Sample Agenda and Meeting Planner

California State PTA
*every***child**. *one***voice**.

(Date of Meeting)
(Meeting Location/Time)

I. Call to Order (on time, quorum met)
The president stands, raps the gavel once and calls the meeting to order.
"The meeting will please come to order."
The president will review the meeting's ground rules.

II. Opening Ceremonies
Pledge of Allegiance (if held in public facility).
"_____ will lead us in the Pledge of Allegiance. Will you please rise?"
"Thank you, _____."
Optional: Inspirational message, song, other.
"_____will present an inspirational message."

III. Reading and Approval of Minutes – Action Items
The secretary addresses the chairman and reads the minutes.
(Or with the approval of the group, the minutes may be posted, distributed in advance or assigned to a committee of three or more for approval or correction, especially for the last association meeting.)
"The secretary will read the minutes of the __(date) meeting."
OR "The minutes are posted at the entrance/were distributed at the door."
"Are there any corrections?" (Note corrections.)
"The minutes stand approved as read/printed,"
OR "The minutes stand approved as corrected."

IV. Financial Report. (Treasurer's Report)
No motion is needed for adoption of the reports.
"_____ will present the Treasurer's Report."
"you have heard the report. Are there any questions?"
"The report will be filed for the audit."

V. Audit Report (semi-annual) (Audit Report, Auditor's Report) – **Action Items**
Report is read by person who performed the audit OR another non-check signer if the auditor is not present.
A motion is needed for adoption of this report.
"It has been moved and seconded that the audit report be adopted" Vote.
(Follow the steps of a motion, Parliamentary Procedure)

VI. Presentation of Bills
Since the approval of the budget does not authorize the expenditure of funds, bills must be presented, and their payment voted upon. Bills should be itemized as to amount, whom to pay, and what payment covers. Any association bills authorized and paid by the executive board must be ratified and recorded in the association minutes. Ratified bills should be itemized as to amount, who was paid, and what the payment covers (Payment Authorization/Request for Reimbursement).
"The treasurer (or the person assigned) will read the bills."
"It has been moved and seconded that we pay the bills. Is there discussion?" Vote.
"It has been moved and seconded that we ratify payment of bills since last meeting" Vote. (Check Request System: Payment Authorization/Request for Reimbursement)
"It has been moved to authorize the Executive board to pay necessary Summer bills up to the budgeted amounts." Vote.
(Check Request System: Payment Authorization/Request for Reimbursement)
(Follow the steps of a motion, Parliamentary Procedures)

VII. Reading of Communications
Communications are read by the (corresponding) secretary and may be acted upon as read if action is required.
"The (corresponding) secretary will read the communications."

VIII. Report of the Executive Board – Action Items
At association meetings a summary report (not the minutes) is read for the information of the members. Recommendations should be voted on one at a time, the secretary moving the adoption of each one.
"The secretary will present the report of the executive board."
"You have heard the recommendations such as a motion to approve proposed programs (Preliminary Planning);"
to approve the budget (Approving the Budget; Budget Sample)."
to approve fundraising activities (Standards for PTA Fundraising)."
for the president and one additional elected officer to sign the following contract…" (Contracts).
(Follow the steps of a motion, Parliamentary Procedure)
A second is not required when a motion comes from a committee/board. Vote.

IX. Reports of Committees (Officers and chairmen, including the principal, faculty representatives, membership chair and student representatives on the secondary level) Bylaw Committee, Library Committee – Action Item, Convention Committee, Fundraising Committee – Action Item President calls for the report of the committee. The person making the report moves the adoption of any recommendations.
"_____ will present the report of the _____ committee."
"Are there any questions regarding the report?"
"If not, the report will be filed," or "You have heard the recommendation such as a   motion to release funds up to the budgeted amount for programs through the next meeting (Preliminary Planning):"
(Follow the steps of a motion. Parliamentary Procedure.) Vote(s).

X. Unfinished Business
The president presents each item of unfinished business as indicated in the minutes. He/she should not ask "Is there any unfinished business?"
"The first item of unfinished business is _____."
Report of school district acceptance of donated funds, goods, or materials.

XI. New Business

A motion is necessary before discussion and vote on any new business. All proposed business to be considered at the meeting must have been properly noticed to be acted upon. (See bylaws.)

"The first item of new business is _____."

XII. Program (optional, guest speaker)

The president introduces the chairman to present the program.

"_____ will present the program."

"Madame/Mister President, this concludes the program."

XIII. Announcements

Date of the next meeting and important activities should be announced. Include social media handles and membership link. If there is a social time following the meeting, this should be announced.

"The next meeting will be _____."

"Please join us for refreshments."

XIV. Adjournment

No motion is necessary to adjourn. President raps the gavel once.

"The meeting is adjourned."

This agenda is a guide only, adaptable to meet unit's needs. The agenda should be made in triplicate. Give copies to the (recording) secretary and to the parliamentarian. Distribute or post for the membership, the proposed budget, treasurer report and proposed annual programs with the agenda.

A newly elected president may want to write everything out in detail. Check off each item as it is completed and nothing will be forgotten. The presiding officer stands while conducting business and sits (unless unable to be seen by the audience) while others are participating.

PTA

SAMPLE PTA AGENDA – WITH MOTIONS AND PHRASES TO USE

[Name of Your Unit – PTA Association Meeting] *[Meeting Date, Time, Location]*	
CALL TO ORDER o Call meeting to order o Start on time with quorum met	• *"The meeting will please come to order."*
OPENING CEREMONIES o Pledge of Allegiance	• "_____will lead us in the Pledge of Allegiance. Please stand."
APPROVAL OF MINUTES o Distribute Minutes before meeting or post at meeting o No motion needed	• *"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 o Treasurer's Report o No motion needed	• "_____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."

AUDIT REPORT
o Presented semi-annually
o Motion to adopt
	• "_____will present the auditor's report."
	• "You have heard the report of the auditor. Any questions?"
	  [MOTION TO ADOPT]
	• *"*It has been moved and seconded that the audit report be adopted."
	  [Follow steps for a motion]

PRESENTATION OF BILLS
o Motion to pay bills
	• "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 o Summary of board actions and recommendations o Motion to approve each recommendation	• "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 o Motion to approve each recommendation o Include reports from principal, teacher representative and student representative	• "_____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 o President presents items from last meeting's Minutes	• "The first item of unfinished business is _____."

NEW BUSINESS
o Motion needed on action item before discussion and vote
	• "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)* o Introduce program presenter	• "_____ will present the program."
ANNOUNCEMENTS o Include dates for upcoming meetings and activities	• "The next meeting is scheduled for _____." • "Thank you for joining us."
ADJOURNMENT o No motion needed	• "The meeting is adjourned."

Fig. R-2 Sample Agenda and Meeting Planner

MAKE THE MOST OF YOUR ASSOCIATION MEETINGS

PLANNING AHEAD

The executive board should plan the association meeting ahead of time. Do not forget that your principal is a member of the executive board – and be prepared to present the reports and proposed plans. Yes, that means that a board needs to meet before school starts.

Make sure your board attends association meetings so they can be introduced. Keep meetings moving along by providing copies of the necessary reports that members are being asked to approve or adopt. Make sure the meetings are informative and inspirational. Brag about what your PTA has done and be sure to mention that members belong to the largest volunteer and advocacy organization in the country. Talk about plans for the year and ask for audience members to volunteer to be involved. Be sure the attendees understand that PTA's role is to make the school a better place for all students.

Written notice of any association meeting must be given not less than 10 days before the date of the meeting to all those who are entitled to vote at such meetings. The notice should include the date, time, location, and any proposed business to be considered at the meeting. Meetings at which bylaw amendments and elections will take place need a 30 day notice.

FIRST ASSOCIATION MEETINGS OF THE YEAR

What should take place at the first association meeting of the year?

- Introduce the PTA board.
- Present the minutes of the last association meeting, which may have been the election meeting or last meeting of the year when proposed programs and proposed budget where preliminarily approved.
- Present the Year-end Financial Report.
- Adopt the budget for the year.
- Approve/ratify all expenditures since the last association meeting.
- Adopt the year-end audit that was done over the summer after the close of the previous year's books.
- Thank members who have joined and ask those who have not joined to consider joining.
- Have a display (photos from last year's events, spirit wear, or PTA materials) to entice interest in visiting the "join PTA table".

ASSOCATION MEETINGS ARE REQUIRED

Can we just skip the association meetings and let the board make decisions/do the work? No, association meetings are a requirement in your PTA bylaws for all non-profits. Your bylaws state the quorum needed to vote on business items – even if the board has already voted YES on them. Your nominating committee must be elected by the membership. PTA events are only insured if the association adopted the events and the action is recorded in the minutes of the association meeting. However, you do not need to have a monthly association meeting and your bylaws can be amended to change the number of association meetings you must hold. Check with your Area Advisor to find out the process for doing so.

Secretary Duties

(From the California State PTA Toolkit, June 2019)

Key Role –PTA Secretary

- Takes minutes at board and association meetings

- Co-signs formal papers with president: authorizations for payment, resolutions, and formal letters

- Handles PTA correspondence as directed by the president

- Maintains and preserves PTA records and important documents to pass on at the end of the term

Getting Started

Review files and procedure book from last term to better understand the scope of your new position. Materials should include:
1) Secretary's minute book with bound minutes from board and association meetings
2) PTA records –Bylaws, membership list, charter, rosters, and correspondence.

If your PTA has a recording secretary and a corresponding secretary, discuss how you will work together.

Find out more about:
1) PTA policies, best practices, and resources
2) Insurance Guide

It is also worthwhile to talk to last term's secretary to get advice and tips about your new role.

Minutes – Quick Tips

As one of three required officers for a PTA, the secretary plays an important part within a unit. One main task is to provide concise and complete record of actions taken during board and association meetings.

Here are some tips on how to produce and handle meeting minutes to help you get started.

Recording –When taking minutes at a meeting, focus on noting:
1) Actions taken by group in the order they took place,
2) What is done, not what is said

This means that any detailed discussion or opinion is not included in the minutes.

Whether you hand-write or use a laptop or device to take notes at a meeting to produce the minutes, remember to include the following information:

1. Meeting Details:
• Name and logo of your PTA
• Date, place, and type of meeting

Secretary Duties (Continued)

- Start time and end time of meeting
- Attendance list
- Name and title of presiding officer

2. Business Items:
- Approval of previous meeting's minutes 'as written' or 'as corrected' with a list of corrections
- Summary of treasurer's report listing date and balance on hand in the last report, income, expenses and date and balance on hand in the current report
- Motions to adopt budget, financial reports, audit reports and resolutions
- List of payments authorized, or expenditures ratified to pay bills
- Motions to approve projects, fundraisers, contracts, and bylaws changes, noting person's name making a motion and vote's result if adopted or defeated
- For motions with a counted vote, record if a quorum or majority was needed and the number for and against the motion
- For motions requiring a two/thirds vote, note that a two-thirds vote was required for approval after the outcome of the motion

3. Summaries of Reports/Presentations:
- Summary of officer, chairmen and administrator reports with important, written reports attached •
- Election results with nominees' name and the number of votes each nominee received
- Brief reference to program presented at an association meeting, noting type of presentation, presenter, title, and organization represented.

In addition, at the end of the minutes, add your signature and title: e.g. 'Sharifa Gomez, Secretary'

Distributing –It is always best to complete the minutes soon after a meeting. Send a copy to the president to review before distributing minutes to the group that generated them. There are several ways to share minutes with your members. For a smaller group, such as a board, you can email the minutes for review before the next meeting.

For association meetings, you can prepare hard copies of minutes as handouts or to post at a meeting. And you can also publish minutes in a unit newsletter if it is sent only to PTA members.

However, it is important to keep in mind that PTA minutes are produced only for members and are not for public distribution.

For this reason, they are not posted on any website, on social media or in a newsletter in their entirety. Instead, for association meetings, provide only a **summary** of the minutes online and in school newsletters that highlights the main actions taken at the meeting. *See a sample following this section.*

Approving – Minutes are presented for approval at the next meeting of the group as a standard agenda item. This action is recorded in two, different places in the master copies of the minutes:

•Minutes of current meeting –Note that previous meeting's minutes were approved 'as written' or 'as corrected' and list the corrections

•Minutes of previous meeting –Write the word 'Approved' and the date after your signature and title.

Secretary Duties *(continued)*

The president can also appoint a committee, ideally three people, to approve minutes during the term. This helps to save time at a meeting. When using this method to approve minutes, committee members must be present at the meeting to:
• Read the minutes on behalf of members
• Report on corrections at the next meeting
• Sign and date approval of the minutes after secretary's signature on the master copy of the minutes.

Correcting –Corrections to minutes are made when they are presented for approval at a meeting. They can also be made at any subsequent meeting when an error is discovered. Only the group involved in the meeting the board or the association may correct minutes from one of their previous meetings.

To record a correction in the master copy of the minutes, use a red ink pen to:
• Circle the incorrect words
• Write, in the margin, the correction, the date and your initials

Preserving –Minutes are the legal, permanent records of a PTA as a nonprofit organization and are kept forever. At the end of the term, the master copy of the minutes, from board and association meetings, should be bound and passed on to your successor.

Beyond the Minutes

As secretary, you are assigned a few other tasks as indicated in your bylaws. At meetings, be prepared to refer to minutes of previous meetings, bylaws, and the current membership list, if asked. You may also be asked to provide blank paper for voting by ballot and to help count a vote. For an association meeting, the secretary presents a board report and moves the adoption of board recommendations.

 In addition, some administrative tasks carried out by the secretary include:
• Sending notices of board meetings
• Preparing a list of unfinished business from meetings for the president to follow up on
• Notifying officers and committee members of their election or appointment

Did you know? ... PTA Board Members:

• Adhere to PTA financial procedures as outlined in Bylaws and State and National PTA guidelines
• Protect members' privacy by utilizing member information for PTA work only
• Attend PTA sponsored workshops or trainings
• Maintain a current procedure book to pass on to a successor, in hard copy or electronic format
• Work together as a team to improve the lives of all children and their families

Golden State Elementary PTA

Call to Order - Tanya Brown, President, called the meeting to order at 9:34 am.

Inspiration - Maria led the Pledge of Allegiance and gave an inspiration

Approval of Minutes - Margaret, Secretary
The minutes of the April 12, 2020 meeting were approved as written.

Board Recommendations - Margaret, Secretary
The Executive Board recommends that we gift the school, through a Fiduciary Agreement, $657.00 to pay for bus transportation for grade 4 to the museum in June. Discussion ensued. Board recommendation was approved.

Financial Secretary Report - Jose Claude
Jose reported $546.77 in deposits for month of April 2020. See attached report

Treasurer's Report - Sharifa Smith
The checkbook balance as of April 1, 2020 was $5,788.50 and the balance as of April 30 is $4,900.25. See attached Treasurer's report.

Sharifa moved to pay the bill for new books for the library in the amount of $436.00. The motion was seconded.   Discussion ensued. Motion carried.

Principal's Report
Ms Enoki thanked the PTA for a great job on the family science event April 30th. She announced the campus construction will be completed by May 15th.

Continuing Business / Officers / Chairperson Reports
Membership - Sara Desert reported 35 new members for the month which will be forwarded to LBCPTA.

Reflections - Aria Ortiz reported that the Reflections theme for the 2021 is: I Matter Because. The Committee is meeting and planning for the September program.

Carnival - Cristina Green reported that the Spring Carnival netted $356.78 after expenses which will be used to fund new equipment for the Green Program.

New Business - Tanya announced that there are chairperson openings for next year's Board and passed around a sign up sheet for those interested in volunteering.

Program - Dr. Taylor Lewis spoke about social justice and how to have difficult conversations with elementary school children.

Announcements - The next meeting is June 9, 2020.

Tanya adjourned the meeting at 10:32 am.

_____

Margaret Goldstein, Secretary   Date the minutes were approved

Golden State Elementary PTA

PTA®

everychild.one voice.®

Summary
Golden State Elementary School PTA
Association Meeting
of May 12, 2020

Reports Given
Principal
Financial
Membership
Reflections
Carnival

Program - Dr. Taylor Lewis spoke about social justice.

Consent Items–Consideration and approval of:
Fund field trip for grades 4 and 5 students to the museum in June.
Fund Green Program with money earned at the Spring Carnival.

Action Items -
None

Planning Items- Discussion on:
Organizing Reflections Program in August

Volunteer Hours
California State PTA uses volunteer hours to remind our legislators of the **POWER OF PARENTS** when it comes to issues concerning our children.

Why do historians collect volunteer hours for a PTA?

Volunteer hours are collected and reported to maintain PTA's federal tax exemption status. As a non-profit 501 c(3) organization, PTA must receive one-third of its support from the public. The recorded hours from volunteers are proof of this. They are also used in advocating at the local, state, and national levels on behalf of children. Hours can also be useful information when applying for grants for your PTA.

What is included as volunteer hours?

Time spent by all your member in activities related to the operation of your PTA. This includes volunteer time spent for meetings, events, the preparation for the events, trainings and convention. One easy way to remember is, if PTA asks you to do it, count it toward your PTA's volunteer hours.

How to collect volunteer hours?

Collect your members' hours from the beginning of the PTA year. CAPTA has provided a tally sheet for units to record monthly volunteer hours. Thirty-third District has created an individual tally sheet for each of your Super Volunteers to keep track of their hours daily. Both forms can be found at longbeachcouncilpta.org.

What to do with the hours once collected?

Historians or presidents will then use the hours to fill out the **CAPTA Annual Historian Report** due at the March UPs meeting. Because the form is due before the end of the year, be sure to ask volunteers to project their hours through June 30 before compiling the total amount of hours. ALL units must submit this required form through channels.

Getting Started

Decide on a process to record volunteer hours at meetings and PTA events.

- Clipboard with tally sheet to pass around at meetings or events.
- Email form to your volunteers and ask them to keep track of their own hours until it is time to fill out the Historian's Annual Report.

Have reminders of what volunteers should be including in their hours. They may be thinking only meetings count.

- Phone calls, texts, emails, shopping, setting up or clean-up of an event, preparing reports, trainings, conferences, and the drive time to attend each. Even attending the monthly Long Beach Council PTA UPs meetings count.

VOLUNTEER TALLY SHEET

California State PTA
everychild.one voice.

| NAME OF PTA VOLUNTEER | VOLUNTEER HOURS | | | | | | | | | | | | TOTAL |
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
TOTAL													

The Essential Role of Bylaws

Bylaws provide the governing structure of a unit and must be followed. Bylaws along with standing rules help your PTA function in an orderly manner. Bylaws and standing rules are to be reviewed annually to determine if any changes are needed. Both Bylaws and standing rules must be updated every five years regardless of changes. Bylaws that are outdated will place a unit "Not in good standing" with California State PTA.

Bylaws provide the following important information:

- List legal PTA name, required for all tax filings and communication with State PTA
- Describe the purpose of PTA and its mission
- Basic policies and principles
- Membership and dues
- Association meetings and quorum
- Elected officers, their election and term limits
- Other non-elected executive board members
- Parliamentary authority

*Steps to updating a unit's Bylaws are provided on the following pages. **Please note that any unit wishing to update Bylaws should contact their Area Advisor first. E-Bylaws are fantastic and allow units to do most of the work easily and effortlessly, HOWEVER bylaw changes do not take effect until board approved, submitted through channels, (6-8 weeks for processing) and adopted by the association. Long Beach Council PTA can help expedite the process with experience and knowledge. Use this resource.*

Standing Rules provide the details not included in the Bylaws and may include:

- When, where and time the meetings of the board and association are held.
- Specific responsibilities of officers and chairmen
- Standing committees, (included in executive board)
- Assets of the association; popcorn machine, computer equipment, or other big ticket items.
- Who is responsible and where assets of association are kept
- Responsible party for the president's pin and it's inscription.
- Authorized check signers and expenditures
- Committees and procedure books
- Items with **** cannot be removed or altered
- Officers or chairmen who have access or possession of keys, accounts and passwords.

Standing rules may be amended by when deemed necessary and approved by the association for adoption by a two-thirds (2/3) majority vote without notice and a majority vote with a 30 day notice.

Bylaws must be adopted by the association with 30 day notice. Five(5), copies of the signature pages must be signed by the president and secretary. The secretary keeps the original, with copies going to the president and parliamentarian. The two(2), remaining copies are submitted to Long Beach Council PTA for their records and to Thirty-third district.

Long Beach Council
PTA®
everychild. one voice.

Bylaws Status Form

Beginning a new term with a review of the bylaws maintains a unit's proper practice of the California State PTA procedures. Units with out of date Bylaws or missing Bylaws can contact their Area Advisor for assistance. **Please fill out all lines with an *.**

*Unit Name:

*Date last approved by California State PTA Parliamentarian:
(Info found on the signature page of Bylaws, last page of Bylaws)

*Date adopted by Association:
(Info found on signature page of Bylaws, last page of Bylaws)

*Current Status: Please check one and submit to Area Advisor

_____ Our unit's parliamentarian and Bylaw Committee has reviewed the bylaws and Standing Rules and have determined that no changes need to be made at this time.

_____ Our unit's parliamentarian and Bylaw Committee is in the process of reviewing the Bylaws and Standing Rules.

_____ Our unit has contacted our Area Advisor and Long Beach Council PTA's Parliamentarian to begin the process of renewing our unit's Bylaws and/or Standing Rules.

(Changes to Standing Rules must be approved by both the executive board and association. Adoption to an amendment or addition to the Standing Rules requires a majority vote with a 30 day notice and a 2/3 majority vote without notice. Changes made to a unit's Standing Rules must be submitted immediately to Long Beach Council PTA upon adoption by the Association.)

*Report Submitted by:
*PTA position:
*Email & cell:

For Long Beach Council PTA use only:
Person receiving form:
Date received by unit:
Follow up on status if Bylaws are in process:

UNIT BYLAWS WORKSHEET FOR E-BYLAWS

INSTRUCTIONS: Fill out this worksheet to record information about your unit's Bylaws. It provides a quick summary for building your Bylaws online with the E-Bylaws Program.

UNIT INFORMATION *(AUTO-FILLS IN E-BYLAWS WITH UNIT DATA)***:**

Unit Legal Name: _____

Name of PTA District: _____

Name of PTA Council: _____

School Street Address: _____

    City: _____   **ZIP:** _____

PTA Organization Date: _____   **Grades in School:** _____

Fiscal Year Starts: _____   **Fiscal Year Ends:** _____

National PTA ID #: _____   **California PTA ID #:** _____

IRS Federal EI #: _____   **FTB #:** _____   **CT #:** _____

Individually Incorporated Unit – **Corporation #:** _____

Membership Dues: $_____ per member *(and program auto-fills the following data):*

    $2.25 National PTA, $2.00 California State PTA $_____ District $_____ Council

    $_____ *(This amount remains in unit.)*

Officers: President, Secretary, Treasurer, Parliamentarian and Historian and
*(Check all of your unit board positions)***:**

    ☐ Executive Vice President   EVP serves notice of president's vacancy?   ☐ Yes   ☐ No

    ☐ Vice Presidents – How many? _____   ☐ Corresponding Secretary

    ☐ Financial Secretary   ☐ Auditor

Nominating Committee: # of Members: _____   # of Alternates: _____

    Date officers assume duties *(month/day e.g. July 1)*: _____

Association Meetings: *(Week/Day e.g. Third Monday):* _____

   Months: _____

   Months: _____

   Annual Meeting Month: _____   Quorum *(the greater of 11 or # of officers + 4):* _____

   Special Meetings called at written request of _____ *(number)* of board members.

Revised: July 2019

Board Meetings:　　　　　　*(Week/Day e.g. First Monday):*　_____

　　Amount authorized for unbudgeted items between association meetings:　$_____

　　Special Meetings called at written request of　_____　*(number)* of board members.

　　Quorum *(the greater of 5 or majority of officers + 1):*　_____

Council Membership *(Auto-fills in E-Bylaws with Council Information):*

　　Number of additional delegates for regular meeting:　_____

　　☐　Elected　OR　☐　Appointed in　_____　*(Association meeting month.)*

　　Length of term:　_____　year(s)　　# of additional delegates for Annual Meeting:　_____

　　Council Assessment *(if any)*　　$_____　　Due to council on:　_____

Vice Presidents: *(Add area of responsibility and title for VPs – e.g. 'Programs Chairperson'):*

　　First Vice President serves as　_____

　　Second Vice President serves as　_____

　　Third Vice President serves as　_____

　　Fourth Vice President serves as　_____

　　Fifth Vice President serves as　_____

　　Sixth Vice President serves as　_____

Additional Check Signer: *(Elected officer who does not reside in same household as president, treasurer, financial secretary, or auditor. Also, can't be the secretary or the auditor):*

　　President, treasurer and:　_____

Standing Committees *(List committees that function all year):*

　　☐　Membership　　☐　Programs　　☐　Fundraising　　☐　Hospitality　　☐　Family Engagement

Note: If you have 10 or more standing committees, increase your minimum board and association quorums by half their number (e.g., 10 standing committees: increase quorums by 5). Specialists such as a volunteer coordinator or webmaster are not included in this list.

Revised: July 2019

PTA BYLAWS REVIEW – 4 KEY STEPS

1. TO GET STARTED

President – Appoints bylaws committee, chaired by parliamentarian

Parliamentarian – Sets meeting date for bylaws committee
- Goes online – www.capta.org - to sign up for California State PTA's *e-Bylaws Program* to update Bylaws
- Reviews current Bylaws prior to meeting
- Provides copy of current Bylaws for each bylaws committee member

Bylaws Committee – Reviews current Bylaws to see if any changes are necessary
- Lists proposed amendments, including article, section and page number

Parliamentarian – Uses *e-Bylaws Program* to complete and then download a pdf of updated Bylaws with amendments, if any
- Prints double-sided, hard copy of Bylaws to keep for unit reference

Executive Board – Parliamentarian presents updated Bylaws with proposed amendments at board meeting or recommends no changes
- Board votes to approve
- Secretary records outcome in Minutes

2. TO SUBMIT BYLAWS FOR APPROVAL

Parliamentarian – Makes double-sided copies of updated Bylaws (3) and Signature Pages (4)
- Sends to council, if in council, or district:
1. Three (3), double-sided, copies of Bylaws

2. Four (4) additional Signature Pages
3. Completed *Bylaws Submittal Form*, listing proposed amendments, if any (download from *California State PTA Toolkit* online)

Council/District Parliamentarian – Reviews Bylaws and recommends corrections, if any
- Forwards Bylaws through channels to California State PTA for approval

3. TO ADOPT BYLAWS

After approved Bylaws are signed by the State PTA Parliamentarian and returned through channels to your unit/council:

President – Puts adoption of Bylaws amendments on agenda for next association meeting
- Notifies members of proposed amendments (30 days before meeting)

Members – Vote to adopt Bylaws at association meeting, with two-thirds (2/3) vote required

President and Secretary – Sign and date master set of Bylaws for secretary to keep in his/her files
- Sign and date copy of Bylaws for president and one for parliamentarian

4. TO COMPLETE BYLAWS REVIEW

Parliamentarian – Sends two (2) copies of signed and dated Signature Page to council, if in council, or one (1) to district PTA to file
- Makes copies of Bylaws to give to executive board members

Questions? – Contact your PTA council/ district parliamentarian.

May 2019

California State PTA
Electronic Bylaws Program

Did you know that there's a fast and easy way to update Unit Bylaws, using the California State PTA's *e-Bylaws Program* online?

HOW TO SIGN UP – Before using *e-Bylaws*, get a user name and password:

- Go online to www.capta.org and click on *e-Bylaws* under 'PTA Leaders' tab – 'Services'
  - On the *e-Bylaws* home page, click on the *Request a Password* button.

- Fill in the form with your name and contact information.
  - Select user type. If you are not the unit parliamentarian, select *unit assistant*. Click *Next*.

  - Select your PTA district number/name and your PTA council name. Type in your school name, city and your California State PTA unit ID number found in your current Bylaws. If you can't find it, contact your council or district for this number.

  - Enter a user name, all lower case, and write it down. Click *Next*, then *Done* to submit your request. You will be emailed your password in three to five days.

HOW TO USE E-BYLAWS – Once you have a password, go online to *e-Bylaws:*

- Click the *Build e-Bylaws* button and log on with your user name and password.
  - Your unit data will appear. If this is your first time adding data to *e-Bylaws*, you will get a message, 'Bylaws Incomplete'. Click on *OK* to dismiss this message.

- The first screen is the *Unit Information Record.* This information can only be entered or changed by California State PTA. If the information is complete and correct, click *Next*. If it is incorrect, contact your PTA district for assistance.

- Go through each screen, saving often. Enter data or click on buttons to build your Bylaws.

- When finished, click *Save* one final time, then click on *Bylaws* to generate and download a PDF file of your Bylaws. Check your entries at this time.
  - If there's a *DRAFT* watermark on the pages, an error or missing information, it must be corrected. Go through each screen, looking for a red outline on the information boxes. Move your cursor over any box with a red outline to get directions to correct the problem.

HOW TO COMPLETE THE PROCESS – Download the PDF file of your Bylaws:

- Review each page and print 4 double-sided copies of Bylaws and 4 additional, double-sided copies of the Signature Page. Keep 1 copy of your Bylaws for reference.

- Send 3 copies and 4 Signature Pages plus completed *Bylaws Submittal Form*, in *California State PTA Toolkit* online, to your council, if in council, or your district PTA parliamentarian.

BYLAWS SUBMITTAL FORM FOR UNITS AND COUNCILS

PLEASE ATTACH THIS FORM TO EACH SET OF BYLAWS SUBMITTED FOR APPROVAL

In-council units SUBMIT TO: Your council parliamentarian
Council parliamentarian and out-of-council units SUBMIT TO:
Linda Morgan, Parliamentarian
Thirty-Third District PTA
PO Box 1235 Lakewood, CA 90714
Email: pta33rdparliamentarian@gmail.com

BYLAWS FOR: Unit: _____

Council: _____

District: Thirty-Third District PTA, Inc. _____

Organization Date: _____

California State PTA ID #:_____National PTA ID #:_____

EIN #:_____FTB #:_____

Registry of Charitable Trust #: _____

Incorporation # (if applicable): _____

Fiscal Year: July 1st to June 30th _____

ENCLOSED IS:
☐ ONE (1) ORIGINAL DOUBLE-SIDED SET OF BYLAWS WITH STANDING RULES,
☐ FOUR (4) DOUBLE-SIDED COPIES OF THE SIGNATURE PAGES, AND
☐ A $5.00 CHECK PAYABLE TO "THIRTY-THIRD DISTRICT PTA" (bylaws copying and postage charge)
FOR: (check all that apply)
   ☐ New unit   ☐ New council   Organization Date: _____
   ☐ Update to most current edition without changes
   ☐ Change of Status/Name Change (District PTA to attach COS form signed by district president)
   ☐ Mandatory update required to reinstate charter/recognition
   ☐ Proposed amendments as listed on page 2 of this form
   ☐ Additional standing rules attached as required   ☐ Unit/council has no additional standing rules

FROM: Unit parliamentarian's name: _____
   Address:_____
   Phone: (_____)_____Email:_____

   Council parliamentarian's Name:_____
   Address: _____
   Phone: (_____) _____ Email:_____

Date Submitted to Council (for unit use only):_____ Date Submitted to District (for council use only): _____

UNIT:_____   **COUNCIL:**_____

LIST OF AMENDMENTS - List the current wording and the proposed change for each proposed amendment to the bylaws

Page #	Article #	Section #	Proposed Amendments (Attach additional pages if necessary)

FOR DISTRICT USE ONLY – DISTRICT PTA OFFICER/CHAIRPERSON TO COMPLETE:

Name: _____

District Position:　　☐ **President**　　　☐**Parliamentarian**　　　☐**Other**

Address: _____

Email: _____   **Phone:** _____

Date Submitted to State PTA: _____

Date Received back from State: _____   **Date of next association meeting:** _____

Date Bylaws returned to Council: _____   **Date for Signature Page back to District:** _____

☐ **Paid**　　　☐**Scanned**　　　☐**Log**　　　☐**Flash drive**　　　☐**File**　　　☐**Sig.Page**　　　☐**Update records/file**

☐**Notes:**_____

_____

Rev. 07/20

Nominating Committee – What is it?

The nominating committee is one of the most important PTA committees. This group of people must recognize and seek qualified nominees for the elected leadership of your PTA. The committee members, therefore, have a tremendous influence on the future of your PTA and should be carefully selected. It is never too early to start preparing for qualified people to serve on your PTA's nominating committee.

Did you know?
The nominating committee is the only PTA committee that the president cannot serve on or appoint its chairperson or committee members.

Electing the Nominating Committee – When?

Information on when and how a nominating committee is elected is outlined in your Bylaws, Article V. Typically the nominating committee is elected at least 60 days prior to the election. This may be longer if association meetings are less frequent. Again, check your bylaws for specifics to your unit.

The committee needs a balance of newer and more experienced PTA members, all of whom should be knowledgeable about PTA and who are:

- Willing and able to devote adequate time to the responsibilities involved in recruiting candidates
- Maintain confidentiality within the committee
- Familiar with the duties and eligibility requirements of board positions

The election of the nominating committee should not consist of only the current executive board but include members outside this group to find a broader base of candidates. The parliamentarian may be elected to serve on the committee or remain as an advisor in setting up and concluding the committee. No person may serve on the committee for two consecutive years. Consider the following when choosing your next board:

- Skill sets and time commitment needed for each board position
- Consideration of potential nominees based on abilities and capacity for leadership growth
- Selection of a slate of officers that reflects your school community

Does your PTA have a Nominating Committee Packet that outlines their duties, procedures to follow, and provides resources that will enable them to make informed decisions? If not, then the next few pages can provide some suggestions for your PTA to create a packet for the most important committee in your PTA!

Nominating Committee Checklist

Elect nominating committee at association meeting
- □ Minimum of 60 days prior to annual election meeting
- □ Check number of committee members and alternates as listed in Bylaws
- □ Verify eligibility for committee member to serve
  - □ Verify PTA membership
  - □ Check service on previous year's nominating committee
- □ Parliamentarian reads Article V, sections 3, for Bylaws published before 2017 or section 4, for Bylaws published after 2018.
- □ The principal, if not an elected member of the nominating committee, may serve in an advisory capacity.

Schedule first committee meeting
- □ Parliamentarian arranges date for first meeting with newly elected committee immediately following its election.
- □ Principal included as advisor, if not elected
- □ Alternate(s) called if elected member cannot attend first meeting

At first committee meeting
Parliamentarian (stays only if an elected member of committee), gives instructions and provides the following to the committee:

1. Conducts the election of the committee chairman
2. Copy of the Nominating Committee Checklist
3. Copy of Bylaws and standing rules *(identification numbers blacked out for security)*
4. Copy of elected positions with duties, responsibilities, and time commitment of each
5. Current membership list
6. Report of the Nominating Committee *(to be filled out once the slate has been confirmed)*
7. Any materials to send out for recruiting new volunteers

- □ Review office positions and duties
- □ Assign tasks for recruiting and discuss possible candidates
- □ Engages in open discussion on potential nominees

Preparing the Slate of Officers
Every effort should be made to provide the PTA with a slate of officers that is balance in terms of new as well as experienced officers, reflects the diversity of the school population.

The committee is not obligated to nominate the president or any other officer eligible to serve a second term automatically. Each nominee must be evaluated independently and by the same criteria as all other nominees. The committee is obligated to seek out those eligible members who would best serve in each position.

If a committee member is to be considered for a position, that person must leave the room during discussions for the office and return for the vote which shall be by ballot.

Provide sufficient time to identify and consider all recommendations and suggestions.

☐ Is the nominee a current PTA member? (verify with membership chair or have list) If not are they willing to join 30 days before the scheduled election?

☐ Is this nominee enthusiastic and supportive of PTA?

☐ Has the candidate effectively carried out previous PTA or other organizational responsibilities?

☐ Do they support the Purposes and policies of the PTA working for all children and families?

☐ Does the nominee have some knowledge of our organization and the role in our school and in the community?

☐ If the candidate less experienced, are they willing to learn and grow into their new role?

☐ Is the nominee willing to give our PTA an acceptable level of priority and commitment, including attendance at meetings?

☐ Will this nominee be able to work well with others?

☐ Does this candidate meet requirements outlined in our Standing Rules if applicable or other qualifications the nominee needs to meet?

Contacting potential nominees

☐ Communicate responsibilities and expectations of position
☐ Will there be extra commitments for the position the nominee may not be aware of?
☐ Do not try to "fill the board" just to have a name in place
☐ Advise nominees to attend the election meeting and the installation of officers.
☐ Positions not filled upon election will be assigned to the "board-elect" per Bylaws
☐ Schedule follow-up meetings as deemed necessary.
☐ The nominating committee concludes their service upon the election meeting.

Remind everyone that all discussions are confidential

The report of the nomination committee is signed by all committee members who served and submitted to the membership in writing at least 28 days prior to the election. The report is read at the election meeting and entered into the minutes of the association.

Nominating Committee Question 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 can only be filled by one person. If circumstances exist that require more than one person to handle the duties of a particular position, then an assistant can be appointed with a clear description of the job duties and added to the standing rules for the term.

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. If the person elected to two or more offices must choose the position they will accept. If the person is not present during election the membership will then vote which office or position will be assigned and elect another candidate for the remaining office.

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. *(See Bylaws, Acticle V, section 7 or 8)*

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.

Q. *What happens if an elected officer withdraws after they have been elected?*
A. 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. *The nominating committee would like to nominate someone who is not a current member. Can they join and be on the slate?*
A. Yes, as long as they are a member 30 days prior to the election. The slate is presented to the membership 28 days prior to election.

Q. *If a member at one PTA, is my membership valid for any PTA?*
A. To qualify for nomination to office an individual must have been a PTA member for at least 30 days in any PTA or PTSA in good standing. In order to qualify at the time of election, individuals must pay dues to an association upon nomination to an office.

Report of the Nominating Committee

Name of PTA:

Date:

The nominating committee met on _____ to consider all eligible candidates for the 2022 – 2023 term. The Bylaws, standing rules and California State PTA Toolkit was consulted by the committee for each candidate's qualifications and consideration.

The following Slate of Officers is presented to the association:

Position   **Name**

_____   _____
_____   _____
_____   _____
_____   _____
_____   _____
_____   _____
_____   _____
_____   _____
_____   _____
_____   _____
_____   _____

Nominating Committee Members
(Print and sign name)

_____   _____
_____   _____
_____   _____
_____   _____

The report of the nominating committee is submitted to the membership in writing at least 28 days prior to the election meeting.

The report must be entered into the minutes of the association.

Election Checklist

Planning ahead
- □ Verify date for election in Bylaws
- □ Written notice to membership of election date at least 30 days before meeting
- □ Recording Secretary has official list of membership that meets the 30 day requirement to vote
- □ Publicize slate of officers at least 28 days prior to election meeting
- □ Prepare for possible ballot vote

Election Meeting Protocol
- □ Election place under "New Business" on the agenda
- □ President conducts the election even if they are nominated for an office
- □ Parliamentarian reads sections of Bylaws pertaining to nominations and elections
- □ Nominating Committee Chairperson reads the report of the committee
- □ President restates the slate of nominees and asks each person named to stand

Tips to remember
- □ Opportunity is given for nominations from floor for each office
- □ Persons can be nominated for more than one office
- □ Nominations do not require a second, only the nominee's consent
- □ If there is but one nominee for any office, the ballot vote for that office may be dispensed with and held by voice vote.

Ballot Voting
- □ Required if there are two or more nominees for an office
- □ Eligibility to vote is verified by checking the membership list from 30 days prior to election day
- □ President appoints Teller committee and chairperson
  - □ Tellers distribute, collect and count the ballots
  - □ Nominees cannot be tellers
- □ Each nominee may designate a person to observe the ballot count

Tellers count votes and prepare report
- □ Total of eligible voters
- □ Total votes cast
- □ Number of votes needed to elect
- □ Number received by each nominee
- □ Report given to president

Announcement of results
- □ President announces results with person elected
- □ Teller's report is placed in minutes
- □ Chairmen of teller committee moves to destroy the ballots

It can be nerve-racking to stand in front of your membership and conduct elections. What do you say and, how do you say it? Consider the following:

Who Speaks	What is said
PRESIDENT:	"We will now conduct our elections. Would the parliamentarian please read the sections of the bylaws pertaining to elections?"
PARLIAMENTARIAN:	The parliamentarian reads aloud the following sections of the unit bylaws. Bylaws dated pre 2017 will read the following: Article V Sections 1, 2, 3a, 3b, 3c, 3d, 3g, 4, 5, 6, 7 and 11. Bylaws dated after 2018 will read the following: Article V Sections 1, 2, 3, 4a, 4b, 4c, 4d, 4e, 5, 6, 7, 8, and 12, **OR** sections can be presented in written format and the reading aloud may be dispensed with if all agree.
PRESIDENT:	"Thank you." "Will the chairman of the nominating committee please present the committee report?"
NOMINATING COMMITTEE CHAIRMAN:	The chairman reads the prepared report that states the slate of nominees, the nominating committee members, and the date of the report. *(The chairman's part in the elections is concluded.)*
PRESIDENT:	*"Thank you." The president restates the slate of nominees and askes each nominee to stand as their name is called.* *"According to our bylaws, nominations from the floor are now in order. For president, _____ is nominated. Are there further nominations from the floor?"* **(Give a few moments for response.)** *"Hearing none, the nominations for president are closed."* *OR "_____ has been nominated from the floor."* *"_____ do you accept the nomination for president?" "Are there any further nominations from the floor for president?" "Hearing none, the nominations for president are now closed."* ***Procedure is repeated for each elected position as specified in Bylaws.***

PRESIDENT: "Bylaws state that if there is one nominee for an office, a ballot may be dispensed with and the election held by voice vote. The following are presented for election…." State position and nominees. "Congratulations!"

Ballot Vote

PRESIDENT: "When there are two or mor nominees for an office, the election is held by ballot. We will now begin the ballot vote. The Teller committee will be collecting and counting ballots. I have appointed _____, as chairmen, _____ and _____ to serve on the committee. Ballots that are unreadable, blank, or filled with another candidate not nominated are considered illegal and will counted only to determine the number of votes cast. Each nominee may designate a person as an observer for the counting of the ballots. _____, do you wish to assign an observer? _____, do you wish to assign an observer? Please meet by the Teller committee to observe the counting of the votes."

The Teller Chairmen will hand the president the written information.

PRESIDENT: "_____ has been elected for the position of _____. Congratulations."

Continue same process for any other positions requiring a ballot vote.

PRESIDENT: Acknowledges the Teller Committee Chairmen.

TELLER COMMITTEE CHAIR: "I move to destroy the ballots."