



Bylaws, Procedures, Nominations and Elections

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Bylaws, Procedures, Nominations and Elections At A Glance...

- P. 3 Bylaws form the legally binding document that governs the organization. In practice, they are designed to help the group function in an orderly manner. Every member of the executive board should have a copy.
- Bylaws tell the exact name of the unit, council or PTA region, the Purposes of PTA, the basic policies that set us apart as a 501(c)(3) organization, requirements for units and councils to be in good standing, that the specific amount of dues belonging to National and NYS PTA, that the first dues payment must be made to NYS PTA before November 1, and that only members may vote.
- P. 5 Bylaws list the officers, when the elections are to be held, the creation of co-presidents or president-elect if voted by the unit or council, and the election of (and guidelines for) the nominating committee members.
- Co-presidents are two people serving in one office (president). The resignation of one does not create a vacancy.
- The duties of the members of the executive committee are listed in the bylaws. The composition of the executive board and its basic duties are also listed. No one may work for a salary that is paid by the PTA while serving on the executive board.
- P. 6 The meetings of the association are listed in bylaws: the annual meeting; election meeting; and the minimum number of general membership meetings, executive board meetings, and executive committee meetings that should be scheduled. Co-chairmen are not recognized - instead, have a chair and assistant chair. Standing committees exist throughout the year; special (ad hoc) committees are created for a special purpose and automatically go out of existence when the task is completed. The fiscal year is defined.
- P. 7 If there is a council, the council membership details are given. Parliamentary authority is *Robert's Rules of Order Newly Revised 10th Edition*. Bylaws may be amended, by a 2/3 vote of members present and voting. Amendments to council bylaws require an instructed vote (the membership of each member unit of the council votes on the proposed bylaw changes, and the outcome of that vote is cast at council by the representative). An instructed vote is needed to adopt council bylaws and any council positions.
- P. 8 It is easy to update bylaws following the 13 Steps. If you have any questions, contact your Assistant Director, region PTA bylaws chair, or Region Director.
- P. 9 Bylaws are rules that must be followed, or amended after study by committee and with the ultimate approval of the membership and acceptance of NYS PTA. Procedures are guidelines that add to the bylaws, but that are unique to the unit or council and require no approval by NYS PTA. Procedures (standing rules) are written from the experience of the unit, and are adopted and may also be changed as needed by majority vote at a meeting if prior notice was given.
- P. 10 Procedures are essential to the efficient operation of a PTA. Procedure books can contain all the information helpful to a chair, officer or committee. Writing procedures is an easy committee task. Think how much easier it might be for the unit to recruit new leaders if those volunteers know they have job descriptions to follow.
- P. 11 Adapt any of the suggested procedures printed herein as "sample procedures" to your unit or council. Examples of the types of descriptions helpful to the president or co-presidents are given. Having written guidelines for the duties of officers, chairmen and committee members helps each person to do their best.
- P. 12 A president-elect acts as an aide to the president and automatically becomes president the following year. Vice presidents also aide the president and may have specific duties that can be described in procedures.
- P. 13 The secretary records the actions taken at meetings, helps prepare the agenda, may keep the names of the members, and maintains the lists of committees and their members. The secretary may create a directory of the executive board. Corresponding secretary prepares and keeps correspondence. **Refer to Section 3, The PTA Board**

- P. 14 The treasurer is the custodian of ALL funds. Many specific duties may be listed in procedures that describe exactly what the treasurer is expected to do during the year.
- The treasurer, membership chair and president are together responsible to ensure that the unit's portions of National and NYS PTA dues are paid - first payment before November 1, final payment no later than March 31 - to NYS PTA, One Wembley Court, Albany, NY 12205-3830.
- P. 15 In procedures, the executive committee and executive board roles can be described in more detail than in the bylaws. For example, prior notification can be required if an officer is unable to attend a meeting.
- P. 16 How do you fill vacancies in your PTA? Procedures can set guidelines. The role of the immediate past president can be listed. The guidelines for the nominating committee can be recorded and each member of that committee should have a copy of both the bylaws and procedures.
- P. 17 Committees are the heart of PTA activities. Procedures can record their successes (or recommendations for change) and streamline the work of future committees who benefit from knowing the experiences of predecessors. The membership chair in particular has specific responsibilities. If the unit is a member of a PTA council, the role of the council delegate can be described.
- P. 18 Procedures of your association must conform to the bylaws of your association. Additional suggested procedures cited.
- P. 19 Use this space to list the names of the members of the nominating committee and other notes.
- P. 20 Serving on a nominating committee is an honor and a privilege. The charge to the nominating committee is to find the best possible nominees for office for the organization. The nominating committee is elected and should include both experienced and new members of the association. The chair selects the time and place for meetings, contacts potential nominees only when agreed upon by the committee, notifies the president of the completion of the slate, and makes sure that all members of the committee have the necessary bylaws, job descriptions, procedures, and copies of this section of this *Resource Guide*.
- P. 21 The nominating committee should carefully weigh all aspects of each job and each candidate. All discussions are strictly confidential. Nominees must be members of the PTA, have knowledge of PTA, able to work well with people, and able to carry out the job's responsibilities. Members of the nominating committee may themselves become nominees but should withdraw from the discussion when their name is considered.
- P. 22 Although several candidates may be considered during the deliberation process, the committee may only nominate one name for each position listed in the bylaws. Review incumbent officers and consider new leaders. Be honest about the scope of all jobs when approaching candidates. Help your board reflect the makeup of your community.
- P. 23 Use tact when contacting nominees. Written acceptance of the nomination (or consent to serve) can be requested. All members of the nominating committee should sign the final report that lists the names of the nominees; the committee is then discharged. If however a nominee resigns before the election, the committee can be reactivated to find a replacement. If the committee has no nominee for an office, nominations are taken from the floor at the election.
- P. 24 Guidelines for elections are listed in the bylaws. At the election meeting, the president asks for the nominating committee report. Additional nominations are then accepted (taken 'from the floor') for each office. Nominations do not require a second but the nominee must consent to serve. Election should be by paper ballot, supplied by the secretary. If there is only one candidate for each office, election may be held by voice vote.
- P. 25 Care must be taken to ensure the confidentiality and integrity of the election. Appoint tellers. A quorum must be present. Only PTA members may vote. Use a box to collect the ballots. Have a tally sheet to help the tellers. Make sure the names of all nominees are clearly visible to voters. The tellers report to the presiding officer, who announces the outcome.
- P. 26 Reproduce these sample ballots for your election.
- P. 27 Voting may be by majority, plurality, two-thirds votes, or voice vote, depending upon the circumstances and bylaws. All methods of voting, the voting rights of officers, voting procedures, and how to conduct a recount, are described.

Introduction

Bylaws are designed to help the group function in an orderly manner. The bylaws of the association include all the rules that the society considers so important that they (a) cannot be changed without previous notice and (b) cannot be suspended. Every member of the board should have a copy of the bylaws and be familiar with them.

Bylaws must be updated at least once every three years for a unit to remain in good standing.

This section of the Resource Guide has been written to help you better understand some of the items that appear in your bylaws. We have tried to identify the most frequently misinterpreted sections of the bylaws and some of the most frequently asked questions pertaining to bylaws. The Article and section numbers listed within refer to unit bylaws. Councils should refer to the corresponding Article and section numbers in the council bylaws. See the instructions for completing bylaws for more information on bylaws and their guidelines.

Understanding Bylaws

ARTICLE I – NAME

The name of the PTA must be exactly as shown in this article of the bylaws. Should the name of the unit/council be changed for any reason, such as renaming of a school, redistricting by school district, changing the make-up of building, (i.e., elementary to primary), the bylaws must be amended to reflect the new name and the I.R.S. will need to be notified.

ARTICLE II – ARTICLES OF ORGANIZATION

States the documents under which the PTA operates.

ARTICLE III – PURPOSES

The Five Purposes of the organization explain the reasons and goals for which PTA functions.

ARTICLE IV – BASIC POLICIES

Policies that set us apart as a 501(c)(3) organization.

ARTICLE V – RELATIONSHIP WITH THE NATIONAL PTA AND NEW YORK STATE PTA

States the authority under which the PTA is chartered and covers all the rules that bind us as a national organization.

Section 1.

A unit in good standing is one whose:

- First dues payment to the New York State PTA is in the state office by November 1.
- Insurance premium has been paid to the New York State PTA office by June 1.
- Bylaws have been approved by New York State PTA within the past three (3) years.

ARTICLE VI – MEMBERS AND DUES

Eligibility, membership year, amount of dues, deadline to submit per capita dues to the state office.

Section 4.

While the amount of dues to be charged a member is the decision of the voting body of each unit, each member's dues must be an amount at least equal to the total portion payable to National PTA and New York State PTA. Cards are to be issued to individuals. They are not made out to 'the _____ Family' or 'Mr. and Mrs.' National PTA requires that upon payment of dues a membership card must be presented to each person.

Membership with all its privileges is open to everyone. No person may be denied membership based on residency in the school district, having a child in the school, or not being a parent.

Section 7.

The first dues payment is due by November 1. Payments should be made monthly after November 1 and are recorded in the state office to meet the deadline of the National PTA membership year ending March 31. The unit needs to remember that the portion of dues money collected in the name of state and National PTA must be submitted to the state office promptly. Those funds belong to the state and National PTA, not to the unit.

Section 8.

According to a # requirement in New York State PTA Bylaws, "only members of a local PTA who have paid dues for the current membership year may participate in the business of that association."

ARTICLE VII – OFFICERS AND THEIR ELECTION

Officers to be elected, when the election is to be held, election of the nominating committee, who may be nominated, voting process, term of office, when term begins.

Section 2. Officers

The **minimum number of officers** for a PTA is three—a president, a secretary, and a treasurer. No person can hold any two of these positions. There is, then, a system of checks and balances when one person presides at a meeting, another record votes and action taken, and another disburses funds. Combining any of these positions jeopardizes the “controls” of the association and leads to misunderstandings. You may have any number of officers necessary to carry on the work of the unit, but the number of officers and their titles must be specified in the bylaws.

If your PTA has included provision for either co-presidents or president-elect, the following explanation will pertain to your bylaws:

Co-presidents are not recognized by New York State or National PTA. It is not a recommended form of leadership. **Electing co-presidents is electing two people for one seat.** However, should the PTA choose to elect co-presidents, the duties and responsibilities of each must be clearly decided and approved by the executive board. At each meeting only one person may preside and vote. The other person, then, cannot vote during executive committee or executive board meetings but may vote at general membership meetings as a member, not as an officer.

Co-presidents are elected the same year, not on a rotating basis. They are two people being elected to share a seat.

Co-holders are not permitted in any other office. You may have any number of vice presidents and include assistants for other offices. However, keep in mind that adding additional vice presidents and assistants will affect the number required in determining the quorum needed to conduct business at a meeting. Vice presidents should be assigned to coordinate the work of chairmen, not be chairmen.

President-elect The addition of the position of president-elect to the unit/council bylaws should be done only after extremely careful consideration.

Once having elected a president-elect, the members **never** vote on any candidate for the office of president but elect a president-elect and the other officers as provided for in the bylaws.

After electing a president-elect, the assembly **cannot** alter its decision regarding the succession of the person to the presidency unless the office is vacated during the term as president-elect. The selection of a candidate for president-elect must be done with great care. Once elected, the individual will be serving in two positions, one year as president-elect and then one year as president.

The **immediate past president** is not an officer. However, the immediate past president may be listed as a member of the executive committee or the executive board.

It is recommended that rather than include an **honorary office**, the unit consider adding the school administrator, superintendent, or immediate past president to the executive board or the executive committee where they will have voting rights. An honorary office is in fact not an office but a complimentary title that may be bestowed on an individual. Rights carried with the honor include the right to attend meetings and to speak but not to make motions or vote unless the person has paid dues for the current membership year. Honorary officers are not elected to office but, rather, appointed. If you are including an honorary office, be sure to include in your bylaws who appoints the position.

Section 3. Nominating Committee

The **nominating committee** is the heart of the democratic process in PTA. This committee is the most responsible and sensitive deliberative body of the PTA. The decisions of the nominating committee will impact on the future of your PTA. It is vital that the elected members include both experienced, ongoing leadership as well as newer members. Election of members to the nominating committee is a # requirement from New York State PTA. According to New York State PTA policy, at least one of the elected members of the nominating committee must be from the general membership, and not the executive board.

Members of the nominating committee may not be barred from becoming nominees for office. To make such a requirement would mean, first, that service on the nominating committee carried a penalty by depriving its members of one of the privileges; and, second, that election to the nominating committee could be used to prevent a member from becoming a nominee.

The nominating committee nominates one person for each office. It is the nominating committee’s responsibility to nominate the best member for each office. If the committee cannot decide on or find one person for an office, they nominate no one and nominations come from the floor at the election meeting. The nominating committee reports at the election meeting.

Section 4. Vacancies

If your association has elected co-presidents and one resigns, **there is no vacancy.** The member who remains is the president. No member can be elected to fill a position that is not vacant. If both people resign, neither can be nominated for the position. In the event of any other resignation, a new nominating committee is not formed. The executive board elects a person to fill the vacancy for the remainder of the unexpired term.

In the case of a resignation of the president, check your bylaws to determine whether the first vice president serves notice of the election to the executive board or assumes the office of the president for the remainder of the term. If assuming the office, then notice of an election of a new first vice president should take place.

ARTICLE VIII – DUTIES OF OFFICERS

Lists the primary duties of each officer of the association. If additional elected positions have been added to the bylaws at Article VII, Section 2, then the duties of that office must be listed after Article VIII, Section 5.

Section 2. Vice presidents

If your association has more than one vice president elected by the designated order to title, the president, in cooperation with the executive board shall determine the specific duties of each to be included in the unit procedures. Vice presidents may also be elected “at large” which means that the vice president is not elected to a specific position but instead the president will decide the job duties and order of succession after the election. If the bylaws are silent as to the manner in which vice presidents are to be elected, “at large” is the default.

Section 5. Treasurer

The **treasurer** is legally responsible for the funds of the association and signs all checks. All PTA checks must be signed by two officers. At least three officers should be authorized to sign checks and their signatures recorded at the bank.

The only disbursements that can be made are those in accordance with the budget adopted by the association. Any proposed expenditure not provided for in the adopted budget must be presented to the general membership of the association for approval. It is recommended that a contingency expense line be set up for when emergency funds may be required and that procedures are set up for its use.

The treasurer is required to chair the **budget committee**. The committee should also include the president and the ways and means chair. It could include the past treasurer, the immediate past president, and any one else familiar with finances. The members should be listed in procedures.

Section 6.

“**Fiduciary Responsibility**” means to exercise careful and prudent judgment and adherence to the organization’s purposes and rules. All officers have a fiduciary responsibility to the organization. According to *National PTA Money Matters* “Board members have a fiduciary responsibility to the organization. However, the treasurer is the legally responsible, authorized custodian, elected by the members, to have charge of the funds of the PTA. It is essential that the president who bears full responsibility for the total affairs of the PTA work closely with the treasurer at all times and have a complete understanding of all financial matters.”

ARTICLE IX – EXECUTIVE COMMITTEE

Who is on the executive committee and the duties of the committee.

Meeting notice for regular meetings should provide enough time for all members to plan to attend. Special meetings, to conduct a specific item of business, are used to react to an emergency situation. 1-3 days notice for special meetings is realistic. More than that would defeat the purpose of the meeting.

ARTICLE X–EXECUTIVE BOARD

Who is on the board, the duties of the board, regular and special meetings, and the required quorum to conduct business. Elected members of the board can be asked to resign, although they may choose not to do so. Those appointed to the board can be relieved of their positions.

The **parliamentarian** is a consultant who advises the president and other officers, committees, and members on matters of parliamentary procedure. The parliamentarian’s role during a meeting is purely an advisory and consultative one—since parliamentary law gives the chair alone the power to rule on questions of order or to answer parliamentary inquiries. If a parliamentarian is needed by an organization, the president should be free to appoint one in whom he has confidence.

A member of an assembly who acts as its parliamentarian has the same duty as the presiding officer to maintain a position of impartiality and, therefore, does not vote on any question except in the case of a ballot vote. The parliamentarian does not cast a deciding vote, even if voting would affect the result since that would interfere with the chair’s prerogative of doing so. If a member feels that he cannot properly forego the right to vote in order to serve as parliamentarian, he should not accept that position. A parliamentarian cannot be an officer.

Section 2.

Committee members should not be members of the executive board. The chair of the committee represents committee members on the executive board. Including the committee members on the board is not a way to make your PTA more inclusive. It actually works against this goal. Committee members exercise their rights to vote and make motions at general membership meetings and at the meetings of their committee. If a unit is a member of a council, the council delegate should be included on the executive board either as an added member or as an officer.

Section 3.

This provision of the bylaws refers to **individuals working for salary paid by the PTA**. It does not mean an individual working for the school district. If the PTA is paying someone to provide a service, that individual may not deliberate or vote as a member of the executive board concerning that service. Since the executive board is the body that decides the amount to be paid, it would be a conflict of interest if that individual had input or voted. During that period of time, the individual would be considered a non-voting member of the executive board.

Section 5.

The executive board must meet at least twice per year. The executive board has to meet and vote to appoint an audit committee, approve plans of work, accept the budget, and select delegates to NYS PTA Convention. See page 16 of this section for a list of some of the other duties of the executive board.

ARTICLE XI — MEETINGS OF THE ASSOCIATION

Number of meetings to be held, the month to hold the annual meeting, eligibility to vote, special meetings, required quorum to conduct business.

Section 2.

While regulations do not specify which month should be designated for the **annual meeting**, mandated sections of your bylaws indicate the meeting should coincide closely with the end of the treasurer's term. According to the bylaws, the treasurer shall "Present a complete annual report at the annual meeting of the association." The report given at an annual meeting held months after the completion of the treasurer's term of office is outdated and not necessarily given by the individual responsible for its preparation. Such a procedure gives the association no sense of accountability.

Section 3.

In the event a "**special meeting**" is necessary, the notice of the meeting must include the exact purpose of the meeting. The amount of time needed for notice of a special meeting should be as short a time as possible to call the group to session. If too much time is required for notice, it might make it difficult for your executive committee or board to act in an emergency. If, at a special meeting, it becomes urgent to take action for which no notice was given, that action, in order to be legal, must be ratified at a regular meeting.

Section 4.

The **quorum** for the organization is the minimum number of members who must be present at a meeting before any business can be transacted. The quorum must always be at least two greater than the number of officers but never less than 10. The goal for quorum could be twice the number of executive board members. It is the responsibility of the association to attend meetings and vote on actions.

Telephone votes and proxy votes are not legal in PTA unless provided for in your bylaws. This is the function of a "special meeting." It is recommended that a very short period of time for notice be required in the bylaws to handle such emergencies. PTA is a deliberative assembly. A vote taken one telephone call at a time or a proxy vote eliminates the inherent right of each member to debate the merits of a pending question. The personal approval of a proposed action obtained separately by telephone, through the mail, or individual interview, even from every member of a board, is not the approval of the board since the members were not present in one room where they could mutually debate the matter.

ARTICLE XII — COMMITTEES

Eligibility to serve, creation of committees, appointment of chair, term of office, required special committees, required special reports.

Section 2.

Co-chairmen are not recognized by *Robert's Rules of Order Newly Revised* and are not recognized in PTA. Co-chairmen deprive one member of voting rights. You may have a chair and assistant chair so that each person has a vote on the committee. Each person would, however, have a vote at a meeting of the association. A person is a member of the organization first and a chair or officer second. No organizational structure should be in place to deprive someone of his or her rights.

Section 4 and 5.

Standing committees exist throughout the year and deal with all business in their categories; examples are bylaws, legislation, membership, program, ways and means. A special committee is created for a specific purpose and automatically goes out of existence when its work is completed and the final report presented. Examples: the audit committee, the nominating committee.

Section 8.

An audit is required by regulations governing not-for-profit corporations in New York State. It is a means of assuring the association that the treasurer's accounts are accurate and relieves the treasurer of responsibility for error except in the case of fraud.

ARTICLE XIII — COUNCIL MEMBERSHIP

Eligibility and election of delegates, term of office, duties. A unit that is a member of a council must adhere to council bylaws in assigning delegates.

ARTICLE XIV — FISCAL YEAR

Start and completion of fiscal year.

The fiscal year should be the same as NYS PTA's fiscal year - which is June 30 - in accordance with new IRS regulations.

ARTICLE XV — PARLIAMENTARY AUTHORITY

Directs all issues not covered in the bylaws to *Robert's Rules of Order Newly Revised 10th Edition*.

ARTICLE XVI — AMENDMENTS

Requirements for submitting bylaws for state approval and for amending bylaws. If your bylaws are not relevant to your present operation, appoint a small committee to study them and make recommendations for change. Give 30 days' notice to the association for a vote to adopt the changes. A 2/3 vote is required to change the unit bylaws. Amendment to the council bylaws requires an instructed vote. After adoption by the association, the amendments must be approved by the state bylaws chair before they are valid.

Sections 3 and 4.

Adoption of an amendment to the state bylaws that is preceded by a # automatically makes that amendment part of the local association bylaws.

COUNCIL BYLAWS

An instructed vote of the member units requires the membership of each unit to vote. Each unit then has one (1) vote at the council meeting. An instructed vote is required for:

- council bylaws to be revised/amended
- units to supply money or manpower for a council project
- positions to be taken on a district wide basis or for sensitive issues.

When a unit is requested to supply money or manpower for a council project, an instructed vote is needed. A majority of the units must vote in favor of the project; however, dissenting units are not required to participate.

A council does not have the right to dismiss an authorized delegate of a member unit from the council voting body. A council may relieve a delegate from a council appointed position.

Only those listed as voting members in the council bylaws may vote, make motions, or participate in discussion at council meetings as long as they have paid dues for the current membership year in a member unit of the council. The member unit must be a unit in good standing in order to be represented at council.

Refer to Section 4, *Council Guide*

13 Steps to Updating Bylaws

Bylaws must be adopted by the unit or council and approved by New York State PTA every three years for the unit or council to remain in good standing. Don't be intimidated by bylaws. Follow these 13 steps and you'll be done before you know it.

1. Form a bylaws committee of 3-5 members including the chair. Use experienced people on the committee as well as newer members. Form the committee early so that the members can attend a region or state bylaws workshop.
2. The chair should:
 - a) Secure a copy of the most recent state approved bylaws. The president and secretary should have official copies signed by the state bylaws chair.
 - b) Obtain a copy of the most recent New York State PTA Bylaws pattern from your region PTA bylaws chair or, in his absence, from the region director.
 - c) Make a copy of the existing bylaws, the pattern, and the instructions for every member of the committee so they can be reviewed prior to the meeting.
 - d) Consult executive board members for possible changes.

Bylaws should reflect the way your unit or council operates.
3. The committee members should:
 - a) Review the existing bylaws, compare them with the pattern, and refer to the instructions included with the pattern.
 - b) Check if any changes were made by the region or state bylaws chair in your existing bylaws that should be included (words added/crossed out, etc.).
 - c) Consider recommendations submitted by the executive board or membership.
4. Bylaws should:
 - a) Meet the needs of the unit or council. The intent must be clear.
 - b) Not give detailed instructions for carrying out each provision.
 - c) Include only those provisions which are so important that they deserve careful deliberations before action is taken to change them.
 - d) Not be in conflict with New York State or National PTA bylaws.
 - e) Include the mandated articles and sections indicated by the state symbol (#) that are in the pattern **exactly as written**.
5. The pattern will become your proposed bylaws. **No other form will be accepted.** A different typeface must be used when making insertions. Handwritten insertions are permitted. **Do not scan the bylaws pattern.**
6. Send a copy of the proposed bylaws to the region bylaws chair who will review them for accuracy and conformity **prior** to your presentation to the membership.
7. The membership must receive 30 days' notice of a meeting at which they will vote on any proposed changes or, if there are none, the proposed reapproval of the existing bylaws.
 - a) Unit proposed bylaws are submitted to all members and must be approved by a 2/3 vote of members present and voting at a general membership meeting.
 - b) Council proposed bylaws are submitted to all member units and must be approved by a 2/3 vote of members present and voting at the member units' general membership meetings.
8. Be sure to include on **all** copies to be submitted the date the association approved the bylaws revision and the president's and recording secretary's signatures in the space provided. Include the name, address, and telephone number of the person to be contacted if there are any questions.
9. Seven (7) copies of revised bylaws must be sent 90 days prior to the date of expiration to the region bylaws chair for review, or in the chair's absence, to the region director, who shall forward them to the state bylaws chair for approval and filing.
10. Do not make additional copies for distribution until the state approved copies have been received. **Bylaws become effective on the date of approval by the state bylaws chair.**
12. The state bylaws chair, region bylaws chair, region director, coordinator of assistant directors, and your assistant director each retain a set of approved bylaws for their files.
12. Two copies of the revised bylaws bearing the region's review and the state approval stamps will be returned to the unit or council by the region bylaws chair or region director. These are your **official** copies and are to be placed in the president's and secretary's books.
13. Units can make additional copies for members and/or place a copy on file in the school office and/or library. Councils should provide a set of approved bylaws to each member unit.

The Differences Between Bylaws and Procedures

Bylaws are hard and fast rules that may be amended only with prior notice to the membership. Procedures are details of monthly PTA work that may be changed from administration to administration or from meeting to meeting. Together, the bylaws and procedures provide for the authority and administration of the affairs of PTA.

Bylaws may not be suspended at any time even by a majority vote of the association.

Procedures (Standing Rules) may be suspended by a vote of the majority members present and voting at any meeting.

Bylaws state the number of meetings of the association and executive board to be held.

Standing Rules tell when, where, and the time the meetings are held.

Bylaws give the primary responsibilities of officers and chairmen.

Standing Rules give the specifics. The bylaws state the vice president shall act as an aide to the president. The standing rules will spell out the exact duties of each vice president, i.e., coordinate the chairmen and oversee the program planning with specific chairmen.

If the organization has supplies and/or equipment, the standing rules would state who is responsible for them and where they would be kept.

Standing Rules might also list: Who has the responsibility of securing the outgoing president's pin. If there is to be an installation of officers, who is responsible for selecting the installing officer and when the installation should take place.

A Standing Rule outlines the procedures of the organization which are not included in the bylaws and must not conflict with the bylaws.

This short series of statements is not intended to represent all the information available on these topics. For more information, refer to the National PTA leadership guides, and this *Resource Guide*. If you need additional information, contact your region PTA bylaws chair.

Procedures (Standing Rules)

Procedures (Standing Rules) are essential. They are a cumulative record of the association's experience and serve as a guideline for current and future officers and chairmen.

Procedures are details of monthly PTA work that may be changed from year to year or from meeting to meeting. Procedures complement bylaws by providing details not outlined there. Together, the bylaws and procedures provide for the authority and administration of the affairs of the PTA.

Procedures are adopted and may be amended at any regular meeting of the executive board by a majority vote of members present and voting with prior notice; otherwise, a 2/3 vote is needed. Additional procedures may be adopted by a majority vote. They can be suspended for the duration of any session by a majority vote.

Procedures should be amended automatically to conform to New York State PTA and National PTA bylaws. They should be considered a living document and be constantly updated in accordance with the procedures adopted at any meeting.

Procedure Books

A procedure book is a resource file containing basic information. An effective procedure book is a loose-leaf binder which can easily accommodate additions and, in periodic housecleanings, deletions.

In order to keep records current, it is a good idea to note at the end of each description the date that it was adopted by affirmative vote, and/or the date it was revised. These notations could look like this:

Date Adopted _____

Date Revised _____

Officers

The officers of your association are determined in the bylaws in Article VII, Section 2a. Usually they will consist of a president, vice president(s), secretary (recording and corresponding), and a treasurer. Commonly seen added are council delegates and historian.

If council delegates are elected as officers, the section of this guide pertaining to that position would be moved under officers. While council delegates should be elected, they need not be elected as officers and therefore would not automatically be part of the executive committee.

While PTA encourages student participation and leadership, New York State law requires that the office of president, recording secretary (or secretary), and treasurer be filled by a person at least 18 years of age. Any vice president under the age of 18 may aid the president but may not perform any of the duties of the president.

Writing procedures is easy!

This section of the *Resource Guide* has been written in answer to numerous requests for "sample procedures". You might find that some of the examples or suggestions given on the following pages fit your unit or council as written; if so, feel free to copy them. Or you can add or delete as needed in order to make these procedures unique to your association.

If your unit or council does not have procedures and would like to create them, you can assign that task to the bylaws committee or a small, special committee created to write procedures. Once written, procedures should be presented to the executive board for adoption.

Sample procedures (standing rules) for units and councils. Adapt for your own use.

PRESIDENT

(Refer to Bylaws, Article VIII, Section 1)

The president shall:

1. Prepare an agenda for each meeting with the assistance of the recording secretary.
2. Preside at all meetings.
3. Call meetings to order on time and proceed with the business.
4. Maintain a fair and impartial position at all times.
5. Vote when voting is to be by ballot or to make or break a tie.
6. Have a copy of the association's current state-approved bylaws at every meeting.
7. Prepare the calendar for the year with the executive committee.
8. Coordinate the work of the executive committee and chairmen so that the goals of the PTA are realized.
9. File signature at bank where the funds are deposited and can sign checks with the treasurer.
10. Sign all contracts for the association with name and title (president).
11. Share all National, state, and region PTA mailings and other information with all unit/council members, especially the appropriate chairmen.
12. Complete year-end Local Unit Report Form received from State PTA office and return to the Region PTA Director in a timely manner.
13. See that the name, address, and telephone number of the succeeding-year president are sent to the Region PTA Director by June 15th or as soon as possible.
14. Notify the Region PTA Director of any change of address.
15. Appoint committees to select recipients of Honorary Life Membership Award, Distinguished Service Award, and/or other awards to be presented.
16. Attend PTA region and state leadership training workshops and encourage board members to attend.
17. Represent the association at PTA region and state functions or assign an alternate.

CO-PRESIDENTS

If the unit/council has elected co-presidents, the duties of the office of president are then shared. The duties and responsibilities of each co-president must be clearly designated. Co-presidents share the responsibility and are held accountable for the decisions of both individuals.

Co-presidents are two people sharing one position. Only one may vote. In the event of the resignation of one, no vacancy occurs.

These are some of the decisions that must be made:

Which "co"....

- Presides at meetings?
- May sign checks?
- Approves expenditures?
- Signs contracts for the association?
- May legitimately incur reimbursable expenses?
- Assumes the responsibility of making appointments assigned to the president in the bylaws?
- May call special meetings?
- Shall be an ex officio member of committees?
- Is the spokesman for the organization?
- Receives the mail from state and National PTA?
- Is first contacted in case of a problem?
- Serves as the delegate to region and state PTA functions and state and National PTA convention?

How does the election of co-presidents affect the role of the vice president? If it is the responsibility of the vice president to "act as an aide to the president," what is the role of the co-president?

Sample procedures (standing rules) for units and councils. Adapt for your own use.

PRESIDENT-ELECT

(Refer to Bylaws, Article VIII, Section 1)

If the unit/council has made the decision to elect a president-elect, a list of duties of that position should be included in your procedure book:

The president-elect shall:

1. Act as an aide to the president.*
2. Preside at meetings of the association when the president is unable to attend.*
3. File signature at bank where the funds are deposited as an alternate signer of all checks with the treasurer.
4. Represent the association at PTA region and state functions/meetings the president cannot attend.
5. Attend PTA region and state leadership training workshops.
6. Chair the committees to select candidates for state and region PTA awards.
7. Receive the additional mailing available from state or region PTA.
8. Be the coordinator of all chairmen.

*As these duties are normally duties of the first vice president, the necessary adjustments must be made between the duties of these two offices.

VICE PRESIDENT(S)

(Refer to Bylaws, Article VIII, Section 2)

If your PTA has more than one vice presidency, a member may be elected to a particular office by number or job title: first vice president, second vice president, third vice president, etc. or VP Programs, VP Legislation, VP Ways & Means. You would then list here any particular requirements (parent, teacher, student) or duties and the designated order for each office. As an example:

The first vice president shall be a parent and shall:

1. Act as an aide to the president.
2. Preside at meetings of the association when the president is unable to attend.
3. Represent the association at meetings the president cannot attend.
4. Not be ex officio of any committee in the president's absence.
5. Serve notice of election to the executive board or assume duties for the remainder of the term when a vacancy occurs in the office of president (Refer to Bylaws Article VII, Section 4).

The second vice president shall be a teacher and shall:

1. Serve in the place of the first vice president when necessary (i.e., act as an aide to the president, preside at association meetings when the president and first vice president are unable to attend, and represent the PTA at meetings to which assigned).
2. Act as a liaison to the teachers.

The third vice president shall be a student and shall:

1. Be a liaison between the student body and the PTA.
2. Encourage student membership and participation in PTA.

The duties of any additional vice presidents should be stated as above, adding any specifics attached to the position such as:

- Coordinate the programs scheduled for the year.
- Coordinate the work of the chairmen and report to the president.
- Complete and submit the Phoebe Apperson Hearst - National PTA Excellence in Education Partnership Award application.
- Submit application for applicant to the Stanley Marcus Humanitarian Award
- Update PTA news each month on the PTA bulletin boards in the teachers' lounge and school lobby.

Sample procedures (standing rules) for units and councils.
Adapt for your own use.

RECORDING SECRETARY

(Refer to Bylaws, Article VIII, Section 3)

The recording secretary shall:

1. Assist the president with preparation of the meeting agenda by providing a list of unfinished business.
2. Bring to each meeting the following:
 - a) Copy of the association's current state-approved bylaws and the procedures
 - b) List of members
 - c) Agenda
 - d) Minutes of the previous year, including the treasurer's reports
 - e) List of all committees, their chairmen and members
3. Record minutes at executive committee, executive board, and association (general membership) meetings.
4. Send names and addresses of elected officers to the PTA Region Director immediately following the election.
5. Maintain a permanent printed file of minutes, committee reports, membership lists, and records of the association.
6. Indicate in the minutes the name of the officer who performed the monthly reconciliation of the bank statement.

Other additions to consider:

Exactly how do you want minutes recorded and presented?

Association minutes shall be:

- *printed and distributed at the next meeting. OR*
- *printed and mailed _____ days before the next scheduled meeting. OR*
- *published in newsletter after approved. OR*
- *recorded by hand and presented verbally.*

Do you want names and addresses of officers or standing committee chairmen distributed?

A directory of the PTA executive board (officers and committee chairmen) shall be compiled and:

- *distributed to the members of the association.*
- *distributed to the executive board.*
- *posted on the PTA bulletin board.*

Should the attendance record of board members be recorded?

Should the recording secretary provide copies of the agenda for distribution at meetings?

CORRESPONDING SECRETARY

(Refer to Bylaws, Article VIII, Section 4)

If the PTA does not have a corresponding secretary, these items would be added to the position of (recording) secretary.

The corresponding secretary shall:

1. Conduct correspondence of the association as directed by the president, the executive board, or the association. Keep membership informed of all correspondence received.
2. Send notices of all meetings to executive committee and executive board members.
3. Prepare for distribution to the membership all notices of association (general membership) meetings.
4. Maintain an up-to-date file of all correspondence.

Sample procedures (standing rules) for units and councils. Adapt for your own use.

TREASURER

(Refer to Bylaws, Article VIII, Section 5)

The treasurer shall:

1. Be custodian of ALL funds.
2. File new bankcards when the new officers assume office, indicating that two signatures are required on all checks.
3. Include the following in report at all meetings:
 - a) Balance on hand in all accounts at the beginning of the period covered by the report.
 - b) Total receipts and disbursements in all accounts.
 - c) Total balance on hand on date of report.
4. Have bank statement reconciled monthly by an officer who has not signed checks during that period.
5. Report at the meeting of the association the name of the person who reconciled the bank statement.
6. Keep an accurate and detailed account of all monies received and disbursed.
7. Receive all monies for all accounts and give a receipt after verifying amount.
8. **Pay all bills by check.** Make no disbursements without proper receipts and only for approved expenditures.
9. Keep president advised of financial transactions.
10. Present budget report to president every three months or as requested.
11. Alert executive board to budget lines near depletion as well as those over budget.
12. Include PTA name and code number on all checks submitted to region, state, and National PTA.
13. Submit insurance premium to the PTA state office by June 1.
14. Submit the state and National PTA portion of dues collected to the PTA state office indicating units name and code number with accurate membership count. **First payment must be submitted by November 1** and subsequent payments made thereafter. **Final payment must be in state office by March 31.**
15. Keep the record of state and National PTA's portions of dues separate from the record of unit's general fund.
16. Pay council dues (if a member unit) as required by council bylaws.
17. Deposit all funds received in PTA account immediately following an event. For night functions arrange for a night deposit drop, if possible.
18. Use PTA funds to purchase pins for retiring officers.
19. Use PTA funds to purchase a New York State PTA Honorary Life Membership for candidate(s) selected by committee.
20. Have books, records, and receipts prepared for audit at least two weeks prior to the meeting at which audit report is due (Bylaws, Article XII, Section 8).
21. Prepare a complete annual report for the annual meeting of the association.
22. Prepare and file the IRS 990 form when required, within 4 1/2 months after the end of the fiscal year.

You may wish to address these questions-

- Should the budget be mailed to the membership before the meeting at which it will be presented for adoption?
- Should copies be made available for each member attending the meeting?
- Should the treasurer have last year's financial records available at meetings?
- The bylaws state "no fewer than three members" on the auditing committee. Do you want more and if so who should those members be?

Sample procedures (standing rules) for units and councils. Adapt for your own use.

EXECUTIVE COMMITTEE

(Refer to Bylaws, Article IX)

If there is no quorum, a meeting will be considered for conference purposes only. A quorum may be a simple majority.

Executive committee members shall:

1. Attend all unit/council meetings.
2. Attend region and state PTA workshops and conferences for leadership training at PTA expense.
3. Appoint chairmen of standing committees in cooperation with the president.
4. Make recommendations to executive board for programs, calendar, and other actions deemed necessary.
5. Meet at the call of the president or a majority of committee members.
6. Prepare calendar with the president.
7. Notify president when unable to attend meeting.
8. Perform duties as assigned from time to time.
9. Perform bank reconciliation when appropriate.

You might wish to list how information is kept and shared:

For example:

“A folder containing material and information needed for the job shall be kept by each executive board member and passed to his/her successor. It shall contain:

- a) National PTA publications pertinent to the position
- b) State PTA *Resource Guide*, bylaws, and publications pertinent to the position
- c) Approved plan of work of chair
- d) List of executive board members—names, addresses, and phone numbers
- e) Name, address, and telephone number of council and/or PTA region counterpart”

EXECUTIVE BOARD

(Refer to Bylaws Article X)

The executive board shall consist of the executive committee, the principal (if so indicated in the bylaws), the council delegate(s) (if applicable), and the chairmen of the following standing committees:

This is a suggested list. Your unit/council might choose to have some or all of these or any others that might fill the needs of your community.

Arts-in-Education	Parent Involvement
Bylaws	PARP
Education	Program
Legislation	Reflections
Membership	Safety
Newsletter Editor	Ways and Means

The executive board shall:

1. Hold an organizational meeting to:
 - a) Set dates for executive board and association (general membership) meetings
 - b) Plan programs with appropriate chairmen such as parent involvement, PARP program, Arts in Education, ways and means, etc.
2. Review and submit the proposed budget to the association (general membership) for approval.
3. Present a report at meetings of the association (general meetings).
4. Appoint an audit committee according to the provisions in bylaws (Article X, Section 4f.).
5. Appoint a budget committee, chaired by the treasurer, to prepare the budget, to be presented to the association (general membership) for adoption at the _____ meeting (as designated in bylaws).
6. Attend unit/council meetings.
7. Attend region and state PTA workshops and conferences for leadership training at PTA expense.
8. Notify the president when unable to attend a meeting.
9. Be prepared to report at executive board and association (general membership) meetings when appropriate. If unable to attend meeting at which report is due, arrange for the report to be available at meeting.
10. Perform other duties as assigned.

Sample procedures (standing rules) for units and councils.

Adapt for your own use.

VACANCIES

(Refer to Bylaws, Article VII, Section 4)

A procedure should be written outlining the steps to be followed when an officer is unable to serve a full term.

When an officer is unable to complete the term:

1. A letter of resignation shall be sent to the president.
2. The date on which the resignation was accepted by the executive committee shall be noted in the minutes.
3. The president shall issue notice of an election meeting to the executive board within __ days upon receiving a letter of resignation.
4. If the president is resigning, the letter shall go to the first vice president who shall, by the method indicated in the bylaws, fill the vacancy.

If the first vice president is to assume the office of the president, notice of the election to fill the vice presidency would be served.

The executive board will hold an election at its next meeting.

Consider noting who would perform the duties of the vacant office (other than president) until the election is held.

IMMEDIATE PAST PRESIDENT

Since the role of the immediate past president is an advisory one, that individual is a member of the executive committee or the executive board only if so indicated in the bylaws. The participation of the past president should be helpful but should not interfere with the new president's methods. The past president should not impose her personal philosophy on the new administration.

The immediate past president shall:

1. Serve in an advisory capacity giving advice based upon experience when called upon.
2. Act in a helpful manner.
3. Assume an active role on the board at the request of the new president.

NOMINATING COMMITTEE

(Refer to Bylaws, Article VII, Section 3)

While the bylaws clearly state that the members of the committee will be elected, the exact number of members for the committee, that the committee will be elected at least X number of days prior to the election meeting, and how the chair shall be elected, your procedures can be more specific such as:

1. In which month the committee will be elected (e.g. in November).
2. When or if the committee shall report other than at the election meeting.

The chair of the nominating committee shall:

1. Set the date, time, and site of the meeting, giving consideration to availability of members. The date and time shall be known only to the committee members and all deliberations shall be kept in the strictest confidence.
2. Make sure that each member of the committee receives a copy of the bylaws, procedures and job descriptions.

In accordance with the bylaws, the report of the nominating committee must be presented at the election meeting, the procedures may have the committee:

1. Report at the meeting prior to the election.
2. Publish the slate of nominees on the PTA bulletin board _____ days prior to the election meeting.
3. Publish the slate of nominees in the PTA newsletter.

If the bylaws provide that the executive board members of feeder schools are eligible for nomination to office, the procedures might indicate that the nominating committee chair will contact the president of each feeder school for a list of any eligible members and bring that report to the nominating committee.

Sample procedures (standing rules) for units and councils.

Adapt for your own use.

COMMITTEES

(Refer to Bylaws, Article XII)

Standing committee chairmen shall:

1. Keep an up-to-date folder (notebook) detailing all work accomplished.
2. Keep a copy of approved plan of work.
3. Undertake no work without prior approval.
4. Obtain prior approval on all expenditures.
5. Have all communications - fliers, press releases, newsletters, testimony, and public comment letters- by the president.
6. Submit receipts of all expenditures to treasurer before payment is received.
7. Count all income received with a second person, submit immediately to treasurer, and obtain a receipt after amount has been verified.
8. Submit all bills immediately to the treasurer for payment.
9. Notify president of all committee meetings to be held.
10. Prepare final report for presentation at the annual meeting.
11. Pass all committee records and books to successor within ____ days of the end of term of office.
12. Not sign any contracts. All contracts must be signed by the president.

Additions to consider:

- Should additional funds be needed by any committee, the chair shall prepare a report and request a budget amendment at an association (general membership) meeting.
- File building-use form(s) when necessary (include where to get them and how to file).
- Chair should hold a follow-up meeting when activity is finished to discuss suggestions, improvements.
- Send a report to recording secretary and/or historian.
- Set a meeting with incoming chair to transfer all committee records.

MEMBERSHIP CHAIR

(Refer to Bylaws, Article VI)

The membership chair shall:

1. See that a membership drive is conducted throughout the year.
2. Give all dues to the treasurer immediately and obtain a receipt after verification of amount.
3. Include membership count with dues to insure accurate payments of state and national dues.
4. Provide the secretary with an updated membership list for all meetings.
5. Return all unsold membership cards (including those mutilated, voided, or signed) to the PTA region membership chair by March 31.

According to state PTA bylaws, the payment of dues shall constitute membership and immediately entitle an individual to participate and vote in regular and special meetings of the association.

You may add stipulations as to when membership will be sold; i.e., After October 31, "membership cards will be available for purchase at the conclusion of executive board and association (general membership) meetings."

COUNCIL DELEGATES

(Refer to Bylaws, Article XIII)

Council delegates shall:

1. Attend all council, executive board, and association (general membership) meetings.
2. Represent the unit in the council voting body.
3. Present all issues requiring an instructed vote to the association (general membership).
4. Report the outcome of an instructed vote to the council.
5. Report to the council the concerns of the unit.
6. Report on all motions and decisions of the council meetings.
7. Keep a procedure book of their activities as a guide for future delegates.

These additional questions can be answered in procedures:

The Executive Board:

1. Could review the budget and previous year’s annual report at least two weeks prior to the organizational meeting.
2. Prepares a list of goals for presentation to the membership at the first meeting of the school year.
3. Creates standing or special committees.
4. Approves chairmen’s plans of work
5. Approves all necessary committee expenditures in line with the approved budget.
6. Determines guidelines for reassessment of board member’s position if bylaws provide for required board meeting attendance (Article 10, Section 8.)
7. Appoints delegates to attend state PTA convention. How many? Who?
8. Appoints representatives to attend meetings of other organizations.
9. Determines who will represent the unit or council at NYS PTA and Region PTA events. The budget should include sufficient funds for these people to attend leadership training.

Finances:

1. Sunshine Fund guidelines. These funds should be voluntary donations of the members, not taken from PTA funds.
2. Specific process for appointing the audit committee.
3. Members of the executive committee (and certain chairmen) should receive publications necessary for their jobs - including subscriptions to Our Children and New York Parent Teacher magazines. This is a legitimate expenditure of PTA funds.

Deadlines:

All deadlines that are needed to operate efficiently and to be in good standing as a unit or council should be set out clearly in procedures.

Meetings:

1. How are sites selected? Who shall be responsible for filing “use of building permits” needed for meetings and programs?
2. How are members notified if a special meeting is called?
3. How are committee members notified of committee meetings?

Committees:

1. How are standing committees selected:
 - from fliers or newsletters?
 - from bulletin board announcements?
 - from sign-up sheets?Be sure that every volunteer is contacted and given the opportunity to participate.
2. What steps should a chair follow to have the plan of work approved?
3. When and how do you evaluate the need for standing committees and make additions or deletions?

Notices:

1. How are notices sent home?
2. How are notices prepared? Who is responsible for their creation? Where are copies made?
3. How are notices approved? Who secures the approval?

**Procedures (standing rules)
of your association must
conform to the bylaws of
your association.**

For Your Records...

The nominating committee is elected annually. Record the names and contact information of members of the nominating committee here:

Members of the nominating committee:

_____	_____
_____	_____
_____	_____

Month in which Nominating Committee must report: _____

Bylaws must be reviewed at least once every three years.

Date bylaws will expire: _____

Region PTA Bylaws Chair Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: (_____) _____

Email Address: _____

If bylaws are to be updated or amended, members of the bylaws committee are:

_____	_____
_____	_____
_____	_____
_____	_____

Nominations Are in Order...

Where Leadership Begins

Serving on a nominating committee is an honor and a privilege. The nominating committee is the PTA's most responsible and sensitive deliberative body. The decisions of the nominating committee will impact on the future of the PTA. It is the only committee which must be elected in accordance with the bylaws. While a unit or council may choose to appoint or elect other committees, this committee's selection must be by election. No member of the committee may be appointed by any person or group.

The time for election of the nominating committee is usually set at least 30 to 90 days before the election month depending upon the individual bylaws (see ARTICLE VII, Section 3). However, the election of the committee should take place as early as possible in order to give those elected the maximum amount of time to do a good job. The charge to the nominating committee "to find the best possible nominees for office for the organization" is a serious one. The committee should be given sufficient time to carry out its charge.

To insure the availability of a full committee when it is time to meet, a unit/council may provide for the election of alternates in the bylaws. When alternates are elected, the total number of those nominated for the committee must be at least equal to the number of committee members plus the number of alternates. Election is by ballot with the nominee(s) receiving the least number of votes being the alternate(s). All members of the committee and the alternates must receive a majority of votes to be elected.

The Nominating Committee Members

Care should be taken when electing the members of the nominating committee. The charge to this committee is a very serious one.

The committee members should:

- Include both experienced, ongoing leadership as well as newer members.
- Be elected on merit and ability—not on popularity.
- Be aware of the importance of their assignment.
- Have knowledge of PTA unit/council goals, purposes, and programs.
- Have knowledge of potential nominees' qualifications and abilities.
- Give objective consideration to find the best qualified leaders for the PTA.
- Be able to express ideas and to defend their convictions.
- Use sound judgment in evaluating possible nominees.
- Be tactful, have integrity, and use discretion.
- Keep all deliberations confidential.

The Nominating Committee Chair

The chair's responsibilities include sending the committee members a copy of the bylaws, the procedures, the job descriptions, and this guide as soon as possible after election and before the committee meets, in order to have ample time to become familiar with them.

The chair shall:

1. Select a time and place for the meeting, allowing sufficient time for the committee to complete its job on time.
2. Make every effort to hold the meeting(s) when all members can attend. Do not meet over the telephone.
3. Notify all committee members and alternates, if elected, of the meeting.
4. Ask the president and other board members for input as to the performance of present board members. Share this information with the committee at its meeting(s). Consider using nomination forms so that the committee has written input to discuss.
5. Contact the potential nominees (unless delegated specifically to another committee member) only when agreed upon by the committee and inform them of specific responsibilities of the office.
6. Inform committee members of the results of the contacts if calls are made after the meeting.
7. Complete a written report signed by all committee members. As the deliberations of the nominating committee are confidential all notes and recommendations regarding considered candidates should be destroyed.
8. Notify the president of the completion of the slate.
9. Advise nominees to attend the election meeting and the installation of officers, if held.
10. Reconvene the committee in the event a nominee withdraws before the election meeting.
11. See that names of nominees are published in accordance with the bylaws and procedures.
12. Present the nominating committee report in accordance with the bylaws.

Preparation for the Meeting

In preparation for the meeting the committee should:

1. Study the bylaws, procedures, and job descriptions. Refer specifically to the unit bylaws Article VII and council bylaws Article VIII Officers and Their Election.

Section 2 defines officers to be elected, the time and method of election, terms of eligibility, and the terms of office.

Section 4 explains the method of dealing with a vacancy in office.

2. Become familiar with the duties of the offices to be filled before discussing any nominee. It is difficult, if not impossible, to select the best person for a position if not completely familiar with the responsibilities of the position.
3. Never approach potential nominees as to their willingness to hold office before the committee meets, nor make any commitment to a potential nominee should that individual approach them. While recommendations can be requested, it must be understood by all that they are not binding on the part of the nominating committee. The committee must take all facts into consideration while deliberating to choose the best qualified person.

If a member of the nominating committee should find it necessary to resign before the committee has completed its work, the member need not be replaced unless the bylaws or procedures provide for such replacement. If alternates have been elected, the first alternate would fill the vacancy. If alternates are not elected and the position needs to be filled, replacement is by election by the same group that elected the original member.

Nominating Committee Meeting

When selecting the site of the meeting, care should be taken to find a facility that will afford the group privacy so that deliberations will be confidential. It is helpful if a telephone is available to call prospective nominees as decisions are made. Only those who have been elected to serve on the nominating committee may attend the meeting. If alternates have been elected, they should be notified of the time and location of the meeting but do not attend unless an original member of the committee is unavailable. According to the bylaws, the president is not, and can not be, a member of this committee and does not attend its meeting(s). The superintendent/principal/administrator may attend only if elected as a member of the committee.

The chair of the nominating committee must see that the bylaws, job descriptions, and eligibility lists are available. If written recommendations have been requested, they should not be opened prior to the meeting.

When the nominating committee meets, the first step should be to come to consensus on the definition of “a good leader.” What are the credentials of a good leader? What are the qualities and qualifications necessary for each office to be filled? This discussion will help in deciding who will be the best nominee for each position.

Criteria for Selecting the Nominees

The nominating committee should consider carefully each potential nominee. The well-being of the PTA unit/council must be the top priority. The criteria listed below should be considered and evaluated.

The potential nominee:

- Must be a PTA member. (The bylaws might include a provision that a member of a PTA board of a feeder school is eligible.)
- Must be enthusiastic and supportive of the PTA unit/council.
- Must believe in the Purposes of PTA.
- Should have experience in PTA, though other organizational work may also be considered.
- Should have knowledge of the organization and its role in the school and community.
- Should be able to work well with people.
- Must be fair and objective.
- Should have done a good job carrying out responsibilities.

Members of the nominating committee may be nominated for office without resigning from the committee. Not permitting the nomination of a member of the nominating committee would be denying those individuals of their rights. Since it is common for the most capable people to be elected for the nominating committee, it is most likely that they would also be considered for office.

If a member of the committee is proposed for nomination, that individual should withdraw from the meeting while his/her qualifications are discussed and to allow additional names to be submitted for consideration. The member should return to vote. If the chair is being considered as a nominee, another committee member becomes acting chair until they are ready to vote. The acting chair may be appointed by the chair or by the committee.

Selecting Nominees

The committee's responsibility is to nominate the best qualified nominee for each office.

Any PTA member may suggest the names of persons to be considered. However, the committee is not bound by such recommendations.

A presidential nominee should not be consulted regarding the other members of the slate. This decision rests with the nominating committee. All nominees should be selected with the same care as the presidential nominee.

The committee should:

- Consider the kind of leadership that will best achieve the aims and purposes of the PTA. Review the tenure of incumbent officers to determine their eligibility for another term in the same office or in another position. All officers' terms are for one year unless specified otherwise in the bylaws. No person is automatically nominated for a second term. Avoid reshuffling the officers.
- Think carefully about possible nominees: their qualifications, their ability to work well with others, and if they have sufficient time to do the job.
- Nominate one person to serve in an office. However, where bylaws offer the option of one or more people to serve in the office of president, the nominating committee should fill that office with one person unless they are unable to find someone who is willing to serve alone.
- Develop a tentative slate of officers with possible alternatives for each office to be filled. Unanimous consent is desirable, but only a majority is needed for someone to be considered a nominee and asked to accept the position.
- Avoid putting a past president into a vice-presidency. This is a position where one can learn about being president. Past presidents can give needed advice while holding other positions on the board.
- Keep all deliberations of the nominating committee completely confidential and see that no information on the names of persons considered for office or those who declined to accept nominations are ever made public. It is unfair to the organization and to the member who accepts the nomination to discover that others received prior consideration.
- As the deliberations of the nominating committee are confidential, all notes and recommendations regarding considered candidates should be destroyed.

Contacting the nominees

Potential nominees should be contacted by the chair (unless delegated specifically to another committee member) only when agreed upon by the committee and informed of the specific responsibilities of the office.

If possible, consent of each nominee to place their name in nomination should be obtained while the committee is in session. If this cannot be accomplished, the chair should inform the committee members of the results of the contacts before writing the report.

It is rarely advisable to talk a reluctant nominee into accepting a nomination. Should prospective nominees seem reluctant to accept, offer them time to consider, but do not press for an immediate answer. Answer any questions they may have and say you will get back to them in a day or two.

If members of a feeder school are nominated, be sure to inform them of the date and time of the election meeting and invite them to attend.

Reporting

When the work of the committee is finished, a written report is signed by each member. The report is presented at the election meeting by the chair. The chair sees that the names of those who have agreed to be nominees are published in accordance with the bylaws.

The committee may present its report to the executive board for information but does not need its approval before presenting it to the membership. The chair presents the report, written and signed by each member of the committee, at the time specified by the bylaws but does not move its adoption. After the report is read to the PTA membership, the presiding officer asks for additional nominations from the floor which can be made by any member at the election meeting. If there are additional nominations, the election is by ballot.

If the committee is unable to find a nominee for an office, it reports that fact and nominations are taken from the floor. If the office is not filled at the election meeting, an election is on the agenda at every succeeding meeting until the office is filled.

The nominating committee is automatically discharged when its report is presented to the membership.

Resignations

If a nominee withdraws before the election, the committee can be reactivated unless the bylaws state otherwise.

If a newly elected officer resigns before the new executive board is in place, a special meeting should be called to have the new executive board accept the resignation and fill the vacancy in accordance with the bylaws.

NOTE: If co-presidents are elected and one resigns, a vacancy does not exist.

Do's And Don'ts

Do—

- consider membership on the nominating committee an honor and a privilege as well as a responsibility.
- strive to select qualified people with the skill, personality, enthusiasm, and time for the job.
- nominate those right for the job.
- keep deliberations confidential.
- tell prospective nominees exactly what the job entails.
- consider new people on their strengths and abilities, to help your PTA grow.

Don't—

- consider it an imposition on your time.
- select people because they expect to be asked.
- nominate people because they are your friends.
- tell tales outside of the meeting room.
- say, "It's not a big job!"
- reject someone because they look or dress differently. It will give the impression your PTA is a "clique."

Guidelines for Elections...

Calling the Election

Check bylaws to ascertain:

1. When election meeting should be held.
2. How many days' notice of the election meeting is necessary.
3. When nominating committee report is to be published (i.e., at previous meeting, in meeting notice, or the night of the meeting).

The Election Meeting

At the election meeting, the presiding officer calls upon the chair for the nominating committee report. Once the chair reads the report, the presiding officer then asks for further nominations from the floor. Nominations, which can be made by any voting member, do not require a second, but they do require verbal or written consent of the nominee.

The presiding officer can either

- a) Ask for additional nominations for all positions in the order in which they are listed in the bylaws before closing nominations for all offices and then proceed with the election. *or*
- b) Ask for additional nominations for each position, one at a time, in the order in which listed in the bylaws and then proceed to elect the officer after nominations are closed for each position.

NOTE: An individual can be nominated for more than one office at a time but can serve in only one. If elected to two positions, the individual must choose the office in which he will serve. An election should then be held to fill the vacancy created by this decision.

If there is only one nominee for each office, PTA bylaws provide for a voice (viva voce) vote. When there is more than one nominee for an office, PTA bylaws require the vote be by ballot.

NOTE: The secretary should always be prepared with ballots and tally sheets at all meetings, especially the election meeting.

The presiding officer states:

"Nominee A has been nominated for the office of _____ . Are there further nominations for the office of _____?"

When ample time has been allowed, the presiding officer may say,

"Hearing no further nominations, the chair declares the nominations for the office of _____ closed."

If no other nominations are made, the election is by voice (viva voce) vote. The presiding officer asks for all those in favor of the nominees to say aye, all opposed nay.

If other persons are nominated from the floor, their names are written on a blackboard/easel/overhead. The president appoints tellers (at least two neutral people or else one acceptable to each nominee) who distribute ballots to members, then collect and count them.

NOTE: No nominee should be involved in the election procedure as a teller.

Ballots may be prepared in advance listing all the positions on them so that voters can write in a name for the nominee they prefer under the appropriate position, or blank pieces of paper may be distributed for each position.

The procedure for distributing ballots should be established before the election begins.

- a) Tellers give ballots to members of the unit/council present and eligible to vote. Membership cards should be shown and/or membership lists used. *or*
- b) The membership chair provides a list for members to sign and receive a ballot from teller.

The procedure for the collection of ballots should be established prior to election.

- a) Members complete ballot, fold once, and hold the ballot up for the tellers to collect. *or*
- b) A ballot box is used for members to deposit their ballot.

THE BALLOT BOX

If a ballot box is used, it must be sealed (taped closed) and opened only by the tellers after the polls are closed. If the ballot box will be left in a designated place for a period of time, there must be people assigned to the ballot box at all times to distribute ballots to eligible voters and to be sure that a person votes only once.

Election of Alternates

The bylaws may provide for alternates to be elected (i.e., “A nominating committee of five members and two alternates shall be elected”).

All names would be placed in nomination at the same time. Election would be by ballot and, unless the bylaws state differently, a majority is needed to elect.

Example:

A – B – C – D – E – F and G are nominated. Election is held.

Tellers’ report:

Votes cast: 52

Needed to elect: 27

A–45 B–31 C–33 D–40 E–40 F–27 G–44

Election Result:

The five members of the committee are A, C, D, E, and G. The alternates are B and F.

Election Results

When all the ballots are collected or the polls are closed, the ballots are to be counted by the tellers. The tellers give the count to the presiding officer who reads the entire tellers report, announces the results, and declares the winner(s) elected.

Blank ballots are not counted. Illegal votes are counted to determine the number of votes cast but are not applied as a vote for or against any nominee.

Ballots are considered illegal if:

- a) They are unintelligible.
- b) They contain the name of a nominee who is not a member.
- c) Two or more filled out ballots are folded together. These are recorded as one illegal vote.

If ballots have been counted and no one nominee for a particular position receives a majority of the votes, a revote must be taken with all nominees for the position on the ballot until one nominee receives a majority of the votes cast.

A motion should be made designating a time to destroy the ballots:

- a) At the end of the meeting *or*
- b) One month after the meeting.

NOTE: An election is valid as long as a quorum is present at the meeting, even if the number of persons voting is less than the quorum.

Sample Ballot

PRESIDENT

MARK "X"

- Nominee A
- Nominee B
- Nominee C
- _____

Fold Once

Sample Tally Sheet

PRESIDENT

Nominee A	+++	1111				<u>9</u>
Nominee B	+++	+++	+++	+++	+++	<u>25</u>
Nominee C	+++	+++				<u>10</u>
John Doe (ineligible)		111				<u>3</u>

Sample Tellers' Report

PRESIDENT

Number of votes cast	<u>47</u>
Necessary for election	<u>24</u>
Nominee B received	<u>25</u>
Nominee C received	<u>10</u>
Nominee A received	<u>9</u>
Illegal votes	<u>3</u>
John Doe (ineligible)	

Tellers' Signatures _____

Voting...

Types Of Votes

Several types of votes may be taken in the course of conducting a meeting. Some are indicated in the bylaws. The president should be aware of the type of votes required for an election, for amendment of the bylaws, or to pass a motion. When determining the result of a vote, you should be concerned only with the votes cast, not the number of people present, since no one is required to vote.

Majority: This means more than half the votes cast. Example: If 19 votes are cast, a majority would be 10; if 20 votes are cast, a majority would be 11. Majority vote is commonly used in elections and on most motions.

Two-thirds: This means $\frac{2}{3}$ of the votes cast. Example: If 30 votes are cast, a two-thirds vote is 20; if 31 votes are cast, a two-thirds vote is 21. To determine if you have a $\frac{2}{3}$ vote, double the number of “no” votes and, if it adds up to less than the number of “yes” votes, the motion is carried; if it adds up to more than the number of “yes” votes, the motion is defeated. The two-thirds vote is used only in the case of motions which take away certain rights of a person or give another person additional rights. *Refer to Robert’s Rules of Order Newly Revised.*

Plurality: This is the largest number of votes to be given any nominee where three or more choices are possible. Example: Three people are running for office. A receives 15 votes, B receives 14 votes, and C receives 13 votes. On a plurality basis, A is elected.

NOTE: Election by plurality is permissible only where the bylaws so authorize.

Voting Procedure

Unanimous (General) Consent: This is a useful shortcut in voting, permitting the assembly to take action without going through the process of a formal vote. It is an excellent time saver and should be used wherever there seems to be general agreement among the members. For example, “If there is no objection, the minutes stand approved as read.” After a slight pause if there are no objections, the presiding officer merely says, “The minutes stand approved as read.” Should one or more persons say “I object,” then the motion must be put to a formal vote.

Abstaining: An abstention is not a vote and therefore is not counted. No member is required to vote and no member should vote on a question where he/she has a direct personal interest.

NOTE: PTA does not provide for absentee voting, voting by mail, or proxy votes.

Voting Rights of Officers

All PTA officers have the same voting privileges as other members. However, except in small boards or committees (as distinguished from an assembly), the presiding officer should protect his impartiality by voting only:

1. When the vote is by ballot.
2. When his/her vote will change the outcome:
 - a) Break a tie, thus passing a motion
 - b) Make a tie, thus defeating a motion
 - c) Cast a deciding vote in the case of motion requiring a $\frac{2}{3}$ vote.

NOTE: This is an option of the presiding officer, not a requirement. A good presiding officer casts the deciding vote only when it is considered for the good of the PTA.

Choosing the Method of Voting

It is the privilege of the presiding officer to choose the method by which a vote will be taken. This choice is usually made on the basis of the size of the group, the nature of the motion being voted on, and the anticipated closeness of the vote. However, any member has the right to suggest the voting method to be used by making a motion. It requires a second, is not debatable, and is passed by a simple majority vote.

Voting Methods

Acclamation or Voice (Viva Voce): “Aye”—“Nay”

- **Show of Hands:** An alternate method that can be used in place of a rising vote in very small assemblies.
- **Rising Vote:** Best method used in verifying an inconclusive voice vote, where a close vote is anticipated, or in voting on motions requiring a two-thirds vote.
- **Ballot:** Used when secrecy of the members’ votes is desired, such as in elections.
- **Roll call:** Members respond when their names are called.

Recount Of Vote

When a member doubts the result of a voice vote or a vote by a show of hands, he/she can call for division, thereby requiring the vote to be taken again by rising. In a very small meeting where all present can clearly see one another, an inconclusive voice vote may be retaken by merely requesting a show of hands. Normally the presiding officer will take a count on a revote, inviting the person who called for division to also count. However, he/she is not required to count unless someone makes a motion to that effect. Such a motion requires a second, is not debatable, and requires a majority vote.

Notes