**MCCPTA Committee Work Plan (2019-2020)**

**Committee: Bylaws**

**Chair: Kellie Schoolar-Reynolds**

**Email:** **kschoolar@gmail.com****;** **bylaws@mccpta.org**

**Address: 38 Treworthy Rd ; Gaithersburg 20878**

**Phone: 240-476-1276**

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

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

1. Monitor MCCPTA activities to determine whether additional bylaws changes are needed. Update bylaws, as needed.
2. Draft and present MCCPTA standing rules or handbooks that address processes not covered in bylaws.
3. Support local PTAs when they update bylaws
4. Ensure local PTAs understand how to use bylaws and standing rules to support their organization.
5. Committee chair: Take additional training on parliamentary procedure and bylaws.
6. Develop a small committee that can assist MCCPTA and local PTAs with bylaws and standing rules.

**Action Steps –**

Goal 1-

1. Inform MCCPTA Board of Directors (BOD) of bylaws changes proposed by Executive Committee. Based on BOD input, determine which changes to pursue.

2. Discuss proposals from BOD workgroups formed in June. Based on BOD input, determine whether bylaws changes are needed.

3. Throughout the year, monitor MCCPTA activities to determine whether additional bylaws changes are needed. Update bylaws, as needed.

(Note- it is preferred that changes are bundled, so we do not have bylaws votes at multiple meetings.

Goal 2-

1. By November, determine needed content for standing rules. Draft the standing rules and present to BOD and DA.

2. By November, determine whether current handbooks need to be updated. Delegate updates to appropriate officer or committee chair.

3. By December, determine whether MCCPTA needs additional handbooks. Determine appropriate author(s).

Goals 3 and 4-

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

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

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

Goal 5-

1. Review bylaws and parliamentary procedure training materials offered by National PTA. (by the end of September)

2. Take the following web-based training from National Association of Parliamentarians, if it is not redundant with National PTA training materials:

Parliamentary Procedures Made Easy ($125)

Selecting Your Leaders ($49)- *related to nominating committees and elections*

Construction of a Successful Organization ($125)- *Related to bylaws and other governance documents*

Complete training by the end of November.

Share new information with committee, executive committee, BOD, and spring training attendees.

Goal 6-

1. Contact individuals who expressed interest in bylaws committee at MCPS back to school fair.

2. Send a call for volunteers to MCCPTA BOD and DA.

3. Meet with the group to determine specific interest of each individual.

**Meeting Schedule-**

(Goal 6)

Anticipated meeting schedule: October, January or February, April.

**Expenses-** $400 for training (goal 5).

The cost of listed training is $299. The budget expense of $400 provides a buffer for registration fees or one unanticipated course.