for insurance;
- list of who serves as delegates/attendees to Texas PTA Annual Meeting and Training Events;

- what expenses shall be paid for delegates/attendees to attend Texas PTA Annual Meeting and Training Events;
- provision that the Local PTA will pay for the Texas PTA Leader Orientation that each board member is required to take;
- provision for who shall attend a Council PTA Founder's Day celebration;
- provision for the number of National PTA Life Achievement awards or Texas PTA Honorary Life Memberships and/or Extended Service Awards, with appropriate pin;
- recognition that might be awarded members for perfect attendance or students for specific accomplishments;
- special awards to members for community involvement or special projects;
- functions sponsored by the PTA during the school year;
- courtesies or sympathies extended by the PTA – to whom and in what manner;
- provision for baby-sitting for association meetings;
- rules for scholarships (If a Local PTA gives scholarships, procedures dictated by the Internal Revenue Service [IRS] must be included in the Local PTA's standing rules.); or
- criteria for special committees, purchases or special projects.

Standards of Continuing Affiliation

Texas PTA establishes minimum requirements for PTAs to continue operating under the PTA brand via the Standards of Continuing Affiliation. These standards set out basic criteria for PTAs to attain Active Status annually, and to remain in Good Standing with the Association. It's important that all PTAs review the requirements and subsequent retention plan.

Any updates to these standards will be widely published and take effect on August 1 of each year, in conjunction with the new membership year and any changes to the bylaws template. The Standards of Continuing Affiliation for the current year are provided on the following page.



Local PTA 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/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 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 members and remit all state/national dues to Texas PTA each year.
 3. Submit to Texas PTA the name and contact information for each board member within 15 days of election or appointment.²
 4. Annually file Return of Form 990 Organization Exempt from Income Tax with the IRS, within 60 days of fiscal year end.
 5. Review Local PTA bylaws and standing rules (if applicable) every three years and submit to Texas PTA for approval.³
-

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

Notification: Texas PTA will notify the Local PTA of the action(s) required and allow the Local PTA 60 days, from the date of the notification, to attain Good Standing.

Restriction: A Local PTA that does not attain Good Standing within 60 days of the original notification will enter a restriction period. While in this restriction period, the Local PTA is not eligible for awards, programs or grants administered by Texas PTA or National PTA.

Intervention: If the Local PTA remains non-compliant after 45 days in the restriction period, Texas PTA will assign a Support Team to assist them, including the development of a written action plan to attain Good Standing. Restrictions will remain in place until an action plan is approved.

Restructure: For Local PTAs that do not attain Good Standing following the notification, restriction and intervention periods, Texas PTA will begin the process of restructuring the leadership of the Local PTA or revoking the Local PTA's charter.

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 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.

Bylaws Overview

Articles

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

Article I: 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 Policies, in common with National PTA and Texas PTA

Article IV: Relationship with Texas PTA:

- expectations of the PTA (see Standards of Continuing Affiliation in the following section of this document);
- consequences due to harm to brand or name;
- withdrawal of charter expectations;
- records retention and access;
- process for dissolution (notification to and representation of Texas PTA at an association meeting).

Article V: Membership and Dues

- Membership criteria and benefits for local, Texas PTA and National PTA
- Definition of the membership year
- Texas PTA Honorary Life Members

Article VI: Officers:

- Eligibility;
- List of officer positions for this PTA
- Term of office;
- Procedures for filling a vacancy in office;
- Detailed duties of officers (see board position handout for basic duties) including authorized signers for the bank and contracts; financial procedures and reporting requirements at each meeting, annually, as well as tax and IRS reporting; maintaining records of the association such as meeting minutes, records retention policy, adopted and signed ethics/conflict of interest policy, membership rosters, and adopted plans of work; and restrictions for some officers positions such as serving on the nominating committee or the financial reconciliation committee, or voting only when by ballot.

Article VII: Nominations and Elections:

- Nominating Committee composition, how and when they are elected, their duties and report
- Election of officers details including the meeting month and nominations from the floor.

Article VIII: Meetings of the Association (membership) including months of the regular meetings, month(s) of the election and annual meetings, quorum (necessary members present to conduct business), no proxy voting and special meeting process.

Article IX: Executive Board including composition, eligibility to serve, student members, board and board member duties, board meetings, emergency voting procedures, and removal and resignation from the board.

Article X: Committees- guidelines, term, and duties

Article XI: Council Membership (if applicable) including representation and dues

Article XII: Texas PTA Annual Meeting- selection of local delegates (representatives)

Article XIII: Fiscal Accountability including fiscal year, signer restrictions and financial reconciliation requirements and procedures.

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

Article XV: Amendment of Bylaws including submission, approval, review and adoption processes.

Nominations and Elections

Nominations

The purpose of the nominating committee is to recognize and seek qualified nominees for the elected leadership of the PTA. The members of the committee, therefore, have a tremendous influence on the future of the PTA and should be selected carefully.

Nominating Committee Basics

The nominating committee is the only PTA committee that is not appointed by the president. This committee is elected by the membership prior to the election of officers. Check your current bylaws to determine the month of elections and the number of members on your nominating committee and number of alternates. (Nominations and Elections article in your Bylaws). Alternates are used in the event an elected committee member cannot attend the committee meeting. Once elected, the committee then elects its own chair.

Be sure to elect the nominating committee in plenty of time for them to conduct a search for officers. Most units should be electing the nominating committee in January - March for the election of officers in March - May.

The committee needs a balance of newer and more experienced PTA members, all of who should be knowledgeable about PTA. Representatives from different grade levels and staff offers a greater chance for diverse contacts.

Qualities of Nominating Committee Members

Nominating committee members should be:

- Elected on merit and ability.
- Willing to devote adequate time to the responsibilities involved.
- Knowledgeable regarding the eligibility requirements and the qualifications necessary for the offices to be filled as well as the responsibility of each office.
- Aware of the qualifications and abilities of potential nominees.
- Able to give objective consideration to nominees.
- Able to use sound judgment and skill in evaluating nominees.
- Tactful, discreet with integrity.
- Able to keep all deliberations confidential.

The election of the nominating committee should not be a popularity contest based on willingness to serve nor should it consist only of the PTA executive board. The PTA president never serves on the committee, and the parliamentarian serves only when elected to serve. The principal may be elected, but should at least be an advisor to the group. No person may serve on the committee for two consecutive years. Be sure to elect your nominating committee wisely!

The nominating committee will need guidance from the Parliamentarian regarding the bylaws and standing rules that relate to elected officers and their duties. Additional nominating committee information can be found in the Parliamentarian's Resource Guide.

The Election

- The election of officers for the ensuing year should be conducted in the election month named in the Nominations and Elections Article of your Bylaws.
- The president presides at the election meeting.
- See "Build-a-script" for more information.

- The privilege of voting shall be 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 or have them hold up their voting cards to indicate their vote as called, “yay” or “nay.”
- Election of officers will come under “Special Committees/Special Orders” on the agenda. The president calls upon the parliamentarian to read the sections of the bylaws pertaining to nominations and elections.
- After the parliamentarian has finished, the president calls upon the chair of the nominating committee to read the report of the committee, which will have been publicized as least seven days prior to this meeting. If a nominee has withdrawn prior to the election and another nominee has been selected, the chair will read a revised report to inform the membership of the new nominee. If a position has no slated nominee by the committee, nominees may run from the floor to fill that position.
- The president thanks the nominating committee for their work and restates the slate of nominees, followed by the election of officers even if (he/she is) nominated for an office.
- Each position is voted on, one at a time. Per the bylaws, nominations from the floor are taken for each position, in the order in which they are listed in the Bylaws. The privilege of nominating from the floor is extended to members of the association. A qualified member may nominate his or her self. *Nominations do not require a second, only the nominee’s consent.*
- Nominations remain open until there are no further nominations for that position.
- If there is only one nominee for a position, they may be elected by acclamation. If there is more than one nominee for a position, the election must be by ballot (see Conducting a Meeting, methods of voting). It is possible that both methods are used in the same election as some position have a single nominee while others have multiple nominees.

Acclamation as a form of voice vote. In the event of a lack of opposition, the sole candidate is considered elected. In parliamentary procedure, acclamation is a form of unanimous consent.

- If a position remains unfilled after the election, it is the responsibility of the newly elected board to fill all open positions.
- Following the elections, the president should restate the results of the election and have all newly elected officers stand as they are announced. If desired, an installation of officers can be completed at this time or at a future meeting.
- With few exceptions, a challenge to procedures or outcome must be made during the election meeting.

INSTALLATION OF OFFICERS

The purpose of an installation ceremony is:

- to unite the membership;
- to encourage and introduce the new leaders; and
- to inspire the group to a renewed commitment to the purposes of PTA.

Ceremonies may be formal or informal, humorous or serious, but they serve the general purpose of highlighting the special significance of the occasion and place the occasion in our memories as well as in the historical records of the association. During an installation ceremony those being installed are promising to uphold the bylaws and purposes of the association. Anyone who the PTA chooses may do the installation. Some examples of a person who could perform the installation are: someone devoted to that PTA unit, an early mentor of the president or of another officer, a member of the school board, a past officer of the PTA unit, a council officer, FSR, or state board member.

Installation ceremonies are not required, only suggested.

President Duties Checklist

Monthly Duties

- ☐ Prepare agenda and preside over the executive board and association meeting.
- ☐ Review and distribute the treasurer's report.
- ☐ Review and distribute the minutes of the previous meeting for approval.
- ☐ Confirm that National and Texas PTA dues and membership lists are submitted to Texas PTA as received.
- ☐ Check your bylaws and standing rules for dates of upcoming required business
- ☐ Celebrate the great work of your PTA and volunteers

Familiarize yourself with the following:

- ☐ Your Local PTA bylaws and standing rules – request a current approved copy from Texas PTA (website) to ensure you have the latest template, which often changes annually.
- ☐ Council PTA bylaws and standing rules, if in membership in a Council PTA-request a current approved copy from Texas PTA (website) to ensure you have the latest template, which often changes annually.
- ☐ *Robert's Rules of Order Newly Revised*
- ☐ Texas and National Resources as listed on the Resources page of this guide.

Get Organized and Begin Planning

- ☐ Call a meeting of newly elected officers within 30 days of election to approve appointment of parliamentarian and historian (if one is indicated in your bylaws) and to appoint standing committee chairs, subject to the approval of the executive board.
- ☐ Ensure board members have met with their predecessor to receive relevant information.
- ☐ Update your Local Officer Information to Texas PTA through PT-Avenue.
- ☐ Encourage all board members to attend Council PTA Officer and Chair Training or contact your Field Service Representative (FSR) for training if your Local PTA is not in a Council PTA.
- ☐ Determine if the current budget allows for attendance at Texas PTA's LAUNCH Summer Leadership Seminar and if your standing rules designate who attends.
- ☐ Notify new board members that they must be graduates of the current Texas PTA Leader Orientation by October 15 and be added to the list maintained by the secretary once completed.
- ☐ Encourage all board members to:
 - ☐ subscribe to National PTA electronic publications
 - ☐ subscribe to Texas PTA electronic publications.
- ☐ Assess needs and set goals and objectives with your executive board and the principal.
- ☐ Have a meeting with your Principal to set the calendar for the year and review PTA goals.
- ☐ Verify that a financial reconciliation committee has been appointed, the IRS reports are being completed by the outgoing Treasurer, state sales tax has been paid and that you know your PTA's Federal Employer Identification Number (EIN).
- ☐ Arrange for a meeting at the bank to change signers on the PTA's account.
- ☐ Phone the bank to:
 - make an appointment to change signers
 - find out what documents you need
 - who needs to be present to change the signature cards
- ☐ Set up your personal "presidential" work environment by creating folders on your computer and cloud storage for shared files. Also, organize your own new president's binder and file space at home. (Yes, there will be paper documents to file.)
- ☐ Follow PTA social media and request to be added to any PTA group your council has.

June/July/August

- ☐ Attend National PTA Convention in June if your budget allows.
- ☐ Attend Texas PTA LAUNCH Summer Leadership Seminar in July.
- ☐ Obtain the report of the Financial Reconciliation Committee.
- ☐ Confirm that the outgoing treasurer completed the appropriate IRS return, either Form 990, 990-N or 990-EZ.
- ☐ Review bylaws, immediately incorporating any mandated Texas PTA changes, if any.
- ☐ Briefly meet with each officer and chair to review plans of work for the year and offer guidance as needed.
- ☐ Prepare an agenda for the first executive board meeting.
 - ☐ Approve plans of work
 - ☐ Review the Texas PTA Records Retention Policy. Note any changes needed for adoption.
 - ☐ Sign the Texas PTA Council/Local PTA/PTSA Ethics/Conflict of Interest Policy.
 - ☐ Approve any needed budget amendments based on the approved plans of work.
 - ☐ Report on training attendance (Texas PTA or Council).
 - ☐ Verify schedule of monthly executive board meetings for the whole year.
- ☐ Review key renewal and submission dates:
 - ☐ Renew your PTA's insurance policy.
 - ☐ Renew your incorporation with the state, if applicable.
 - ☐ Determine the due date for your PTA's annual information return to the IRS (Form 990-N or 990-EZ) and verify that previous years have been filed (make the call to IRS). Your tax-exempt 501(c)(3) organization status is important.
 - ☐ Determine sales tax due date(s).
- ☐ Preside over the first association meeting of the year. (See Build-a-Script under Conducting a Meeting Section for more information.)
 - ☐ Approve any needed budget amendments
 - ☐ Adopt the Financial Reconciliation Committee report
 - ☐ Adopt the Annual Report
 - ☐ Approve tax free day(s) (if needed)
 - ☐ Communicate PTA goals for the year
- ☐ Intentionally reach out to new families at your school. Consider a welcome back to school celebration for staff and families or welcome to school program specifically for Kindergarten families (Tears and Cheers).

September/October

- ☐ Preside over the first association meeting of the year if not held in August. (See Build-a-Script under Conducting a Meeting Section for more information.)
 - ☐ Approve any needed budget amendments
 - ☐ Adopt the Financial Reconciliation Committee report
 - ☐ Adopt the Annual Report
 - ☐ Approve tax free day(s) (if needed)
 - ☐ Communicate PTA goals for the year
- ☐ Confirm your program for the next association meeting.
- ☐ Touch base with each officer/chair about upcoming duties or events. Share the Local PTA Awards as published on the Texas PTA website.
- ☐ Confirm that the outgoing treasurer completed the appropriate IRS return, either Form 990, 990-N or 990-EZ, if not done previously. (October 15 for PTAs whose fiscal year ends May 31 and November 15 for PTAs whose fiscal year ends June 30.)
- ☐ Conduct the fall membership enrollment campaign. Distribute membership cards as members enroll.
- ☐ Attend Council PTA Officer and Chair Training with your board members or contact your FSR for training if your Local PTA is not in a Council PTA.

- ☐ All board members are a graduate of Leader Orientation prior to October 15. There are two components. The first component is an Orientation to PTA and can be taken online and the second component is the Local Board Orientation which can be conducted by Council PTA or at your local PTA as needed.
- ☐ Host a volunteer orientation.
- ☐ Submit Council PTA dues to Council PTA treasurer and names of Council PTA delegates and alternates to the Council PTA Secretary by October 15.
- ☐ Conduct the National PTA Reflections program.
- ☐ Recognize Texas PTA's Founder's Day (October 19, 1909).

November/December

- ☐ Promote attendance at Texas PTA's bi-annual legislative session event, *Rally Day* in Austin (odd-numbered years only).
- ☐ Appoint committee to review bylaws and recommend revision or amendments if needed.
- ☐ Check in with officers and committee chairs.
- ☐ Enjoy a well-earned break from PTA work for a few weeks. Volunteers get a vacation, too!

January/February

- ☐ Ensure that the Sales Tax Return has been filed with the Texas Comptroller's office (due January 20 for most PTAs.)
- ☐ Celebrate National PTA Founder's Day (February 17, 1897).
- ☐ At an association meeting, elect a Nominating Committee and alternates as prescribed in the bylaws.
- ☐ Ensure that the Parliamentarian provides clear instructions and guidelines to Nominating Committee.
- ☐ Promote and attend Texas PTA's bi-annual legislative session event, *Rally Day* in Austin (odd-numbered years only).
- ☐ Review progress on the approved plans of work.
- ☐ Amend your budget as necessary.

March/April

- ☐ Publish Nominating Committee slate according to bylaws.
- ☐ Conduct election of new officers.
- ☐ Arrange for an installation of officers ceremony.
- ☐ Actively recruit volunteers to fill open committee chair positions for next year.
- ☐ Remind newly elected president to call a meeting within 30 days to fill board positions and conduct any other necessary business.
- ☐ Prepare Texas PTA award entries. (The deadline for the majority of the awards is May 15. Check the Texas PTA website for details.)
- ☐ Develop a proposed budget for the following school year to be adopted at the final association meeting of the current school year.
- ☐ Appoint Financial Reconciliation Committee, subject to the approval of the executive board.
- ☐ Connect current PTA leaders and volunteers with those at the next PTA (middle school, high school, Council).
- ☐ Check in with officers and committee chairs.
- ☐ Contribute to the PTA annual report or coordinate with historian/secretary.
- ☐ Consider a membership survey to review past activities and solicit suggestions for new activities.

May/June

- ☐ Present at the annual (last) meeting a preliminary Annual report, which is a year-to-date summary report of the year's activities.
- ☐ Adopt budget at the annual meeting for the next year.
- ☐ Appoint Financial Reconciliation Committee, subject to the approval of the executive board if not already done.
- ☐ Appoint a committee to approve the minutes of the last meetings so the documents can be filed at the end of the term.
- ☐ Coordinate installation of new officers. Thank this year's PTA board and school volunteers.
- ☐ Submit your Local Officer contact information to Texas PTA.
- ☐ Register newly-elected/appointed board members for Texas PTA LAUNCH, if budget allows.
- ☐ Remind outgoing officers and committee chairs that their procedure books and materials must be submitted within 15 days after their successors assume their duties. Consider a transition meeting/event.
- ☐ Pass all information along to the newly elected president to ensure a smooth transition.
- ☐ Coordinate with the newly elected President to change signers on the bank account.
- ☐ Pat yourself on the back for a job well done!

What is a Procedure Book?

A Procedure book is an annual record of the plans and activities of a given PTA position; a method to help you stay organized and focused; and is vital to the effectiveness of an on-going officer or chair.

How to Compile a Procedure Book

- Ask yourself, “If I knew nothing about the job, could I do it with this procedure book?”
- Depending on your position, you may need hard copy materials at your fingertips (President, Secretary, Treasurer, Parliamentarian, Membership). If so, using a loose-leaf folder or binder with tabbed dividers is recommended.
- If your position does not require hard copy materials available at meetings, you can organize your procedure book with digital files and folders and store it on a USB drive.
- Note: Be sure to turn over the procedure book and all digital records to the new chair/officer at the completion of your term (see bylaws, board member duties).

SUGGESTED TABLE OF CONTENTS

BYLAWS/STANDING RULES

- A current date stamped copy of the PTA bylaws and Standing Rules (request a copy of these items on the Texas PTA website annually)

ROSTERS:

- Dated Roster: contact information for your PTA board including committee members and relevant staff
- Contact information of Council and Texas PTA officers or chairs with comparable responsibilities
- Resource people, related agencies and organizations in the community

ITEMS RELATED TO YOUR POSITION (as applicable)

- Description and responsibilities of your job (found in the bylaws, Standing Rules, previous year's Procedure Book)
- Current Texas PTA Resource Guide(s) relevant to your position
- Copy of your approved Plan of Work
- All Reports given by you or your committee at meetings
- Financial records related to your position including expense reports with copies of your receipts, a copy of Itemized Receipt Forms (counting sheets) that you signed.
- Copy of promotional material, newsletter articles, planning sheets, evaluations, etc
- Award forms submitted by you or your committee to Council, Texas or National PTA
- Annual report- summary of your accomplishments during the year including recommendations for the following term

PTA MEETINGS

- Agendas and approved minutes from each meeting
- Financial Information
 - Approved/Amended Budget
 - Treasurer's Report
 - Blank voucher forms for reimbursement of expenses
 - Tax exempt forms
- Handouts and updates received from Texas PTA, Council and Local PTAs
- Record of volunteer hours at home and school to be reported to the volunteer coordinator (if applicable)

Resources

Texas PTA is committed to providing our volunteer leaders across the state with the knowledge and skills they need to be successful in their role within PTA. Access to quality educational resources is a key component in supporting this success, as well as continuing to build strong Local and Council PTAs.

TRAINING

FOUNDATIONS courses provide a broad overview of “what” PTA is, and share important information that every PTA leader should know. All incoming board members are required, per the bylaws, to complete the *FOUNDATIONS: Leader Orientation* course prior to October 15th following their election or appointment.

FOUNDATIONS: Leader Orientation has two components that must be completed. There is \$10 course fee payable with the first component and this fee is reimbursable by your PTA.

Welcome to PTA is a high-level orientation to PTA that can only be taken online via the Texas PTA website at txpta.org/training.

Serving on a Local Board is the nuts and bolts of leading your PTA. This portion of the course is taken in person and provided by Council PTAs and Field Service Representatives.

BASICS contain detailed information to support volunteer leaders in their specific board position. Every board member is strongly encouraged to attend a BASICS course for their own position, as well as any other related positions.

BASICS include a workshop and companion Resource Guide, along with other supporting resources. The workshops may be available via webinar, at Texas PTA events such as LAUNCH, or locally through your Council PTA or Field Service Representative training opportunities. PTA Leaders can access the Resource Guides via the Texas PTA website or online store.

SPOTLIGHTS offer a short, in-depth review of some of the specific yet important topics and recurring PTA functions such as Bylaws and Standing Rules, Financial Reconciliations, Conducting a Meeting, and Nominations and Elections.

Training may be available via webinar, at Texas PTA events such as LAUNCH, or locally through your Council PTA or Field Service Representative training opportunities.

NEWSLETTERS AND ALERTS

PTA Leaders can stay up-to-date by visiting the Texas PTA website to subscribe to content-specific e-newsletters or *The Voice*, Texas PTA’s e-magazine.

These timely and relevant communications allow PTA Leaders to stay current with important issues and programs, such as:

- Helpful hints to make PTA leadership effective and rewarding
- Sharing PTA successes in engaging members of their community
- Status of legislative priorities and public policy initiatives
- Programming updates on healthy lifestyles, arts in education, and Schools of Excellence
- Availability of Ready. Set. Achieve! parent education programs
- Recognition opportunities through honors, awards and scholarships

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Notes

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Texas PTA 

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