

23rd District
23rd District PTA[®]
Parliamentary Procedure

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Resources

23rd District Online: www.23rdDistrict.org

California State PTA online: www.CAPTA.org

The Toolkit online: www.Toolkit.CAPTA.org

National PTA e-learning: <https://member.pta.org/Shop/E-Learning-Library>

AIM Insurance Services: <https://capta.org/pta-leaders/services/insurance/>

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WHAT IS PARLIAMENTARY PROCEDURE? WHY IS IT IMPORTANT?

WHY IS PARLIAMENTARY PROCEDURE IMPORTANT?

As a PTA/PTSA, decisions are made via vote at meetings – and in groups of people, both large and small, it is very important to ensure that everyone’s voice is heard while the voice of the majority rules. Parliamentary procedure helps ensure this happens in a way that makes sense for everyone!

ROLE OF THE PARLIAMENTARIAN

The *Bylaws for Local PTA/PTSA Units* (also known as your unit’s bylaws) state the responsibilities of the Parliamentarian in **Article VI – DUTIES OF OFFICERS.***

The Parliamentarian serves as a guide to the PTA/PTSA – a “helping hand” to the president who ensures that bylaws are followed, the best interests of the association as a whole are served, and that business is handled correctly!

As the “helping hand” to the unit, the unit parliamentarian advises on the guidelines of business based on the Toolkit, the unit bylaws, and *Robert’s Rules of Order (11th Ed.)*. Using these tools, the parliamentarian helps to ensure that discussions, votes, and all business occur in a way that allows for all members to have an equal voice in the proceedings without partiality.

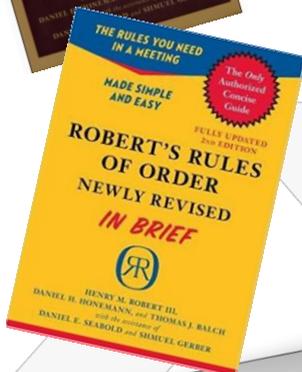
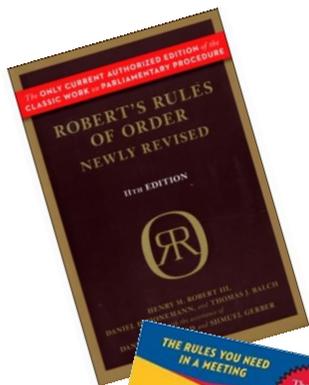
All members of the executive board should familiarize themselves with the unit bylaws, not just the parliamentarian!

Take Note!

Parliamentary Procedure Helps Ensure...

- Justice and courtesy for all
- Maintenance of order
- Consideration of **one subject at a time**, with business conducted in a reasonable manner
- The rule of the **majority** is reflected
- The right of the **minority** is protected and heard
- There is partiality to none
...and **more!**

BASIC PARLIAMENTARY PROCEDURE: DID YOU KNOW?



The Rules of the Game

- Following basic parliamentary procedure at PTA meetings ensures order, promptness and fair and impartial treatment for all.
- The executive board should be trained in parliamentary procedure in order to model it for the membership.
- Every board member needs to know and understand the bylaws - "the rules of the game"
- A copy of the bylaws must be provided to any member upon request.

Bylaws

- The parliamentary authority for PTA is *Robert's Rules of Order, Newly Revised* (11th Edition) to determine if any changes are needed. Consult with the Council parliamentarian to update your bylaws.
- Bylaws may never be suspended
- Bylaws should be reviewed annually
- Standing rules provide detail regarding procedures for the PTA.

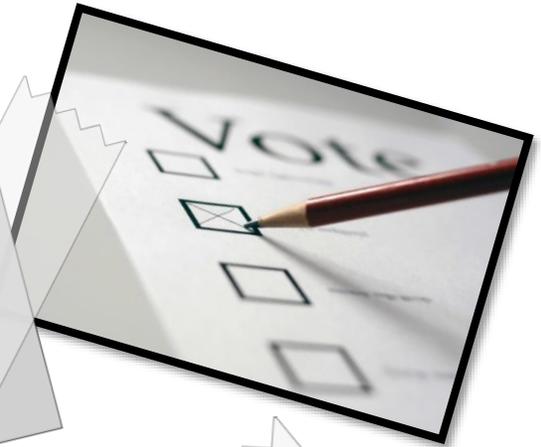
Helpful Tips!

- The secretary or chair can request that the motion be in writing if the motion is long or involved.
- When several PTA members wish to speak to the same issue during a meeting, the parliamentarian may assist the president by indicating who would like to speak and the order in which they should be called.

BASIC PARLIAMENTARY PROCEDURE: DID YOU KNOW?

Meetings!

- Only members of the group that is meeting have the right to attend, unless the group grants permission for guest attendees; however, the right to vote cannot be granted to a guest.
- PTA bylaws define each separate meeting group: committees, executive board and association. Each group is assigned separate responsibilities and authority.
- A special meeting may be called to consider one or more items of business requiring urgent action before the next regular meeting.



Voting!

- One position equals one vote.
- Only members are legally qualified to make motions, discuss, and vote
- Only one action may be considered at a time.
- Any action (spending money, adopting programs, etc.) to be taken requires a motion.
- A motion chart may be laminated and placed between the president and the parliamentarian for easy reference at meetings.
- After a motion is made the chair should open the floor to discussion and then a vote should be taken.
- Voice vote is the regular method of voting on motions requiring a majority vote.
- A rising vote is the regular method of voting on motions requiring a two thirds vote. It is also used to verify an inconclusive voice vote. The chair may order a “rising count” or “count of the house” to verify an inconclusive voice vote.
- Voting by proxy is prohibited.
- The president protects the impartiality of the chair by exercising the right to vote only when the vote will affect the outcome i.e., to break a tie vote or when the vote is by ballot.

Bylaws Play an Essential Role in Your PTA

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People tend to think of several things when they hear the term “bylaws” including “restrictive,” “rules,” and “Who needs them?” to name a few. But the more familiar you are with unit, council or district bylaws, the more you’ll appreciate their contribution to running an organization smoothly. The cover page indicates the date your PTA was organized. The internal signature page indicates when bylaws were last adopted. Bylaws should be reviewed each year and updated at least every **three** years or whenever changes are needed. Contact your PTA council or district parliamentarian for assistance or information on updating your bylaws.

Article I of the bylaws states the **name of the organization** as it was chartered. This is the legal PTA name and must appear on all legal documents such as minutes, tax filings, any communication to state PTA, etc.

Article II states the **purpose of the organization**. The board should review its PTA’s goals to ensure alignment with the purposes of PTA.

Article III outlines the **basic policies of PTA**, including noncommercial, nonsectarian and nonpartisan policies. It states PTA cannot enter into memberships with other organizations – with exceptions. Study the Toolkit to learn what the exceptions are. Article III also details what to do should the unit, council or district be dissolved.

Article IV details **membership**: per capita dues and how much goes where, remittance deadlines and other pertinent membership information.

Article V lists **required officers, nominating committee requirements, term restrictions and dates of elections**.

Article VI gives **details of officers and their duties** as stated in the bylaws. This covers president, vice presidents, secretary, treasurer, etc.

Article VII could be retitled *Everything You Always Wanted to Know about Association Meetings but Didn’t Know Where to Look*.

Literally **everything to know about an association or general meeting is contained here**: day of the week and the meeting months; which meeting elections are held; the required meeting quorum; who can make motions, debate and vote; the budgets, programs and expenditures which must be approved by the membership; and requirements for calling special meetings – and there a few. Finally, this article discusses proxy voting, which is never allowed.

Article VIII is full of **information about the executive board**; who is included on the board, what the board does, how the board approves payments, what committees it can create, and how to fill board vacancies. Members of the executive board may not serve as paid employees of or under contract to the association (conflict of interest). Here learn how to call a special meeting and how to legally remove a non-attending officer or one whose conduct is injurious to the organization. “Due process” is fully outlined and must be followed.

Article IX covers **committees**. Essential knowledge in this section is how to form committees, how long the committees serve, how to make and file committee reports and the due process for committee chairmen.

Article X covers **council PTA membership**. It states to which council you belong (if in council), the amount of council per capita dues, and who represents the PTA at council meetings. Out-of-council PTAs strike this article and renumber the remaining articles.

Article XI details the **charter procedure for all local PTAs** organized under the authority of California State PTA. The requirements of constituent organizations – *units in good standing* – are found here.

Article XII explains **PTA’s relationship with National PTA and California State PTA** and that the bylaws may not conflict with either.

Article XIII contains the **Articles of Organization**.

Article XIV states the **start and end of the fiscal year and various identification numbers** assigned to the PTA.

Article XV states the **parliamentary authority** that is Robert’s Rules of Order Newly Revised. Parliamentary authority empowers PTAs in achieving proper meeting procedures and respecting every member’s opinion.

Article XVI outlines the **bylaw amendment procedure**.

2014-01

Bylaws play an essential role in the PTA organization. Open your copy, review them as a board, and start learning today!

Parliamentary Motion Chart

	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?
1	Main motion	I move that...	No	Yes	Yes	Yes	Majority*
2	Amend a motion	I move to amend by...	No	Yes	Yes	Yes	Majority
3	- strike	- striking the <i>word or words or phrase</i>	No	Yes	Yes	Yes	Majority
4	- insert	- inserting the <i>word/s or phrase/s</i>	No	Yes	Yes	Yes	Majority
5	- strike and insert	- striking the <i>word/s</i> and inserting the <i>word/s or phrase/s</i>	No	Yes	Yes	Yes	Majority
6	Substitute the entire motion	I move to substitute the following...	No	Yes	Yes	Yes	Majority
7	Amend something previously adopted	I move to...	No	Yes	Yes	Yes	2/3
8	Suspend indefinitely	I move to table the motion.	No	Yes	Maybe*	No	Majority
9	Suspend to time certain	I move to postpone (table)... until...	No	Yes	Yes	Yes	Majority
10	Request closer study	I move to refer the matter to committee.	No	Yes	Yes	Yes	Majority
11	Suspend standing rules	I move to suspend the rules to ...	No	Yes	No	No	Majority
12	End debate	I move the previous question//and all pending questions.	No	Yes	No	No	2/3
13	Verify voice vote	I call for a division. Division!	Yes	No	No	No	No vote
14	Vote on ruling	I appeal the chair's decision!	Yes	Yes	Normally	No	Majority
15	Ballot vote	I call for a ballot vote.	No	Yes	No	Yes	Majority
16	Reconsider a previous action	I move to reconsider the vote on... <i>Must be made at the same meeting.</i>	Yes	Yes	Normally	No	Majority
17	Protest, rule breach	I rise to a point of order...	Yes	No	No	No	No vote
18	Request information	Point of information	Yes	No	No	No	No vote
19	Take up a matter previously tabled	I move to take from the table...	No	Yes	No	No	Majority
20	Complain about heat, noise...	I rise to a question of privilege...	Yes	No	No	No	No vote

*Refer to *Roberts Rules of Order*, latest edition, or *In Brief*, for specific guidance.

TYPES OF MEETINGS

COMMITTEE

Committee meetings are where many initial decisions are made. Appointed by the president, the committee will deliberate and decide the preferred course of action for whatever activity the committee exists to oversee. Committees can meet however often is needed to make all the necessary decisions for an event. A committee may be a standing committee with regular, ongoing responsibilities during the PTA year (committees such as **Hospitality, Student Garden, Volunteer Coordinator**, etc.) or it may be a special committee organized for a short-term activity only (committees such as **Red Ribbon Week, Read Across America Week, Spring Festival, Fall Festival**, etc.). Quorum for a committee meeting is the simple majority of the committee members. Once a committee has made all the necessary decisions, a committee report that includes all recommendations should be completed and presented to the Executive Board.

EXECUTIVE BOARD

The PTA unit **Executive Board** consists of the elected and appointed officers, the principal, teacher representative, frequently a student representative, and appointed committee chairmen and any specialists. The executive board, chaired by the president, meets monthly to handle the transaction of necessary and detailed business between meetings of the association. A **10 day** notice of the meeting is required, and **quorum** must be met. The unit Executive Board quorum can be found in *Bylaws for Local PTA/PTSA Units*, **ARTICLE VIII – EXECUTIVE BOARD, Section 7b**.* The executive board is responsible for **accepting reports from all officers and conducting necessary business between Association meetings**.

The Executive Board is the proverbial rudder for the unit; these meetings are where the officers will decide on their preferred plan of action to present to the General Association. The Executive Board, however, should keep in mind that the final authority for all business lies with the **Association**.

The **bylaws** provide details about each officer's positional responsibilities. Please refer to *Bylaws for Local PTA/PTSA Units*, **ARTICLE VIII – EXECUTIVE BOARD.* Executive Board Meeting** minutes are primarily accessible **only** to members of the board. Minutes should be kept during executive board meetings but should only be made available to members of the executive board unless the association approves an inspection of the executive board minutes with a two-thirds (2/3) vote. Minutes should **not** be stored, distributed, or posted via any online or digital means. Inspection of authorizations for financial reimbursement is not in order by members, as these contain personal signatures and possibly credit card information. The auditor reviews these records for errors. Association members may review the financial reports including ledgers and the audit report.

Guests may be invited to an executive board meeting and granted a courtesy seat by the president (only the president has the authority to grant courtesy seats.). A guest may bring specific information; however, guests do not participate in discussion or vote, and should leave the meeting after their information is relayed. An association member who shows interest in becoming a chairman on the board may also be invited as a guest. Any matter including discussion of individuals or their performance is **confidential** to the executive board, and guests must be excused for that portion of the meeting.

GENERAL ASSOCIATION

Association meetings are where **all actions that the unit would take** are voted upon. The association is the final authority for all decisions.

Action/Business Includes:

- Adopting bylaws
- Adopting programs, fundraisers, calendar, and budget for the year
- Electing the nominating committee
- Electing officers; and
- Approving all monies spent by the organization (Release of funds, etc.).

General Association meeting minutes are to be made accessible to all members of the association. They may be posted, distributed in hard copy, or read aloud to the members; however, minutes should not be stored, posted or distributed online without absolute certainty that they cannot be altered. Guests may attend association meetings via a courtesy seat provided by the president; however, a guest who is not a member of the association may not make motions nor participate in discussion, nominations, votes or elections. The president is the chair of the meeting, and recognizes those who wish to speak to the association by providing the floor. It is not in order for any meeting attendee to take the floor without recognition (permission) from the president. The president, in conjunction with the parliamentarian, ensures that everyone has a chance to participate while also ensuring that order is maintained.

The business of the association may only be conducted if quorum is met. The unit Association Meeting quorum can be found in *Bylaws for Local PTA/PTSA Units*, **ARTICLE VII – ASSOCIATION MEETINGS, Section 5b**.* **All action taken by the unit must be:** presented to the association, discussion permitted, and the vote conducted, all in line with the dictates of Robert's Rules of Order. Whatever the _____ association decides is the action the officers must do their best to enact, unless the association amends the action at a later date.

*Bylaws citations align with 2017 bylaws and prior. For 2018 citations, please contact 23rd District PTA for assistance.

F.A.Q.

Q: What is a “motion”?

A: A motion is a potential action or decision that is being presented to the voting body for consideration. Motions need to be made when a committee or board is trying to get the permission of the members to move forward with a proposed action. For example, a unit may discuss their yearly fundraising ideas but until someone makes a motion to move forward with a specific fundraiser, it is just discussion. A motion can help clarify what is being considered, and is handled by a yes/no vote. Essentially, a motion requires the group to state their opinion on a particular issue in a documented way. Even if everyone agrees a fundraiser is a good idea, the unit may not move forward with the idea until it is moved, seconded and approved.

Q: Can bylaws be suspended or ignored? Do we have to use them? What are they?

A: **No.** The *Bylaws for Local PTA/PTSA Units* are a legal, binding document for all PTA and PTSA units, and must be followed for all conduct and business on the part of the unit. Bylaws are actually a wonderful tool to learn about the ins and outs of a unit. Want to know how many officers there are? **Check the bylaws!** When should meetings be held? **Check the bylaws!** Who are the check signers for the unit? **Check the bylaws!** Bylaws are a legal document that explicitly details (in easy to understand language) how your PTA should run. Bylaws can be changed (to a point) to suit the needs of each unit, too. In fact, the bylaws should be reviewed by each unit annually to see if changes are necessary. There is a process to make changes to the bylaws, make sure you follow it for changes to be legal – please contact the 23rd District PTA Parliamentarian for assistance with bylaws review and submission.

Q: Can the President (or chairman, if the President isn't running the meeting) make motions?

A: The President has a duty to remain impartial, so does not make a motion directly. This doesn't mean that the President is unable to direct business! Instead of making a motion directly, the President may, for example, may ask for a motion from the floor by saying something like, “Is there a motion on the floor to adopt the audit?” or similarly. The President, however, will always direct the process of the vote – such as calling for discussion, those in favor, those opposed, and those abstaining, as well as the outcome of the vote.

Q: Can the President vote?

A: Like we said above, it's important for the President (or whomever is chairing the meeting), to **maintain impartiality** – so, that being said, the President generally does not participate in voting, unless his/her vote would affect the outcome: to make or break a tie or to make or prevent a two-thirds vote, or when the vote is by ballot (at the same time as everybody else) (*Robert's Rules of Order, 11th Ed.* pp. 405).

Q: Can my association vote or conduct business if we don't have a quorum? What can we do?

A: A quorum is necessary for any voting to take place, so if your association meeting does not have quorum, then no voting may occur. This doesn't mean, however, that there is nothing left to do – those members who did attend may take the meeting time to discuss business that is currently in process (similar to a committee meeting), or to refine ideas to be presented at the next meeting (where a quorum will be present.).

Q: What is a quorum? How do I find quorum numbers?

A: A **quorum** is the minimum number of voting members who must be present at a meeting in order to conduct business. Quorum numbers vary from unit to unit, and may be found in *Bylaws for Local PTA/PTSA Units*. General Association meeting quorum numbers may be found in **Article VII – ASSOCIATION MEETINGS, Section 5b.*** Executive Board meeting quorum numbers may be found in **Article VIII – EXECUTIVE BOARD, Section 7b.***

SAMPLE MEETING AGENDA

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Sunshine Elementary PTA
General Association Meeting Agenda
12345 Daylight Avenue
Room 111
January 1, 2017
3:30 P.M.

1. Call to Order
2. Opening Ceremonies
 - a. Pledge of Allegiance
 - b. Verification of Quorum
3. Approval of Minutes
 - a. NO MOTION NEEDED
 - i. If approved as presented: **“Minutes stand as presented”**
 - ii. If approved as corrected: **“Minutes stand as corrected”**
4. Financial Reports
 - a. NO MOTION NEEDED
 - i. “This report will be filed for Audit”
5. *Audit Report (semi-annual)*
 - a. **MOTION FOR ADOPTION REQUIRED**
6. PRESENTATION OF BILLS/RATIFICATION OF CHECKS
 - a. Bills should be itemized in the **minutes**
 - i. MOTION FOR ADOPTION OF PROPOSED ACTION REQUIRED
 - b. *Ratify Checks (as needed)*
 - i. MOTION FOR ADOPTION OF PROPOSED ACTION REQUIRED
 - c. *Amendments to Budget (as needed)*
 - i. MOTION FOR ADOPTION OF PROPOSED ACTION REQUIRED
 - d. *Release Funds(as needed)*
 - i. MOTION FOR ADOPTION OF PROPOSED ACTION REQUIRED
7. Report of the Executive Board
 - a. List in order to succession
 - b. MOTION FOR ADOPTION OF PROPOSED ACTION REQUIRED
8. Reports of Committees
 - a. MOTION FOR ADOPTION OF PROPOSED ACTION REQUIRED
9. Unfinished Business
10. New Business
11. Adjournment
 - a. NO MOTION NEEDED

See CAPTA.org: <http://capta.org/pta-leaders/run-your-pta/parliamentary-procedure/how-to-run-a-meeting/sample-agenda-and-phrases-to-use/> for additional suggested verbiage and assistance.

Let's make a motion!

Step 1



I move...



Step 2

I second the motion!



Step 3

Chair (usually President) calls for discussion



Step 4

Chair (usually President) calls for vote



Motion Adopted



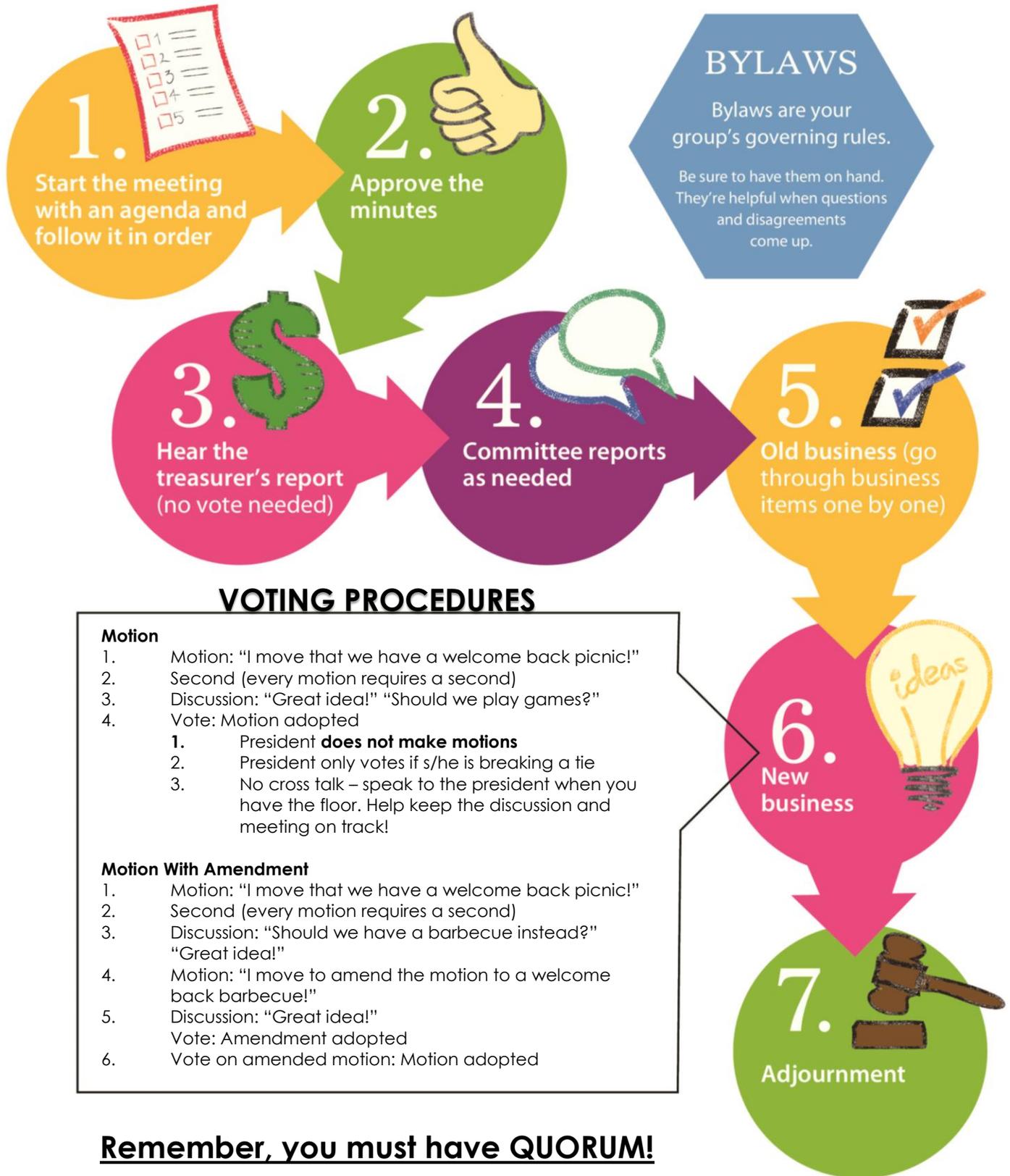
Motion Defeated



Motion Amended



ROBERT'S RULES 101!



Remember, you must have QUORUM!

Record retention and destruction list

PERMANENT STORAGE

All audit reports
Articles of Incorporation
Canceled checks for important transactions (e.g., taxes, contracts). Checks should be filed with papers pertaining to each transaction.
Corporation exemption documents (if incorporated)
Reports filed with the Attorney General
Corporation reports filed with the Secretary of State
Legal correspondence
Insurance records:

- Accident reports
- Claims
- Employee Acknowledgment Forms
- Insurance Incident Reports
- Policies

Ledgers (bound)
Minutes of executive board and association (bound)
PTA Charter
Tax documents:

- Exempt status
- Group exemption letter assigning IRS (Employer Identification Number (EIN))
- State and federal tax forms, as filed

Correspondence with state or federal agencies
Trademark registrations

10 YEARS

Financial statements (year-end) and budgets
Grant award letters of agreement

7 YEARS

Bank statements that contain photocopies of canceled checks
Cash receipt records
Checks (other than those listed for permanent retention)
Expired contracts and leases
Invoices
List of board members and their contact information
Payment authorization and expense forms (receipts attached) for payments to vendors or reimbursement to officers
Purchase orders
Sales records

3 YEARS

General correspondence
Employee records (post-termination); employment applications
Membership lists, including names and full contact information

1 YEAR

Bank reconciliations
Certificates of insurance
Correspondence with vendors if non-contested
Duplicate deposit slips
Inventories of products and materials, updated yearly
Membership envelopes/forms for current membership

NOTE: Financial officers have a fiduciary responsibility to protect sensitive and confidential information. Copies of deposited checks should be shredded after the audit has been completed.

