

Running Your PTA

TABLE OF CONTENTS

California State PTA Officers and Commissions.....	R4
Service to Unit, Council, and District PTAs.....	R5
California State PTA Brief Statements on Current Issues	R5
Legal Notices and Policies	R6
Compliance with Americans with Disabilities Act.....	R6
Conflict of Interest Policy	R6
Whistleblower Policy	R7
Professional Governance Standards	R7
Meetings	R8
Association Meetings	R8
Program Planning	R9
Announcements and Materials	R9
Conduct PTA Meetings	R9
Parliamentary Procedure	R11
Eight Steps to Making a Motion	R11
Amendments.....	R11
The Agenda and Meeting Notice	R11
Attending Convention and Conferences.....	R12
State Convention	R12
National PTA Convention.....	R12
Outside Conferences	R12
Nominations and Elections.....	R13
Electing the Nominating Committee.....	R13
Selecting Nominees	R14
Contacting Nominees.....	R14
The Election	R16
Questions and Answers	R17
Planning and Organizing.....	R19
Guide to Executive Leadership.....	R19
Executive Board	R19
Brainstorming	R19
Goal Setting	R20
Procedure Book	R20
PTA Records Retention and Destruction Policy	R21
Responsibilities of Officers and Chair	R22
Recommended Officers and Chairs	R22
Job Descriptions for Officers and Chair	R22
Committee Development and Guidelines	R23
Committee Member Selection.....	R23
Committee Meetings	R24
Delegating	R24
Bylaws for PTAs in California.....	R25
Reviewing Bylaws	R25
Standing Rules.....	R25
Historian Reports.....	R27

FIGURES

R-1 Organizational Flow Chart	R3
R-2 Sample Agenda and Meeting Planner	R10
R-3 PTA Nominating Committee Checklist - Quick Tips	R15
Fig. R-4 PTA Election Checklist – Quick Tips	R18

Organizational Flow Chart

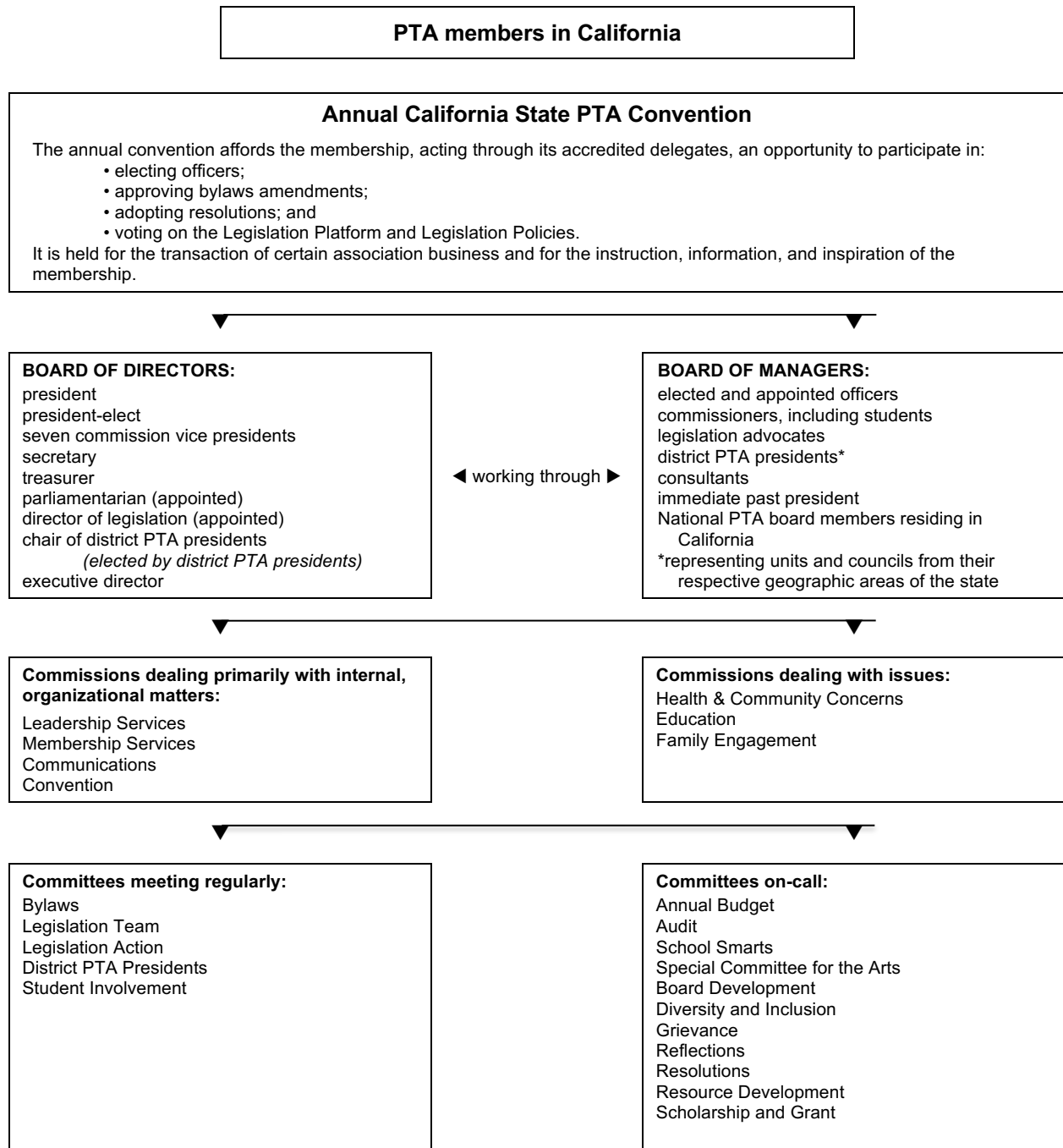


Fig. R-1 Organizational Flow Chart

California State PTA

Officers and Commissions

The seven commissions can be classified into two groups: (1) those dealing primarily with internal, organizational matters: special events, leadership services, membership services, and communications; and (2) those dealing with external issues in which PTA has a vital interest: health & community concerns, education, and family engagement.

The commissions are chaired by vice presidents elected biennially by the PTA membership at the annual convention in odd-numbered years. Commissioners are appointed members who serve during the administration. The treasurer, secretary, and parliamentarian serve on the leadership services commission.

California State PTA constantly assesses children's needs to determine where and how PTA action should be initiated or intensified. State resolutions, letters, and results of studies from unit, council, and district PTAs as well as National PTA programs and priorities provide direction to the California State PTA Board of Managers. Each commission develops its plan of action based on the goals and priorities of the association.

The work of the commissions is facilitated through special committee studies and cooperation with statewide allied groups, agencies, and coalitions whose goals are similar to PTAs. Each commission is responsible for providing leadership and education to unit, council, and district PTAs to help implement the projects and activities that fall within its area of concern. Through PTA in California, the website - capta.org - and other avenues of communication, unit, council, and district PTAs are kept informed of current projects, the progress of studies, and the initiation of new projects.

Communications Commission

The Communications Commission is responsible for internal and external California State PTA publicity. Its work includes news releases and news conferences; radio and TV appearances by California State PTA Board of Managers members; website maintenance (capta.org); social media outreach; and development, design, and publication of print and digital communications including *PTA in California* and *PTA Connects*. It is responsible for concerns related to mass media and their effects on children, youth, and families.

Convention Commission

The Convention Commission plans, implements and evaluates facilities, vendors, security, transportation and operations of special training events for California State PTA including the convention/annual meeting.

Health & Community Concerns Commission

The Health and Community Concerns Commission deals with issues related to the support of the whole child within the home, school and community. Topics in this area address the health and welfare of children and their families such as:

- Bullying prevention
- School and Community Safety

- Tobacco and Substance Abuse Prevention
- Chronic Absence and Truancy
- Mental, personal and community health issues
- Homeless and Foster Youth

The Commission supports collaborations among families, schools, communities, institutions, agencies and organizations, which are essential to the health, wellbeing and academic success of California's children and youth.

Education Commission

The Education Commission focuses on policies, pending legislation and education trends affecting public education. Education commissioners represent California State PTA on numerous statewide coalitions and committees to bring the family perspective to policymakers and the public. The commission provides tools and information to actively engage PTAs throughout California in local and statewide efforts to ensure that every child has the opportunity for an excellent education.

Leadership Services Commission

The Leadership Services Commission is responsible for strengthening and extending the work of PTA. Its activities include providing opportunities for leadership development and training to unit, council, and district PTAs; giving guidance in strengthening, organizing, reorganizing, and disbanding unit, council, and district PTAs; and generally augmenting the influence and public understanding of PTA, its purpose, and work.

Legislation Team

The Legislation Team includes the director of legislation, an advocate for federal issues, and state legislative advocates who specialize in external issues which PTA has a vital interest: health and community concerns, education, and family engagement (which align with the external subject matter commissions), plus budget issues, civic engagement, and ballot measures as these affect children, youth and families.

All Legislation Team members are also members of the Legislation Action Committee. There, Legislation Team members may present bills and ballot measures to the LAC for consideration of legislative action. The team works closely with the subject matter commissions to determine which proposed legislative matters have the highest priority, and the commissions are responsible for preparing background information and authority for bills in their area being recommended for action. Once a position has been adopted, the legislation team is responsible for all further actions on legislation. This includes relaying information on PTA positions to legislators, seeking appropriate amendments, offering testimony if needed, coordinating mobilization of members, and communicating PTA action on these matters to the constituent organizations of California State PTA.

Legislation Team members are also responsible for providing advocacy assistance and support to units, councils, and districts in terms of providing training, advice, and information at events (such as Leg Calls, Legislation Conference, and the annual State PTA Convention, and district-hosted events) as well as in written communications (newsletters, blogs, publications), and other opportunities that may arise.

Membership Services Commission

The Membership Services Commission promotes the value of PTA in membership recruitment and retention strategies including marketing outreach and

implementation of PTA programs such as National PTA Reflections Art Program, Founders Day, scholarships and grants, awards and more.

Family Engagement Commission

The Family Engagement Commission acknowledges families as the first teachers of their child and realizes the integral role that families play in the total development of the child.

The commission supports parents/guardians and family caregivers by strengthening/teaching parenting skills and encouraging engagement in schools and at home, supporting the understanding of childhood development stages, providing resource materials, and networking with agencies and groups that focus on family engagement.

Student State Board Members

Student State Board Members serve in a modified capacity as commissioners on the California State PTA Board of Managers. Student Commissioners are members of the Student Involvement Committee, may be assigned to a commission and included in the planning and presentation of student involvement workshops. Involving youth on the California State PTA Board of Managers is part of California State PTA's commitment to training students as community leaders and advocates by giving students a voice and working with them on their concerns. For information on applying to become a student state board member, contact your district PTA president or go to the Student Involvement web page at www.capta.org (Involving Students).

Service to Unit, Council, and District PTAs

California State PTA provides mailings, subscriptions, publications, and supplies to unit, council, and district PTAs.

Service Mailings

Current California State PTA and National PTA materials are compiled and distributed to unit, council, and district PTAs to support planning and implementing programs and projects. Presidents should become familiar with all materials received and share the contents with the executive board, giving specific items to officers and chairs for their use.

Service mailings are distributed free to the following: unit, council, and district PTA presidents; council and district PTA counselors; district PTA officers and committee chairs; district PTA offices; California State PTA Board of Managers and Advisory Board members.

California State PTA Newsletter

As a service of California State PTA, PTA in California, the official newsletter of California State PTA, issued two times per year, is sent without charge to: unit and council presidents; council and district PTA counselors who hold no other board position; district PTA board members; California State PTA Board of Managers and Advisory Board members; district PTA offices; California State PTA past presidents; county and district superintendents of schools in California; members of the State Board of Education; National PTA Board members; state PTA

newsletter editors; allied agencies; members of the state legislature; and others at the discretion of the California State PTA president. Others may download the newsletter online at www.capta.org.

Legislation Newsletters and Reports

Sacramento Update, a newsletter prepared and distributed by California State PTA, reports on current state legislation that affects the education, health, safety and protection of children and youth and includes a brief summary of federal legislation. It is posted on the California State PTA website, www.capta.org.

The California State PTA Legislative Action Report is prepared following meetings of the Legislation Action Committee, scheduled January through July, as appropriate. It is distributed through the California State PTA Legislation Alert email listserv and posted electronically on the California State PTA website. Updated information on PTA's positions on proposed legislation can be accessed on the California State PTA website, capta.org, Advocacy, Current Legislation Tabs.

To subscribe, at no cost, to the California State PTA Legislation Alert listserv, e-mail Advocacy@capta.org or call 916.440.1985. The listserv includes members of the California State Board of Managers, district PTA offices and legislation chairs, council presidents and legislation chairs, and subscribers.

National PTA publishes Advocacy Insider, a free monthly electronic newsletter, so that members and non-members can learn about what's happening in Washington, D.C., and about federal legislative issues affecting families, children, education, schools and communities. To subscribe, visit the National PTA website, www.pta.org.

Publications and Supplies

Both California State PTA and National PTA prepare a great variety of published material at low cost or no cost for the benefit of PTA leaders and members. Publications are listed by subject area, with a brief description of how they may be helpful in PTA work, in the List of PTA Materials, available online at www.capta.org and in the Toolkit Introduction section. Costs of PTA publications for use of officers and chairs should be included in the annual budget.

Order forms with current prices are included in the List of PTA Materials in the Toolkit Introduction section. All orders are subject to shipping and handling charges. For information on how to order materials or subscribe to PTA publications, visit the Resources page in the introduction of the *California State PTA Toolkit*.

California State PTA Brief Statements on Current Issues

California State PTA is a nonpartisan association that, in accordance with the third Purpose of PTA, advocates at both the state and local levels to secure adequate laws that "further the education, physical and mental health, welfare and safety of children and youth." PTA takes positions on issues, but never on candidates. Nonpartisan means California State PTA shall not be

controlled by, associated with, or in support of the interests of any one political party or individual.

Refer to the California State PTA Toolkit, available in English and Spanish, and the California State PTA Resolutions Book for more information on these topics. View resolutions and position statements online on the California State PTA website, under Advocacy at www.capta.org. Other resources include National PTA's Quick Reference Guides and the National PTA website, www.pta.org.

Legal Notices & Policies

Compliance with Americans with Disabilities Act

The Americans with Disabilities Act requires that disabled persons must be reasonably accommodated by modifying policies, making physical changes, and obtaining equipment to assist their participation in any activity.

For PTA meetings, this could include seating to accommodate an attendant accompanying a member or reserved seating in a location to accommodate a member's special need, providing written handouts to supplement discussion, and/or providing qualified readers or interpreters for members having a hearing or sight impairment.

Conflict of Interest Policy

Definitions

Conflict of Interest (also Conflict) means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust. Persons in a position of trust include staff members, officers, and members of the board of a unit, council or district of the California State PTA. Board means the executive board or executive committee. Officer means an officer of the board of directors, executive board or executive committee. Staff member means a person who receives all or part of her or his income from the payroll of any unit, council or district as well as California State PTA. Members of the board include any officer or chair of the executive board or executive committee. Supporter means corporations, foundations, individuals, 501(c)(3) nonprofits, and other organizations that contribute to California State PTA.

Policy and Practices

In accordance with the California State PTA Bylaws, Article IV, Section 6: A PTA member shall not serve as a voting board member of a constituent organization at the local, council, district PTA, region, state or national level while serving as a paid employee of, or under contract to, that constituent organization.

Related Party Provision. For purposes of this provision, the term "interest" shall include personal interest, Interest as director, officer, member, stockholder, shareholder, partner, manager, trustee or beneficiary of any concern and having an immediate family member related by blood or marriage or member of the same

household who holds such an interest in any concern. The term "concern" shall mean any corporation, association, trust, partnership, limited liability entity, firm, person or other entity other than the organization. No officer or board member of the association shall be disqualified from holding any office in the association by reason of being related to any person that has any interest in any concern. An officer or member of the board of the association shall not be disqualified because they are a related party from dealing, either as a vendor, purchaser or otherwise, or contracting or entering into any other transaction with the association or with any entity of which the association is an affiliate. No transaction of the association shall be voidable by reason of the fact that any officer or member of the board of the association is related to a person that has an interest in the supporter with which such transaction is entered into, provided:

- a. The interest of such officer or member of the board is fully disclosed to the executive board.
- b. Such transaction is duly approved by the board of directors not so interested or connected as being in the best interests of the association.
- c. Payments to the related party of the interested officer or the member of the board are reasonable and do not exceed fair market value that shall be determined by a three bid process.
- d. No officer or member of the board may vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting at which such transaction may be authorized.
- e. Every officer and member of the board shall complete the annual questionnaire at the beginning of each fiscal year. This document shall be maintained as provided in the document retention policy.

Following full disclosure of a possible conflict of interest, the executive board shall determine whether a conflict of interest exists and if there is a conflict, the Board shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect the PTA's best interests. Both votes shall be by a majority vote without counting the vote of any interested board member.

An interested member of the board, officer, or staff member shall not participate in any discussion or debate of the board, or of any committee or subcommittee, in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present member of the board.

Anyone in a position to make decisions about spending the PTA's resources (i.e., transactions such as purchases and contracts) – who also stands to benefit from that decision – has a duty to disclose that conflict as soon as it arises or when it becomes apparent; he or she should not participate in any final decisions.

A copy of this policy shall be given to all members of the board, officers, and staff members upon commencement of such person's relationship with the PTA or at the

official adoption of this policy. Each board member, officer, and staff member shall sign and date the policy at the beginning of his or her term of service or employment and each year thereafter. Failure to sign does not nullify the policy.

Each member of the board, officer, and staff member shall annually sign a statement which affirms such person (see Conflict/Whistleblower Form, Forms Chapter):

- a. Has received a copy of this conflict of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands that the PTA is a constituent organization of California State PTA as a nonprofit corporation and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax exempt purposes.

Whistleblower Policy

This Whistleblower Policy of California State PTA: (1) encourages directors, officers, staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the association; (2) specifies that the association will protect the person from retaliation; and (3) identifies where such information can be reported.

1. Encouragement of reporting. The association encourages complaints, reports or inquiries about illegal practices or serious violations of the association's policies, including illegal or improper conduct by the association itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which the association has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via the association's president or the council/district president. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.
2. Protection from Retaliation. The association prohibits retaliation by or on behalf of the association against employees or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The association reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

Where to report. Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the basis of the complaints, reports or inquiries. They should be directed to the association president and the council/district PTA president; if the president is implicated in the complaint, report or inquiry,

it should be directed only to the council/district PTA president. The association or council/district will conduct a prompt, discreet, and objective review or investigation. Officers, volunteers, and staff must recognize that the association may be unable to fully evaluate a vague or general complaint, report, or inquiry that is made anonymously.

Basic Policies and Principles of PTA

The basic policies and principles of PTA identify our primary focus as a nonprofit, 501(c)(3) organization and our core values as a voice for children. They include:

- a. The organization shall be noncommercial, nonsectarian and nonpartisan.
- b. The organization shall work to engage and empower children, families and educators within schools and communities to provide quality education for all children and youth and shall seek to participate in the decision-making process by influencing school policy and advocating for children's issues, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- c. The organization shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, schools and the community at large.
- d. Commitment to inclusiveness and equity, knowledge of PTA, and professional expertise shall be guiding principles for service in this organization.

Following these basic policies and principles is one of the main responsibilities of a leader in managing a PTA.

Professional Governance Standards

In both schools and communities, PTA volunteers are recognized as leaders and advocates. They bring unique energy, perspectives and skills to the table based on their life experiences. A shared commitment to the PTA mission "to positively impact the lives of children and their families" is the driving force behind their efforts.

As board members, PTA leaders have a special set of responsibilities to oversee the management of their PTA as a nonprofit 501(c)(3) organization and govern responsibly on behalf of their members.

That's why California State PTA has adopted Professional Governance Standards. These Standards outline the key principles and responsibilities for board members to follow in running a PTA.

All unit, council, and district PTA executive boards are encouraged to review and adopt the Professional Governance Standards as part of their board orientation and team building at the start of the term. However, adoption of the Standards can take place at any time.

To learn more, download the Professional Governance Standards online in the Toolkit, under Forms, at www.capta.org

Meetings

To create successful activities and manage the business needs of a PTA is a collaborative effort. And, much of the work involved takes place at unit meetings.

During the PTA term, board members participate in three types of meetings:

Executive Board Meetings:

- Attended by officers, chairs of standing committees, the teacher representative and principal or a representative as outlined in a unit's Bylaws
- Tasked with overseeing and managing PTA business between association meetings
- Scheduled monthly and at least two weeks prior to each association meeting
- Chaired and run by the president

Association Meetings:

- Attended by a unit's members, executive board members and guests
- Tasked with approving a unit's programs, events and expenditures
- Scheduled several times a year on meeting dates identified in a unit's Bylaws
- Chaired and run by the president

Committee Meetings:

- Attended by committee members who are appointed by the president
- Tasked with planning, promoting and implementing PTA activities
- Scheduled as needed
- Chaired and run by a committee chairs

In this section, you will find tips, tools and strategies designed to empower both new and experienced PTA leaders to engage in and manage PTA meetings more effectively.

Executive Board Meetings

PTA executive board meetings are held each month during the school year. They provide an opportunity for officers and chairpersons to share ideas, provide updates and oversee the management of a PTA.

The meetings are also a unique forum for board members to carry out their collective responsibility to:

- Monitor financial and membership reports
- Authorize the payment of bills within the limits of the unit's budget
- Approve minutes from the previous meeting
- Create committees as needed

- Fill vacancies on the board during the term
- Ensure that adopted budgets and required reports are uploaded to the document retention system
- Ensure that tax and government filings are submitted each year by the due dates

Developing goals and plans for PTA programs and events that meet the interests and needs of a school community are some additional activities that take place at board meetings.

Successful Board Members

Successful board members are team players who value cooperation, collaboration and communication. They are most effective when they:

- Operate with integrity, civility and trust
- Communicate a common vision
- Practice inclusion and welcome diversity
- Appreciate differences in work styles and perspectives
- Participate in training and mentoring
- Identify community needs and interests
- Maintain the confidentiality of board discussions

By working together as a team, a PTA board can make a difference on campus and in a community.

More information on the roles and duties of the executive board is available in the "Guide to Executive Leadership" under "Planning and Organizing" in this chapter of the Toolkit.

Association Meetings

PTA members are the "association" for a unit and play an important part in conducting the business of a PTA.

By participating in association meetings, general members have the opportunity to make motions, provide input on agenda items and make collective decisions by voting on actions for a PTA.

They also vote to approve programs and activities recommended by the executive board. They are responsible for adopting budgets and financial reviews as well as approving the expenditures of a PTA.

In addition, the PTA membership is the only group for a unit with authority to:

- Elect the Nominating Committee, Officers and PTA Convention Delegates
- Adopt Bylaws and Standing Rules
- Approve contracts for PTA programs and events
- Authorize an individual to represent the PTA
- Authorize a unit's position on an issue after a study

As outlined in Bylaws, association meetings and their agenda must be publicized at least ten (10) days in

advance. Written notice of the meeting, sent to all members, includes the date, time, location and proposed business of the meeting.

For proposed Bylaw amendments and the annual election meeting as defined in the Bylaws, written notice must be given at least thirty (30) days in advance.

All members are encouraged to attend association meetings. It is recommended that a program be presented as an addition to the meeting to better engage members and strengthen family-school partnerships.

Suggestions for Year-Round Schools

Maintaining community involvement and member participation in a PTA at a year-round school can be challenging. To help sustain PTA activity, consider:

- Electing vice presidents or appointing chairpersons from each track to communicate with members
- Scheduling association meetings so that each track can attend at least one meeting a year
- Holding informational meetings for each track in addition to association meetings
- Publicizing PTA events well in advance to keep everyone in the loop

With proactive planning and outreach, family engagement in school is strengthened to benefit all of the students in different attendance tracks.

Program Planning

Presenting a program, at an association meeting, is an effective way to encourage more members to participate. The program might involve a speaker, community forum, student panel or special activity. It might focus on topics of interest to everyone on campus such as student learning, health or wellness.

When organizing programs for association meetings, remember to:

- Survey members for input on possible programs
- Plan and publicize programs in advance
- Keep the program schedule flexible to address an unexpected situation on campus
- Provide presentations on topics or activities that bring families from all neighborhoods to the meeting

More tips and information on program planning is found in “Creating an Event” in the “Programs” chapter of the Toolkit.

Announcements and Materials

Units are frequently asked to schedule announcements of meetings, presentations, or fundraising activities sponsored by outside organizations, and may need to limit such announcements. This can be done by establishing a policy or standing rule that all announcements from outside groups or individuals be presented in writing to the association president at least one day prior to the meeting and that such announcements may be shortened to fit the time available.

Only printed materials that support the purposes and basic policies of the PTA and are pre-approved by the president and site administrator may be made available or distributed in connection with any PTA activity. (See unit Bylaws and Standing Rules.)

Conducting PTA Meetings

When planning a meeting, consider the goal of the meeting and how the meeting can be structured to accomplish that goal. The president and the executive board plan the meeting ahead of time and:

- Prepare the agenda and distribute written notice to members (See: Sample Agenda).
- Make the necessary preparations.
- Attend the meeting to demonstrate their commitment.
- Start and end the meeting on time
- Give members an opportunity to participate in the decision making.
- Streamline minutes and financial reports. Duplicate, distribute or post, wherever possible.
- Use surveys to evaluate the meeting to improve future meetings.

A National PTA parent survey found the top three things parents say PTA does best are:

- PTA is effective in improving my child's education.
- PTA works to make schools safer for children.
- PTA has a positive impact for all children, not just my own.

When conducting business at the meeting, be aware of which individuals are voting members. The privilege of making motions, debating, and voting is limited to eligible members. Eligible members are those whose dues are paid and have been members for at least the previous 30 days. Only eligible voting members count toward the **quorum**. It is the responsibility of the secretary to have an updated membership list.

It's also important to be proactive in setting a welcoming and inclusive environment at association meetings for families from all neighborhoods. This might include organizing and providing:

- Greeters at the door
- Handouts/signs in home languages and translators
- Name badges
- Door prizes
- Babysitting (see the Insurance Guide for guidelines)
- Snacks and social time before or after the meeting
- Board members scattered among participants
- Time in the agenda for questions and discussion

SAMPLE PTA AGENDA – WITH MOTIONS AND PHRASES TO USE

<u>[Name of Your Unit – PTA Association Meeting]</u> <u>[Meeting Date, Time, Location]</u>	
CALL TO ORDER <ul style="list-style-type: none"> ○ Call meeting to order ○ Start on time with quorum met 	<ul style="list-style-type: none"> • “The meeting will please come to order.”
OPENING CEREMONIES <ul style="list-style-type: none"> ○ Pledge of Allegiance 	<ul style="list-style-type: none"> • “_____ will lead us in the Pledge of Allegiance. Please stand.”
APPROVAL OF MINUTES <ul style="list-style-type: none"> ○ Distribute Minutes before meeting or post at meeting ○ No motion needed 	<ul style="list-style-type: none"> • “The Minutes of the meeting on _____ [date] were distributed/ posted. Are there any corrections?” • “The minutes are approved as presented.” OR “The minutes are approved as corrected.”
FINANCIAL REPORTS <ul style="list-style-type: none"> ○ Treasurer’s Report ○ No motion needed 	<ul style="list-style-type: none"> • “_____ will present the treasurer’s report.” • “You have heard the report of the treasurer. Any questions?” • “The treasurer’s report will be filed for audit.”
FINANCIAL REVIEW REPORT <ul style="list-style-type: none"> ○ Presented semi-annually ○ Motion to adopt 	<ul style="list-style-type: none"> • “_____ will present the financial reviewer’s report.” • “You have heard the report of the financial reviewer. Any questions?” [MOTION TO ADOPT] • “It has been moved and seconded that the financial review report be adopted.” [Follow steps for a motion]
PRESENTATION OF BILLS <ul style="list-style-type: none"> ○ Motion to pay bills 	<ul style="list-style-type: none"> • “The treasurer will read the bills.” [MOTION TO ADOPT] • “It has been moved and seconded that the bills be paid.” [Follow steps for a motion]
EXECUTIVE BOARD REPORT <ul style="list-style-type: none"> ○ Summary of board actions and recommendations ○ Motion to approve each recommendation 	<ul style="list-style-type: none"> • “The secretary will present the executive board report.” [MOTION(S) TO ADOPT – For each recommendation e.g. to approve programs, budget, calendar, fundraising, signed contracts] • “Since the motion comes from the board, a second is not needed. It has been moved that” [Follow steps for a motion]
COMMITTEE REPORTS <ul style="list-style-type: none"> ○ Motion to approve each recommendation ○ Include reports from principal, teacher representative and student representative 	<ul style="list-style-type: none"> • “_____ will present the report of the _____ committee.” • “Thank you. Are there any questions?” • [IF NO MOTIONS] “The report will be filed.” OR [MOTION TO ADOPT] • “Since the motion comes from a committee, a second is not required. It has been moved that ...” [Follow steps for a motion]
UNFINISHED BUSINESS <ul style="list-style-type: none"> ○ President presents items from last meeting’s Minutes 	<ul style="list-style-type: none"> • “The first item of unfinished business is _____.”
NEW BUSINESS <ul style="list-style-type: none"> ○ Motion needed on action item before discussion and vote 	<ul style="list-style-type: none"> • “The first item of new business is _____.” [IF ACTION ITEM, MOTION TO ADOPT] • “Is there a second? It has been moved and seconded that” [Follow steps for a motion]
PROGRAM (Optional) <ul style="list-style-type: none"> ○ Introduce program presenter 	<ul style="list-style-type: none"> • “_____ will present the program.”
ANNOUNCEMENTS <ul style="list-style-type: none"> ○ Include dates for upcoming meetings and activities 	<ul style="list-style-type: none"> • “The next meeting is scheduled for _____.” • “Thank you for joining us.”
ADJOURNMENT <ul style="list-style-type: none"> ○ No motion needed 	<ul style="list-style-type: none"> • “The meeting is adjourned.”

You may consider study groups, grade-level gatherings, special information sessions, or work parties (e.g., to prepare materials). The most important consideration is whether or not the planned meeting will increase involvement in the organization and ultimately serve the goals of the PTA.

Meetings must be held to vote on issues. Voting by **proxy** is prohibited. This means no absentee voting; a member cannot vote on behalf of another member who is absent.

Voting member: To be **eligible** to vote, a member must have paid annual per capita dues and been a member of the association for at least 30 days.

A **quorum** is specified in the Bylaws and is the minimum number of qualified voting members that must be present at a meeting to legally conduct business.

Parliamentary Procedure

To help meetings run smoothly, the parliamentarian's key role is to assist the president. This might include keeping a speakers list and acting as a timekeeper to work through the agenda.

The parliamentarian also provides advice on parliamentary procedure to assist the president in making a ruling, to facilitate the business of a meeting and to ensure everyone has an opportunity to participate.

That's why knowing more about parliamentary procedure is valuable. It is grounded on five, basic principles:

1. **Order** – 1 business item at a time
2. **Equal Opportunity** – Chance to participate
3. **Justice** – Fairness | Everyone understands
4. **Right of Minority** – To be heard
5. **Right of Majority** – To decide

Focusing on these 'rules of the game' when running a meeting goes a long way to help a PTA accomplish its goals fairly.

Did you know?... The current edition of Robert's Rules of Order Newly Revised is the parliamentary text that governs the PTA where the bylaws do not apply. However, the Bylaws for Local PTA/PTSA Units always take precedence over Robert's Rules of Order.

Eight Steps to Making a Motion

Motions are made for a PTA to take action for plans, programs and activities. They are introduced, seconded, discussed and voted on by members at a meeting.

To legally participate in the process, an individual must have been a member of the unit for at least 30 days.

Making a motion involves eight, basic steps:

1. Member – Stands or raises hand, waiting to be recognized/called on by the chairperson
2. Chairperson – Recognizes/calls on the member
3. Member – Presents motion, stating, "I move..."
4. Another member – Seconds motion to show more than one person is interested in discussing the item
5. Chairperson – Restates motion to ensure everyone understands what will be discussed
6. Members – Discuss motion with an equal opportunity to participate
7. Chairperson – Puts motion to a vote by saying: "All those in favor say 'aye.' ... Those opposed say 'no'"
8. Chairperson – Announces result to ensure all members know if the motion was approved or failed

Amendments

An amendment is a way to change a motion already on the floor before the vote is taken on a motion. It may be amended by:

- Inserting or adding words.
- Striking words.
- Striking words and inserting words.
- Substituting one paragraph or resolution for another.

Amending Examples

Main motion: "I move we have a parenting program at the park."

Inserting: "I move we have a parenting program in October at the park."

Striking: "I move we have a parenting program in October." (striking "at the park.")

Striking and inserting: "I move that we have a parenting program in November on the school grounds." (striking "October" and inserting "November on the school grounds.")

Substituting: "I move we have an ice cream social."

The Agenda and Meeting Notice

A PTA president is responsible for creating an agenda for an executive board or an association meeting. As a tool for managing meetings effectively, an agenda outlines the items scheduled for discussion and in what order they will be handled at a meeting. (See: Sample Agenda and Meeting Planner).

To prepare an agenda, the president gets input from other officers and chairpersons on what reports, motions or items of business to include on the agenda for an upcoming meeting.

Along with the agenda, written notice of a meeting is sent to members at least ten days before a meeting. It includes the date, time, location and the proposed business to be considered.

For the annual election meeting and for proposed Bylaws amendments, written notice is given at least thirty days in advance as stated in the Bylaws.

Attending Convention and Conferences

Attendees should:

- Share the training received to help strengthen their unit, council &/or district;
- Attend all sessions, representing their association with honor;
- Know how to report their expenses and the information received;
- Use PTA funds for purposes specifically authorized by their association.

State Convention

The California State PTA Convention is held annually for certain business transactions. It is also an opportunity to provide training in many areas of interest to our members, and provide a forum for attendees to speak directly with exhibitors who may be of assistance to our associations.

Delegates to determine the direction of the state association through:

- Electing officers;
- Approving amendments to the California State PTA Bylaws;
- Voting on the California State PTA Legislation Platform and the California State PTA Legislation Policies and Procedures; and
- Adopting resolutions.

Purpose

According to the California State PTA Bylaws, each association in good standing is represented at the California State PTA Convention by the president-elect or president and all other elected delegates to which the association is entitled, as well as elected delegates representing the council and district PTAs. All voting delegates must be elected at a general association meeting and names recorded in the minutes of the meeting.

Planning for the convention and providing an opportunity for delegates to attend is a priority. California State PTA strongly encourages its unit, council, and district PTAs to budget for and send as many delegates as entitled to each annual convention. The convention is an authorized expense to cover registration, housing, meal allowance, and transportation for each delegate. Convention expenses should be a line item in the unit, council, and district PTA annual budgets.

Delegates

Representation at the convention is outlined in the California State PTA Bylaws, Article XV, Section 5.

Call

The CALL (invitation) to the convention must be sent to members by the California State PTA at least 30 days prior to the convention.

Registration

Registration fees help defray convention expenses. Registration fees are non-refundable; name transfers may be made if the original registrant has not checked in for convention.

Nonvoting registrants include PTA members who are not elected delegates, school personnel, school board members, and/or representatives of allied agencies. Nonvoting registrants will receive convention materials and may attend all meetings, conferences, and workshops; however, they may not introduce motions, participate in debate, vote or speak during general sessions.

Registration is performed online. Notifications will be mailed out to all units providing the web address and relevant dates for registering. Confirmation letters and additional information will be mailed or emailed to each person registering.

For additional information on registration, contact the California State PTA Registration Chair at registration@capta.org

For additional information, contact the California State PTA Vice President for Convention at convention@capta.org

National PTA Convention

The state is entitled to one delegate for every 1,000 members statewide. The California State PTA Board of Managers selects delegates and alternates.

The convention purposes are to:

- Inform and give a nationwide view of PTA;
- Provide an opportunity to network with other delegates from throughout the nation; and
- Consider resolutions and bylaw amendments and elect officers. Delegates are not involved in other business of the National PTA.

Attending the National PTA convention is not intended to create a financial hardship on units or councils. If the expense is not in the PTA budget, a special fundraising event may be held.

Outside Conferences

The PTA cooperates with other organizations and agencies concerned with child welfare. PTAs often receive invitations to attend conferences sponsored by allied organization(s) and governmental agencies.

Officers and chairs attending the various events help build and strengthen association leadership.

In determining conference attendance, consider:

- How it will benefit the association
- Budget and fundraising activities necessary to cover expenses
- Who best to represent the association
- If it meets the purposes of the PTA

Special consideration should also be given to the following:

- A special fundraising event may provide part or all of the necessary funds, so already budgeted funds are not jeopardized.
- Ensure the time and energy expended in raising funds is limited, so these activities do not impact other PTA purposes and projects
- Elects its own chairperson at its first meeting
- Receives information and advice from the parliamentarian on procedures and next steps
- Reviews requirements for nominees and officers' duties (See: Job Descriptions in Toolkit)
- Engages in open discussion on potential nominees
- Selects only eligible nominees who agree to serve
- Operates until the annual election meeting

Nominations and Elections

The nominating committee plays a central role in the life of a PTA because its decisions shape a unit's future. Its main focus is to identify potential candidates for the elected positions on a PTA board for the upcoming term.

That's why members of the nominating committee should reflect the school community, drawing on members from different neighborhoods. Understanding PTA's mission and policies as well as how a PTA operates is also important.

The school principal, or a faculty representative appointed by the principal, if not an elected member of the nominating committee, serves in an advisory capacity.

(See: Fig. R-3: PTA Nominating Committee Checklist-Quick Tips)

Electing the Nominating Committee

Information about when and how a nominating committee is elected is found in your PTA Bylaws. For example, Bylaws provide details on who is eligible to serve as well as how many members and alternates are on the nominating committee.

Keep in mind that the election of the nominating committee takes place, each year, at least two months before the annual election meeting for board members.

Qualities of Nominating Committee Members

A member of the nominating committee is expected to understand and appreciate:

- Duties and eligibility requirements of board positions
- Skill sets and time commitment needed for each position
- Consideration of potential nominees based on abilities as well as capacity for leadership growth
- Selection of a slate of officers that reflects a school community
- Importance of keeping all deliberations confidential.

Responsibilities of the Committee

The nominating committee is tasked with choosing the best candidates to serve as officers to run your PTA next term.

Its meetings are scheduled to provide adequate time to consider all suggestions for potential nominees.

Setting aside time to create a balanced slate of experienced and new officers, representing the school community, is also part of the process.

Keep in mind that the nominating committee:

Remember, too, that a committee member is not excluded from consideration as a nominee for an elected board position.

If a nominating committee member is being considered, he/she is excused from the meeting during discussion on the position. And, the individual can rejoin the meeting to participate in the ballot vote, required in this instance, for determining the nominee for an office.

Responsibilities of Chairperson

The chairperson for a nominating committee has administrative duties to ensure that the committee runs smoothly and completes its work on time.

Additional responsibilities include arranging to:

- Provide the agenda and schedule for meetings
- Contact potential nominees and share the outcome with the committee (See: Contacting Nominees)
- Advise nominees to attend the election meeting and the installation of officers
- Submit a slate of nominees to the membership 28 days before the election meeting
- Reconvene the committee if a nominee withdraws before the election

At the election meeting, the chairperson reads the nominating committee report with the slate of nominees and gives a written report, signed by the committee, to the secretary to include in the Minutes.

Alternates to the Nominating Committee

An alternate is elected by the membership and receives information about the date, time and place of the first meeting of the nominating committee.

However, he/she only participates in nominating committee meetings when there is a vacancy on the committee.

If an elected member is unable to attend the first meeting, the first alternate is asked to replace that person as a permanent member of the nominating committee.

The Role of the Parliamentarian

For the election process, the parliamentarian acts as a facilitator for elections and as a mentor to the nominating committee.

For example, at the association meeting that elects the nominating committee, the parliamentarian shares information on the election process by reading parts of Article V, Section 3 to 4 in Unit Bylaws.

Providing support for the nominating committee includes scheduling its first meeting. Notifying the first alternate, if an elected member cannot attend this meeting, is a task assigned to the parliamentarian.

At the first meeting of the nominating committee, the parliamentarian conducts the election of the chairperson and supplies advice and information on:

- Nominating procedures and timelines
- Committee responsibilities and chairperson duties
- Unit Bylaws, Standing Rules and Membership List
- Officer positions and Job Descriptions

For subsequent meetings, the parliamentarian only attends if elected to serve on the nominating committee.

Suggestions for Year-Round Schools

Include representatives from all tracks on the nominating committee.

Encourage the nominating committee to present a slate of officers representing all tracks.

Request that the president and first vice president be from different tracks.

serve, if nominated, is also an important part of the process.

When talking to potential candidates for a PTA office, committee members should be prepared to provide:

- Information on the duties of the board position
- Details on expectations and time commitments for a board member, including for meetings and training
- The same set of questions for each candidate for a specific office

Before placing a name in nomination, the consent of each nominee is required.

If the nominating committee is unable to find a candidate for a specific office, it is best to leave the office vacant. After the election, the board-elect may fill any vacant positions as outlined in the Bylaws.

Selecting Nominees – Did You Know That Nominees ...?

- Must be a PTA member at least 30 days before nomination to be eligible for election
- Support the mission, purposes and principles of PTA
- Commit adequate time and effort to carry out duties, as a team player, if elected
- May be a student as students can serve in any elected position on a PTA/PTSA board
- Appreciate the value of training and learning more about PTA board responsibilities if elected

Keep in mind, too, that every PTA position has a term limit as stated in the Bylaws. This helps to maintain the health of a PTA by expanding leadership capacity and outreach.

That's why no member is eligible for the same PTA office for more than two, consecutive one-year terms on a unit board. And, during a PTA term, no member may hold more than one elected or appointed position.

Contacting Nominees

The main task of the nominating committee is to identify and contact potential nominees to serve on the executive board next term. This may involve recruiting likely candidates or, for some PTAs, evaluating applications from members.

Following up with an interview to help assess if a candidate is a good fit for a position and is willing to

PTA NOMINATING COMMITTEE CHECKLIST – QUICK TIPS

- 1) **Elect Nominating Committee At Association Meeting:**
 - ☐ Must be elected at least 60 days prior to annual election meeting
 - ☐ Check number of members and alternates to elect as stated in Bylaws
 - ☐ Verify eligibility of committee member nominees by checking:
 - ☐ PTA membership
 - ☐ Did not serve on last year's nominating committee
- 2) **Schedule Nominating Committee Meeting:**
 - ☐ Parliamentarian arranges date
 - ☐ Principal, or faculty representative appointed by the principal, included as advisor
 - ☐ Alternate(s) called as replacement, if elected member unable to attend first committee meetings
- 3) **Nominating Committee Meets – At the first meeting, the parliamentarian:**
 - ☐ Gives information on committee's work and nominating process (See: Bylaws, Standing Rules)
 - ☐ Conducts an election for committee chairperson
 - ☐ Reviews officer positions and duties
 - ☐ See: Job Descriptions, California State PTA Toolkit and Unit Bylaws and Standing Rules
 - ☐ Stays only if elected to the nominating committee

Key Activities – Recruits and identifies potential nominees to prepare slate of officers:

Contacts potential candidates and:

- ☐ Provides information on duties, expectations and skill sets of a board position
- ☐ Checks that he/she is a PTA member (for at least 30 days before nomination)
- ☐ Confirms that he/she:
 - ☐ Supports the mission, purposes and principles of PTA
 - ☐ Will commit adequate time and effort to carry out duties, as a team player, if elected
 - ☐ Appreciates the value of training and learning more about PTA board responsibilities, if elected
 - ☐ Agrees to be nominated and to serve as a board member, if elected

Assesses potential candidates with the chairperson:

- ☐ Reminding everyone that all discussions are confidential
- ☐ Leading an open discussion of possible nominees
- ☐ Scheduling a follow-up meeting, if needed
- ☐ Ensuring a slate of nominees is created
- ☐ Completing the Report of Nominating Committee for the Election Meeting
 - ☐ Signed by nominating committee members
- ☐ Arranging to notify membership of slate of nominees at least 28 days before Election Meeting

Fig. R-3 PTA Nominating Committee Checklist - Quick Tips

The Election

Each year, PTAs elect officers for the next term at an association meeting. The month to hold the annual election meeting is listed in a unit's Bylaws and is usually no later than the second week of April.

This date helps ensure a smooth transition for incoming board members. It provides time for them to receive materials and talk about the scope of their new position with their predecessor. And, it lets members of the board-elect get started to plan for the upcoming PTA year.

As well, the date gives the president-elect time to register and attend the California State PTA Convention.

The annual election meeting is planned and run by the president. Here are some tips to prepare for an effective election meeting:

- Agenda – Put 'Election of Officers' under 'New Business' on the Agenda.
- Notice – Distribute written notice of the election meeting thirty (30) days in advance to the unit's members as stated in Bylaws.
- Membership List – Secretary brings a current Membership list to the meeting to verify eligibility to vote and to be nominated.
- Voting – Only unit members attending the meeting, who have been members for at least thirty (30) days, and whose dues are paid, are eligible to vote at an election.
- Nominations at Meeting – After presenting the slate of nominees, additional nominations must be called for from the floor as indicated in Bylaws. These nominations do not require a 'second' and eligible members can nominate themselves.
- Elected Officers – To be elected requires a majority vote of those present and eligible to vote, providing the meeting quorum, as stated in Bylaws, is met.

How a PTA election is conducted is based on standard, parliamentary procedure. After giving some opening remarks, the president:

- 1) Asks parliamentarian to read parts of the Bylaws
 - o Nominations and Elections (Article V, Sections 1, 2, 4a, 4e, 5 to 8 and 11)
- 2) Asks for Report of the Nominating Committee
 - o Chairperson reads report and notes any changes to publicized slate, if a nominee withdraws before the election
- 3) Restates slate of nominees:
 - o Asks each one to stand as name is called
- 4) Asks for and takes nominations from the floor
 - o Says, "Are there any further nominations?" Ends process by saying, "Hearing none, the nominations are closed".
- 5) Conducts election of officers:
 - o With one nominee for each board position, use a voice vote, saying:

"Bylaws state that if there is one nominee for an office, a ballot may be dispensed with and the election held by voice vote."

"Any objection to this procedure?" ... "Hearing none, the following are presented for election" and reads list of positions and nominees."

"All those in favor, say 'aye,' those opposed say 'no'. The ayes have it. Congratulations, you have elected the officers for next term as presented."

If only one candidate has been nominated for an office, the president may declare the nominees elected by acclamation.

(See: Fig. R-4 PTA Election Checklist- Quick Tips)

Voice Vote

When there is one nominee for a position, the election may be held by voice vote. But, a member may make a motion to vote by ballot. This motion is then voted on immediately without debate. It requires a majority vote to be adopted.

Ballot Vote

Written ballots are used to vote in an election when there are two or more nominees for an office. They are also used if a motion to vote by ballot is presented, voted on and adopted at an election meeting.

For an election, both a voice vote and a ballot vote may be used with the voice vote for uncontested offices and a ballot for those positions with two or more nominees.

Here are some tips for handling a ballot vote:

1. Verify Eligibility To Vote – Check the current membership list vote before handing out ballots.

If you know before the election meeting that there are two or more nominees for any office, ballots can be given out at a registration table as members arrive and present their membership cards.

Please Note: If a current membership list is not available, all adults present are allowed to vote.

2. Appoint Tellers Committee – The president appoints a tellers committee, with a chairperson and at least two tellers. Tellers distribute, collect and count ballots.

Ballots can also be collected in a ballot box. Nominees for office may not serve as tellers.

3. Count the House – Before voting, count the house to determine the number of ballots to be tallied. The president asks eligible members to stand and be counted.

If another vote is necessary, recount voting members to determine the number of ballots to be tallied. If an eligible member missed the original ballot vote, but arrives in time for another vote, he/she is entitled to vote.

4. Handling Ballots – Illegal ballots are counted only to determine the number of votes cast. But, they are not applied as a vote for or against a nominee.

Ballots are considered illegal if they are handed in with:

- Unreadable words or symbols
- A nominee's name who is not a member
- Two or more filled out ballots folded together, which are then recorded as one illegal vote

Blank ballots are not counted.

In a contested election, each nominee may designate a person as an observer for counting ballots.

6. Voting Results – The results are reported in writing by the tellers committee chairperson and given to the president with the following information:

- Total eligible voters =
- Total votes cast =
- Number needed to elect (majority vote – $\frac{1}{2}$ plus + 1) =
- Number received by each nominee:
(Nominee) Votes Received =
(Nominee) Votes Received =

The president announces the voting results and who is elected. But, the number of votes cast for each nominee is not announced, unless requested. However, for the Minutes, the complete Tellers Report is recorded.

The chairperson of the tellers committee then makes a motion to destroy the ballots.

7. Election Challenges – With few exceptions, challenges to the election procedure or outcome must be made during the election meeting.

An election must be declared “null and void” when it is discovered that an individual elected did not meet the eligibility requirements for office as stated in Bylaws.

To learn more, refer to: Roberts Rules of Order Newly Revised, latest edition, ‘Contesting the Announced Results of an Election and Point of Order’.

For assistance and more information about elections, contact your district PTA parliamentarian or president.

Voting Rights of Officers

All PTA officers, including the parliamentarian, have the same voting privileges as other members. The president's impartiality is protected by voting only when the vote is by ballot.

Previous Nominating Committee Members

Make a list of nominating committee members and the year(s) in which they served. This will serve as a written reference for the PTA. The names of the nominating committee members must be placed in the PTA minutes as the official record.

Questions and Answers

- Q. Can the nominating committee fill one position with two people who are willing to share the duties of the office?

- A. No. A position may be filled by only one person. If unusual circumstances exist that require more than one person to handle the duties of a particular position, then an assistant or deputy position may be created.

Caution: If the assistant or deputy position is included by amending the bylaws, that position will then be required on all future boards. Alternatively, an assistant or deputy position with a clear description of the job duties may be added to the standing rules to allow for the position without requiring it on all future boards.

- Q. Can one person be nominated for more than one office?

- A. Yes. However, a member can serve in only one capacity at a time. In such a case, if the person elected to two or more offices is present, he/she can choose which office he/she will accept. If he/she is absent, the assembly should decide by vote the office to be assigned, and then elect others to fill the other office(s).

- Q. Can a vacant position on the proposed nominating committee report be filled after the report has been submitted and posted?

- A. Yes. If a nominee withdraws before the election, the committee must reconvene as soon as possible to agree upon another nominee. If an office is vacant after the election because an officer-elect resigns or because no one was elected to fill the office, it shall be considered a vacant office to be filled by the board-elect according to the bylaws.

- Q. How does the nominating committee handle the acceptance of the nomination for a position after the report has been submitted?

- A. If someone accepts a nomination after the report has been submitted (at least 30 days prior to the election meeting), the nominating committee chairperson will read a revised report that includes the new nominee for office to the executive board and to the membership at the annual election meeting.

- Q. Can an association member be nominated to serve a third consecutive one-year term for any office?

- A. No. An individual who has already served two consecutive one-year terms in any elected or appointed office is not eligible to be nominated, elected or appointed to serve an additional consecutive term in the same officer position. The individual may serve in a different officer position. (See *Unit Bylaws*, Article V, Section 8.) An individual serving as an officer of a council or district for one two-year term is not eligible to be nominated, elected or appointed to serve an additional consecutive term in the same officer position. At least one full term must elapse before an officer who has served the maximum number of terms is eligible for nomination and election or appointment to the same office.

PTA ELECTION CHECKLIST – QUICK TIPS

- **PRESIDENT – VERIFIES DATE FOR ELECTION MEETING IN BYLAWS:**
 - ☐ Notify membership of election date at least 30 days before meeting
 - ☐ Publicize slate of officers at least 28 days before meeting
- **PRESIDENT – PRESIDES AT ELECTION MEETING:**
 - ☐ Secretary – Brings current membership list and ballots to meeting
 - ☐ Parliamentarian – Reads Bylaws Sections related to nominations and elections at meeting
 - ☐ Nominating Committee Chairperson – Reads Nominating Committee Report with officers' slate
 - ☐ President – Restates slate of nominees and asks each person named to stand
- **PRESIDENT – CONDUCTS ELECTION:**
 - ☐ Asks for nominations from the floor for each office
 - Nominations do not require a second, only a nominee's consent
 - ☐ Conducts election by voice vote if there is only one nominee for any office
 - ☐ Calls for a ballot vote for any office with two or more candidates
- **HOW TOS – BALLOT VOTE:**
 - ☐ Required if there are two or more nominees for an office
 - ☐ Eligibility to vote is verified by checking current membership list
 - ☐ President appoints a Tellers Committee and its chairperson:
 - Tellers – Distribute, collect and count the ballots
 - Count eligible voters to determine total number of ballots
 - ☐ Note: Nominees may not serve as tellers, but may designate a person to observe the ballot count
- **TELLERS COMMITTEE – COUNT VOTES AND PREPARE REPORT WITH:**

Total eligible voters = _____ Total votes cast = _____

Number needed to elect (majority vote – ½ plus one) = _____ Number received by each nominee = _____

 - ☐ If a nominee does not receive a majority vote, the ballot is repeated
 - ☐ Tellers Report is given to president and included in the Minutes
- **PRESIDENT – ANNOUNCES RESULT OF VOTE AND NAMES OF ELECTED OFFICERS**
- **TELLERS COMMITTEE CHAIRPERSON – MAKES A MOTION TO DESTROY BALLOTS**

Fig. R-4 PTA Election Checklist – Quick Tips

Planning and Organizing

Guide to Executive Leadership

As a member of a PTA executive board, you oversee plans, events and activities that make a difference in your community. That's why knowing more about the structure of a board and how it operates as a nonprofit 501(c)(3) organization will help you run your PTA more effectively.

Executive Board

Board Members – Unit Bylaws outline the structure and specific regulations to govern a PTA. Officer positions and members of an executive board, for instance, are identified in Bylaws and may include:

- Officers
- Chairs of standing committees
- School principal or representative
- Teacher representative
- Student representative

Each unit is required to include certain positions in the Bylaws. However, district PTA leaders can work with a unit to help ensure that a board reflects the needs of a particular PTA and its community.

For example, if a unit has a small number of members, district leaders can offer advice on ways to reduce the size of its board by amending the Bylaws, following the California State PTA process for Bylaws review and approval.

Meetings – A PTA executive board meets each month during the school year. And, these board meetings are scheduled for two weeks before association meetings of the general membership. This ensures that your members receive advance, written notice of all business items that will be considered and voted on at the association meeting.

In addition, a summary of actions taken by the executive board must be reported to members at the next association meeting. Usually, these actions also require further approval or ratification by the association.

Actions requiring association approval are found in the Bylaws. They include approval of the year's proposed programs, projects and budget as well as approval of expenditures.

Keep in mind, too, that executive board meetings and minutes are confidential with attendance limited to those individuals whose positions are specifically listed in the Bylaws.

For others to take part in a board meeting, they must be invited to attend and granted a courtesy seat by the president. As a guest, they can share information with the group. However, they do not participate in discussion or voting and should leave the meeting after providing information to the board.

Creating committees to work on assigned tasks and specific activities is a helpful way for a board to complete its work and accomplish its goals more efficiently. (See: Committee Development and Guidelines).

Did You Know ...?

To remain in "good standing" as a PTA, a unit must:

- Adhere to the purposes and basic policies of National PTA and California State PTA
- Have three (3) required, elected officers: president, secretary and treasurer
- Remit per capita dues for a minimum of fifteen (15) members annually by the due date
- Pay Insurance premiums annually to AIM, California State PTA's insurance broker
- Have Bylaws approved according to California State PTA procedures
- Comply with legal filing requirements of state and federal agencies
- Meet other criteria prescribed by California State PTA

(See: PTA Unit Bylaws, Article IX, Sections 1, 2)

Brainstorming

Successful PTA board members have a work style that values collaboration, communication and cooperation. In working together, they rely, too, on brainstorming as a problem-solving tool to identify and prioritize options in planning and organizing the PTA year.

As a collaborative effort, brainstorming encourages participants to tap into their creativity and supply many solutions to any given problem or task. Sharing ideas and participating in the decision-making process also builds buy in for the group's decisions and plans for the PTA year.

How Tos – A good brainstorming session should last 15-20 minutes. To get started, divide into small groups with one person assigned as the recorder to capture the group's suggestions.

Provide the groups with poster paper and marking pens to use in sharing and reporting their ideas.

Clearly identify the key purpose of the brainstorming activity by listing the task, problem or issue for discussion on the top of the paper for each group.

In addition, list the main goals and objectives for the unit for the coming year based on the Purposes of the PTA.

RULES

- Everyone participates, including the president
- Participants share ideas and how tos on the topic
- Recorder lists all suggestions

- Do not discuss or pre-judge ideas
- Enjoy silences as It means everyone is thinking

CONSENSUS

To arrive at a consensus, take time to reorganize the list of ideas generated. Similar ideas should be grouped and put together.

Encourage the group to go over the list to identify shared priorities. Work together to consider:

- Is the idea doable in terms of time and effort?
- Do we have the resources and bandwidth?
- Does the idea fit with the Purposes and basic policies of PTA?

As a next step, participants should indicate their top three choices. To tally the results, assign 3 points for 1st choice; 2 points for 2nd choice; 1 point for 3rd choice. And, add up the points for each category.

The idea with the most points becomes the group's choice and shared priority to focus on moving forward.

Remember, reaching a goal (a desired outcome to be achieved) often requires the completion of several objectives and steps. (See: Develop an Action Plan)

Goal Setting

Setting goals for your unit helps you work smarter in planning and organizing the PTA year. It supplies a road map to keep you on track as board members with shared priorities to focus on, achieve and evaluate collectively.

Three, basic types of goals to consider are:

Short-range Goals: Accomplished now (starting today and within two weeks)

Intermediate Goals: Accomplished in the interim between short- and long-range goals

Long-range Goals: Accomplished by the term's end

PLANNING

Setting one or two goals with ten ways to reach each one is better than setting ten goals with only one or two ways to get there.

When starting to plan as a board, take time to learn more about the school community's current interests, concerns and needs. This can be done by supplying a brief survey or setting up a suggestion box online or in person. Input can be gathered as well by brainstorming at an association meeting.

In assessing community feedback, board members work together to determine:

- Will the suggestion promote the Purposes and basic policies of PTA?
- Does the idea address a valid concern or real need in the community? Or, is another organization already working on the issue?

If so, consider joining an existing coalition so that you don't have to reinvent the wheel. (See: Joining, Building, and Making Coalitions Work).

Is the idea cost effective and feasible? Can we invest enough time, money and resources to make it happen?

5 Steps in Planning

1. Research – What do our members need or want?
2. Goals – What does the unit want to accomplish?
3. Objectives – What will it take to reach our goal?
4. Action Plan – Who does what, when, and how?
5. Evaluate – How can we know it was successful?

POTENTIAL GOALS FOR THE YEAR

To help you get started, here are some ideas for possible goals to set in planning the PTA year:

- Increase unit membership
- Enhance outreach and communications
- Build stronger family-school partnerships
- Promote PTA benefits and activities
- Engage families from all neighborhoods
- Advocate for campus safety
- Celebrate diversity and practice inclusion
- Improve student health and wellness

After selecting your unit's goals, board members collaborate to develop the chief objectives along with an action plan to attain the goals.

Procedure Book

Each officer and chair is responsible for providing information and materials to pass on to his/her successor at the end of the term. Supplying these resources helps ensure that a PTA can continue to thrive as an organization.

When organized and collated, all material related to a PTA office or committee is known as a Procedure Book. It contains items and details to paint a picture on the scope of the position, how work was done and what was achieved during the year.

These materials may be kept and passed on in a binder, on a flash drive, or as electronic files stored on the cloud to access and download.

Procedure books are labeled with the PTA position or committee name; the name of the unit, council, if in council, and PTA district; and, a list of previous officers/chairs with the dates served and contact information.

They should also contain the following statement:

"This procedure book is the property of _____
[name of unit] and is to be given to the incoming
officer/chair at the end of the term."

To start the year right, a procedure book contains:

1. Executive board roster
2. Job description (*See: California State PTA Toolkit, Job Descriptions*)
3. Current Unit Bylaws and Standing Rules
4. Agendas and Minutes from meetings
5. PTA calendar of events and/or monthly duties
6. Budget and financial information
7. Officer/Chair Reports
8. Information from conferences and workshops
9. Relevant communications and newsletters
10. Contact information for community and business partners

Providing a summary of what worked best and suggesting ways to make it even better are also useful items to add to a Procedure Book for your successor.

Please Note: Procedure Books belong to a PTA and are not to be regarded as the personal property of individual volunteers.

RECORDS RETENTION AND DESTRUCTION POLICY

Model Practices for Districts, Councils and Units

It is very important that certain records be retained. The current IRS letter of determination, the current bylaws and standing rules approved by the state parliamentarian and the articles of It is very important that certain records be retained. The current IRS letter of determination, the current bylaws and standing rules approved by the state parliamentarian and the articles of incorporation (for incorporated PTAs) should be readily available at all times.

In 2016, a policy for handling PTA records was adopted by the California State PTA Board of Directors and Board of Managers. It meets all applicable state and federal statutes related to document retention for nonprofit organizations.

As summarized below, the policy is intended as a guide for model practices at the local district, council and unit level.

The purposes of the policy include:

(a) The retention and maintenance of documents necessary for the proper functioning of local PTA as well as to comply with applicable legal requirements;

(b) The destruction of documents which no longer need to be retained; and,

(c) Guidance for the Board of Directors (the "Board"), officers, and other constituencies with respect to their responsibilities concerning document retention and destruction.

Please refer to the *Toolkit* online at www.capta.org for the complete policy recommended for all PTA districts, councils and units.

RETENTION SCHEDULE

Permanent Storage

Accounting & Finance

- Annual Financial Statements & Financial Review Reports
- Cancelled Checks – special, such as loan repayment
- General Ledger

Contributions/Gifts/Grants

- Contribution Records
- Documents Evidencing Terms of Gifts

Governance

- Articles of Incorporation & Amendments
- Bylaws & Amendments
- Minute Books, including Association, Board & Committee Minutes
- Annual Reports & Returns to State & Federal Agencies
 - IRS 990N, 990EZ or 990
 - Franchise Tax Board 199N or Form 199
 - Attorney General –
 - RRF-1
 - Raffle Reports (if applicable)
- Secretary of State SI-100 (if incorporated, filed biennially)
- IRS Rulings
- Licenses and Permits
- Employer Identification (EIN) Designation
- Any other correspondence with State or Federal Agencies

Electronic Mail (Email)

- Emails considered important or of lasting significance

Retirement & Pension Records

Insurance

- Property, D&O, Workers' Compensation & General Liability Insurance Policies
- Insurance Claims Records

Legal Correspondence

10 Years

- Personnel Records
- Employee Contracts
- Personal Property Leases

7 Years

- Accounts Payable
- Accounts Receivable
- Bank Statements, Reconciliations & Deposit Slips
- Cancelled Checks – routine
- Credit Card receipts
- Employee/Business Expense Reports/Documents

- Interim Financial Statements
- Grant Records

3 Years

- Conflict/whistleblower forms

2 Years

- Hard copy correspondence and internal memoranda – routine matters
- Electronically stored documents – routine matters

12 Months

- Emails - routine

Responsibilities of Officers and Chairs

In managing a PTA, executive board members take on certain responsibilities as soon as they are elected or appointed. They are expected to:

- Work collaboratively and fulfill the duties of office
- Uphold the policies and procedures of the California State PTA and National PTA
- Study and follow Unit Bylaws and Standing Rules
- Participate in meetings, complete assignments and meet due dates
- Maintain confidentiality on board business
- Protect members' privacy by allowing no distribution of membership lists to outside interests or businesses
- Supply accurate and detailed account of funds entrusted to them
- Grow leadership by mentoring new leaders
- Attend conferences, workshops and conventions
- Act as a steward to protect the assets of a PTA

California State PTA does not recognize co-officers. "Co-officer" implies two people of equal rank sharing one position. In PTA, only one name may be listed for each office, and only one individual may vote. To share the workload, Bylaws may be amended to include additional officers.

More details on board duties, the structure of your unit and how it functions are outlined in the Bylaws. You can also find specifics on the month for the annual election, the date when the term begins and when the nominating committee is elected.

All Officers and Chairs are responsible for reviewing Bylaws as well as maintaining a Procedure Book specific to their position while in office.

In addition, to better understand individual and board roles, set aside time to review the *Professional Governance Standards* together as an executive board.

(See: 'Professional Governance Standards' in *California State PTA Toolkit*, Forms Chapter)

Recommended Officers and Chairs

All PTAs are required to have a president, secretary, and treasurer as a nonprofit organization. While the number

and titles of officers may vary at the unit, council, and district levels, all officers are listed in the Bylaws for your PTA.

Recommended Officers

Vice President(s)
Financial Secretary
Corresponding Secretary
Historian
Financial Reviewer
Parliamentarian

Job Descriptions for Officers and Chairs

To maintain continuity in running a PTA, the president ensures that board members receive the relevant materials, job guidelines and procedure books for their respective positions before the start of the new PTA year.

Information, tips and strategies for handling board positions are available in the 'Job Descriptions' for Officers and Chairs in the California State PTA Toolkit, Job Descriptions Chapter.

These Job Descriptions were developed by California State PTA to be used and relied on by unit, council and district PTAs. They are meant to assist board members in carrying out their duties throughout the term.

The list includes more specifics on the scope of the positions including ones for the required president, secretary and treasurer as well as more than thirty other positions.

PTAs are also encouraged to develop their own checklists for routine tasks and activities carried out by board members for their positions. These are prepared by outgoing officers and chairs to share with their successors.

Administrators Serving as Officers/Check Signers

California State PTA does not recommend or encourage the practice of administrators serving as officers or check signers. This is because a unit that elects the administrator to any office:

- Forfeits the administrator's important role of advisor
- Misses an opportunity to develop new leadership from the general membership

In addition, each member elected to a PTA position must be prepared to carry out all duties of the position. Administrators, by virtue of their position, already serve as members with voting privileges of an executive board member (See: Unit Bylaws, Article VIII, Section 1).

School Staff Serving as Primary PTA Officers

There are a number of important reasons, relating to conflict of interest, that underscore why school staff should not serve as the primary PTA officers:

- PTA is a private membership association that is independent of the school and school district.
- PTAs that consistently elect school staff to serve in the primary officer positions of president, secretary, and/or treasurer or to a majority of the PTA officer positions risk becoming a school-related organization.
- School-related organizations are subject to school district financial audits and inspection of records.

While school staff members are an important and valuable part of the PTA, care must be taken that they are not unduly influencing the decisions of the PTA membership, especially relating to fundraising and financial support of the school or school district.

Committee Development and Guidelines

Committees are formed to plan, promote, and implement the activities of the PTA. The quorum for a committee is a simple majority of the members serving on that committee. A standing committee is established to perform a continuing function and remains in existence permanently for the life of the assembly that established it. A special committee should have a definite purpose and is subject to the directives of the membership. It remains in existence until the duty assigned to it is accomplished, unless discharged sooner, and it ceases to exist as soon as the association receives its final report.

All unit, council, and district PTAs are required to elect a nominating committee (Nominations and Elections).

Committee Creation

PTAs are encouraged to explore areas of local concern not listed in these guidelines, as long as these concerns fall within the scope of PTA activities. PTAs should share their successful programs and ideas for new committees with their councils and districts, so that other units with similar concerns may benefit from these successful experiences.

special committee: may be appointed by the president or elected by the association for a specific purpose. It ceases to exist when its final report is submitted.

The number of committees needed to carry on the work of the unit will depend upon the size of the membership and the program and activities (goals) for the year (Goal Setting) and may include:

Community Concerns
 Disaster Preparedness/Crisis Response
 Education
 Environmental
 Family Engagement
 Financial Committee
 Financial Review
 Founders Day
 Fundraising
 Graduation/Prom Night
 Health
 Historian
 Honorary Service Award

Hospitality
 Legislation
 Membership
 Outreach
 Program
 Public Relations
 Publications Coordinator
 Reflections Program
 Room Representative Coordinator
 Safety
 Student Involvement
 Volunteer Coordinator
 Website
 Others as needed

The responsibilities and goals of the committee must be clearly defined. The committee members should know if funds have been allocated for the committee's use and what records or resources are available to them. A timeline must be established for scheduled meetings, the completion of specific tasks, and the presentation of the final report to the president and executive board.

Committee members must understand that:

- Committees do not function as separate groups but are part of the association and must operate within the framework of PTA bylaws, policies, and procedures;
- Committees make recommendations, not decisions;
- All projects and activities must have the approval of the executive board and the association in advance; and
- All money raised or derived from the activities of a committee is deposited in the unit treasury and shall not be expended by any chair or committee without the approval of the executive board and association.

Committee Member Selection

The president appoints the chair and members of all committees, with the exception of the nominating committee. All appointments are subject to ratification by the executive board. The president should seek recommendations from the chairs. Committees should be representative of the membership and include students at the secondary level, if possible. The president is an ex-officio member of all committees except the nominating committee.

The nominating committee is elected by the membership (Nominations and Elections).

Considerations for Member Selection

Do they have a special interest in the subject?

Do they have the background needed to address the issue?

Will they attend committee meetings and make a positive contribution?

Do they have access to special resources?

Would serving on the committee enhance their skills?

Would student input be appropriate and helpful?

Do they represent the needs of a diverse membership?

Are the members representative of the community?

The principal can be a valuable resource on a variety of issues and may be asked to serve in an advisory capacity on any committee.

Guidelines for Chairs

The president should provide the chairs with their respective job descriptions as soon as possible. The job descriptions for all recommended chairs can be found under Job Descriptions in the California State PTA Toolkit.

Committee Development and Guidelines

Committee Member Selection

Committee Meetings

Responsibilities of Officers and Chairs

Committee Meetings

Well-planned and efficiently managed committee meetings can be a source of pleasure as well as productivity. A chair can be an efficient meeting manager by planning ahead.

Before the Meeting

1. Determine the necessity and relevance of the meeting.
2. Since all voting must be handled in person, if there are a couple of items of business to take care of, plan to shorten the meeting. Effective meetings do not need to be lengthy. Meet briefly to vote officially and record the committees' decisions.
3. Whenever possible, send or email an agenda in advance to committee members—or at least provide one when committee members arrive. Indicate a starting and ending time. Be specific about topics to be discussed and decisions to be made.
4. Organize thoughts and materials—and come prepared!

During the Meeting

Since committee meetings are usually conducted in an informal manner, the rules of parliamentary procedure for motions, seconds, and voting, can be replaced by the use of general consent or consensus. A good working relationship is established when the leader acts as a facilitator and provides a relaxed and supportive atmosphere.

1. Begin on time. If the leader will be conducting business and the group is short of a quorum, wait to discuss action items until a quorum is present.
2. Briefly review the agenda and the purpose of the meeting.
3. When necessary, pause, reflect, and summarize, so everyone is aware of what is being accomplished.
4. Encourage each committee member to participate. Courteously discourage those who monopolize the floor and encourage the shy ones to speak. Reinforce the fact that the committee needs to hear

from everyone in order to combine all good ideas and suggestions.

5. Before adjourning, sum up what decisions were made and what future assignments designated. Does everyone know who is to do what and by when? If practical, set the date of the next meeting; otherwise, assure members the leader will notify them later.
6. As chair, set the tone by being optimistic and enthusiastic about the committee's tasks. Members will share that excitement.

Meetings must be held to vote on issues. Voting by proxy is prohibited. This also means no absentee voting or voting by mail, email, or phone.

Quorum for committee: a simple majority of the members sitting on a committee (Committee Development and Guidelines). See *Bylaws for Local PTA/PTSA Units*, Article IX, Section I.

Delegating

A good leader delegates to:

- Share the responsibility of getting the job done;
- Develop mutual trust and self-confidence in co-workers; and
- Help build future leadership for the organization.

Delegating well depends on recognizing that the leader cannot do everything alone because:

- There are not enough hours in the day;
- Everyone has personal priorities; and
- Delegating builds new leadership.

Tips for Success

Try to match the abilities of the individual with the requirements of the task.

Assign (with courteous determination) a relatively small task that guarantees the potential for success.

Define a "reachable goal," the attainment of which can be shared with others.

Be generous in praise and acknowledgment. Expressing appreciation helps pave the way for delegating future responsibilities.

Avoid overwhelming association and committee members.

Communicate clearly. Be clear about the assignment and what is expected. If the leader appoints someone to cover a meeting, upon returning from the meeting, the person should do one or more of the following at the president's direction:

- Write and submit a written report.
- Report orally to the group.
- Write a newsletter article, if asked by the president or chair.

Follow-up. This is the most important part of delegation. Make the request for periodic reports part of the project. If time passes and the leader has not been informed directly, use direct contact.

Due Dates. Be realistic in setting the dates for action required. Remember that people work at different paces. Establish expectations—and make them apparent; however, do recognize that PTA is not the top priority in everyone's life.

Share the concept that those who neglect meeting due dates create a “domino effect” upon everyone down the line. Gently emphasize the personal responsibility involved.

Bylaws for PTAs in California

Bylaws are designed to help the group function in an orderly manner. The president shall assure that a copy of Bylaws for Local PTA/PTSA Units and California State PTA Bylaws is provided to all officers and board members at the beginning of the term of office. Each member is responsible for making a thorough study of them. A copy of the bylaws must be made available to any member of the association upon request. Do not post PTA bylaws on any website.

If a unit cannot locate the bylaws, a committee should be appointed by the president and chaired by the parliamentarian. Standard bylaws should be obtained from the state office for a nominal fee. Standard bylaws are pre-printed and provide blank spaces to fill in according to a unit's needs and must be used. Computer printouts or retyped bylaws will not be accepted.

Reviewing Bylaws

Bylaws and standing rules must be reviewed every year and submitted through channels for approval every three years (please note: Bylaws prepared with e-Bylaws must be printed and submitted in hard copy to through channels for approval).

Appoint a small committee with the parliamentarian as chair to study them, make recommendations, and forward through channels to the California State PTA parliamentarian. After receiving approval for amendments from the California State PTA parliamentarian, give 30 days' written notice of proposed amendments to association members. A two-thirds (2/3rd) vote is required to amend the bylaws. (See Association Meetings for meeting notification requirements.)

Standing Rules

Standing rules outline the procedures of the organization that are not included in the bylaws and must not restate or conflict with the bylaws. Some examples of the differences are:

- Bylaws state when the meetings of the association and executive board are held.
- Standing Rules tell where and what time these meetings are held.
- Bylaws give the primary responsibilities of officers and chairs.
- Standing Rules give the specifics.

For example, if the Bylaws state that the first vice president is responsible for the program, then the Standing Rules should list the specific responsibilities of each committee and the various chairs, who work with the vice president under the first vice president's title.

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

Standing Rules might also list:

- Who has the responsibility for securing the retiring president's pin and its inscription.
- If there is to be an installation of officers, who is responsible for selecting the installing officers and when the installation should take place.
- Assets of the association; popcorn machine, computer equipment; cell phone; office supplies.

In short, Bylaws are hard and fast rules that may be amended only with thirty days' prior written notice to the membership.

Standing Rules are the details of monthly PTA work that may be changed from administration to administration or from meeting to meeting. They require a two-thirds (2/3) majority vote without notice and a majority vote with 30 days notice to adopt or amend. Standing Rules must accompany bylaws when submitted to the California State PTA parliamentarian for approval.

Working Together & Conflict Management

Here are some tips on meeting the challenge of working effectively together as a team when there are different personalities, leadership styles, experience levels, ages and understanding the association.

- Set goals and discuss expectations.
- Agree to ground rules.
- Agree to respect differences of opinion.
- Build relationships with your board

Recognize conflict. Assumptions and perceptions are often at the center of a conflict.

Possible causes:

- Strong differences of opinion
- Failure to communicate
- Misunderstanding about goals
- Unfamiliar with policies, procedures or bylaws
- Disagreement as to what has taken place
- Personality differences

Manage conflict. Do not fear. Conflict can be healthy. How you deal with it makes the difference.

Conflict resolution is a process that often results in positive change and growth for individuals and the association. The key to successful conflict resolution is keeping the focus on the process and desired outcomes, not the personalities.

To manage conflict, protect your neutrality so that you will be seen as a fair and credible facilitator for resolution.

Control conflict. Work to contain the conflict. Maintain confidentiality and don't involve others who are not a part of the solution. Be sure to notify your PTA council or district of situations that are not resolved promptly or appear to be escalating.

Changes in Association Status

To ensure all requirements of a 501(c)(3) nonprofit organization are met, a unit must notify the district PTA president of any proposed change in association status at least 60 days before the unit votes to make such change. Inasmuch as a change of status represents amending the association bylaws, a 30-day written advance notice is required to all PTA members. The proposed change of status requires a two-thirds (2/3) vote of its members recorded in the minutes. It is the responsibility of the district PTA president to know the status of every unit within the district PTA and give information and advice on the procedures to be followed. Specific PTA procedures are outlined in the California State PTA Advanced Leadership Tools, which is available to council and district PTAs.

Changing Name: When an association votes to change its name or the school district changes the school's name, the district PTA must send a Change of Status Form and an amended set of bylaws to the California State PTA parliamentarian for approval. Upon approval, the Change of Status Form will be sent to the state office. At the next meeting of the California State PTA Board of Managers, the change will be presented for approval. A charter with the new name will be sent without charge.

Becoming a PTA/PTSA: When a PTA votes to become a PTSA, the district PTA must send a Change of Status Form and an amended set of bylaws to the California State PTA parliamentarian for approval. Upon approval, the Change of Status Form will be sent to the state office. At the next meeting of the California State PTA Board of Managers, the change will be presented for approval. A charter with the new name will be sent without charge.

When the bylaws are changed making the unit a PTSA, California State PTA recommends that provision be made for at least one position on the executive board to be filled by a student.

The unit bylaws should be reviewed for further information – amendments, officers, election of the nominating committee, and elections. It is strongly recommended that the entire set of bylaws – each article and section – be reviewed.

roster of officers: A listing of all unit, council, and district PTA officers' names and contact information that is submitted through channels to California State PTA.

The district PTA is responsible for postmarking or delivering unit and council PTA official paperwork by the California State PTA due dates.

Dividing: When one PTA is serving two or more public schools and wishes to organize a unit in each school, the members may vote to divide into two or more associations. Consideration of a division should be undertaken only in consultation with the principals of the schools involved, the council president (if in council), and the district PTA president. Decisions need to be made regarding unit names, division of assets, chartering, etc. The district PTA must send the Change of Status Form and an amended set of bylaws to the California State PTA parliamentarian for approval. Upon approval, the Change of Status Form will be sent to the state office.

Combining: There may be a number of reasons for combining associations, such as the closing of one school or duplication of activities. Consideration should occur only in consultation with the principals of the schools involved, the council president (if in council), and the district PTA president. Decisions will need to be made on name of the unit, funds in unit treasuries, bylaws, officers, etc. The district PTA must send the Change of Status Form and an amended set of bylaws to the California State PTA parliamentarian for approval. Upon approval, the Change of Status Form will be sent to the state office.

Transferring: When a school district reorganization or boundary change has become effective, it may be necessary for a PTA to transfer from one district PTA to another. The unit should report this change in writing to its present council (if in council) and district PTA, with a copy to the state office. The district PTAs involved will use procedures outlined in the Advanced Leadership Tools to complete the transfer. Other reasons for transferring should be considered in consultation with the council president (if in council) and the district PTA president. The district PTA must send the Change of Status Form and an amended set of bylaws to the California State PTA parliamentarian for approval. Upon approval, the Change of Status Form will be sent to the state office.

Disbanding: Disbanding a unit PTA is of concern to all its members and the community; therefore, steps should be taken to ensure that all will have an opportunity to express their opinions and to allow members to vote whether or not to disband. The district and council PTA president must be notified immediately of any proposal to disband at least 60 days before the vote to disband is taken. Many times, outside help and guidance will give necessary assistance and new direction. Should disbanding be the only alternative, certain procedures must be followed to protect the members and comply with federal nonprofit 501(c)(3) regulations, including meeting notice requirements.

The district PTA is responsible for organizing and disbanding units and must be included in disbanding deliberations.

The decision to disband is significant and requires at least two meetings. All concerns should be discussed at a regular or special PTA meeting with a quorum present. All members, including administrators and teachers, must be notified at least thirty (30) days in advance, following the notice requirements of the bylaws, and district PTA representatives shall be present for counseling and guidance and to address the association immediately preceding any vote to answer final questions or concerns.

After discussion, a committee should be appointed which includes representatives of the district PTA to carry out necessary procedures. These would include preparation of recommendations to be brought to a subsequent meeting of the membership for vote. Members must vote on proper disposition of property and funds of the organization prior to the vote to disband as a constituent organization. If the vote to disband is adopted by the membership, the disbursement of all assets must be handled to comply with the 501(c)(3) requirements as detailed in the bylaws.

Each PTA's bylaws, as a basic policy, provide that the assets of the PTA be used for one or more of the educational purposes for which they were collected and not be given to individuals.

When a unit votes to disband the unit shall surrender immediately all legal documents, financial and historical records, and all assets, including property to California State PTA or other PTA organized under the authority of the California State PTA bylaws. The district PTA may hold funds and property of the disbanded unit in trust for a period not to exceed two years. The district PTA will file the change of Status-Disband Form with the state office.

Your PTA was a separate, legal entity with no affiliation to any new or existing group that may form or exist at your site. Therefore, upon disbanding, the following came in effect:

- All necessary documents and communication materials via website (PTA or school), newsgroup, etc. must be updated to remove reference to the name PTA. For example, the PTA End of the Year party needs to be announced as the End of the Year party.
- Any events, activities, functions from the moment of the vote to disband and going forward are no longer covered under the PTA insurance, even those which may be funded from the PTA proceeds.
- The PTA's tax ID number (EIN) may no longer be used.
- Activity with the former PTA's bank account must cease. No checks should be issued and signed or cash withdrawals be made from the PTA account. Deposits may be made for any checks issued to the PTA.

Charter Withdrawal: The bylaws of the California State PTA provide for the withdrawal of the charter of a PTA for nonpayment of dues and/or insurance premiums. The unit will be notified in writing by January 15 if these required payments are delinquent. If dues and/or insurance premiums are still not paid by March 31, the unit charter will be withdrawn by vote of the California State PTA Board of Managers at its next meeting.

The bylaws also provide for the withdrawal of the unit charter if that unit is not in good standing for other reasons, such as: (a) fewer than 15 members; (b) vacant president, secretary, or treasurer positions; (c) violations of policies, procedures or other sections of the bylaws; and (d) failure to comply with the legal filing requirements of federal or state government agencies for three consecutive filing periods.

Failure to comply with the legal filing requirements of federal and/or state government agencies for a third consecutive filing period results in automatic revocation of tax-exempt status and automatic withdrawal of the unit/council/district charter.

When there are alleged violations that may be subjective in nature, such as those involving policy and/or not following proper financial procedures, the district PTA or the California State PTA grievance committee may be charged with determining the facts and recommending a solution that may include withdrawing the PTA's charter.

Upon the withdrawal of the charter, California State PTA has the right to collect and transfer funds, including funds deposited by the unit with a financial institution over which the unit or its officers have or had signature authority or control. The unit shall immediately surrender all records, assets, and property to the district PTA. Property will be held in suspense for a period of two years. Each local association shall, upon withdrawal of its charter by California State PTA, immediately cease and desist from any further use of the association's Internal Revenue Service Employer Identification Number (EIN) as a constituent organization under the group exemption number issued to California State PTA. California State PTA will file notice with the IRS that the unit is no longer a constituent organization.

In all cases, the unit shall be notified in writing at least 15 days before the charter withdrawal is to come before the California State PTA Board of Managers for action.

Historian Reports

As of 2024, the Annual Historian report is no longer required, and the job of Historian is no longer a required member of the executive board. Your PTA may choose to continue to collect the hours for your records but it does not get submitted to the California State PTA.

It is still an excellent entry level position for someone who would like to be a member of the board or for a student board member.

Many PTAs like to have a record of how many volunteer hours were accumulated throughout the year and the grand total presented to your school board as an example of the value of volunteering.

The historian can also serve as the person who documents all the activities of your PTA. Having a photographic record that you can show off at a back-to-school event can encourage other people to volunteer and helps to show off exactly what your PTA provides for your school community.

For more information on Historian Reports, contact the California State PTA Historian at historian@capta.org or 916.440.1985 ext. 326

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