

## MICHELLE HURST

*Parliamentarian*

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### DUTIES

- Parliamentary advisor to District President
- Supports Council and OOC Unit parliamentarians
- Receives, reviews, and submits Council and Unit bylaws through channels
- Serves as advisor to the District Nominating Committee
- Chair of District Bylaws Committee



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First District

**PTA**<sup>®</sup>

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### What is a Parliamentarian?

- A parliamentarian is a consultant to the president.
- The role of parliamentarian is purely an advisory and consultative one since parliamentary law gives the chair alone the power to rule on questions of order or to answer parliamentary inquiries.
- The parliamentarian can only speak to the assembly if the president makes such a request.

### What can the Parliamentarian do?

The parliamentarian shall:

- Attend all meetings of the association and of the executive board and give necessary advice in parliamentary procedure when requested.
- Call the first meeting of the nominating committee, conduct election of chairman and give instructions in procedure, and may be contacted for additional information, if needed, and shall attend meetings of the nominating committee only if elected to serve as a member of the committee.
- Chair the bylaws committee and review bylaws and standing rules annually.
- Be entitled to all rights and privileges of membership including the right to make motions, debate and vote.

### How does the Parliamentarian assist the President?

- Study PTA bylaws and standing rules, Robert's Rules of Order, Newly Revised and other parliamentary resources.
- Teach the president, executive board, and members how to use parliamentary procedure.
- Listen carefully to all meeting proceedings.
- Keep a running list of members wishing to speak to an issue.
- Answer parliamentary questions as needed.

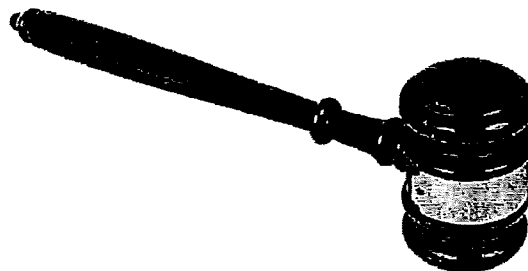
#### 5 Basic Principles of Parliamentary Law

1. **Order** – Only one piece of business at a time
2. **Equal Opportunity** – For all members to propose motions, participate in debate, vote, and share in organizational activities according to the member's talents, skill and desires.
3. **Justice** – All members have the right to ask questions and to fully understand what effect their vote will have. Complex motions should be explained by the chair. Meetings should be conducted fairly, and procedural rules should be tools, not weapons.
4. **Right of the Minority** – To be heard
5. **Right of the Majority** – To decide

## **Basic Parliamentary Procedure: Did You Know?**

- Following basic parliamentary procedure at PTA meetings ensures order, promptness and fair and impartial treatment for all.
- The parliamentary authority for PTA is Robert's Rules of Order, Newly Revised.
- Bylaws provide the basic framework for the PTA purposes and the governing structure.
- Bylaws may never be suspended.
- Bylaws should be reviewed annually to determine if any changes are needed. Follow the California State PTA procedures to amend bylaws.
- Standing rules provide detail regarding procedures for the PTA.
- A standing rule may be amended at any association meeting by a majority vote. (A two-thirds vote is required if no previous notice has been given.)
- Each board member should have a copy of the bylaws. At the beginning of a new term of office, the bylaws should be reviewed by the entire board.
- Every board member needs to know and understand the bylaws – “the rules of the game.”
- A copy of the bylaws must be provided to any member upon request.
- The executive board should be trained in parliamentary procedure in order to model it for the membership.
- The parliamentarian advises the president who rules on points of order and procedural questions.
- A motion chart may be laminated and placed between the president and the parliamentarian for easy reference at meetings.
- Many district PTAs keep a supply of standard Bylaws for Local PTA/PTSAs and Council Bylaws available for purchase.
- Units should provide the council and district PTA with a copy of their bylaws.
- A PTA position may be filled by only one person.
- One position equals one vote.
- Minutes should contain records of all actions taken by the group, including the exact wording of every motion, the maker of the motion and the actions taken on that motion.
- The secretary or chair should request that the motion be in writing if the motion is long or involved.

- **Only one action may be considered at a time.**
- **Any action** (spending money, adopting programs, etc.) to be taken requires a motion.
- **When several PTA members wish to speak to the same issue** during a meeting, the parliamentarian may assist the president by noting the names of those wishing to speak and the order in which they should be called.
- **Only members of the group that is meeting have the right to attend** unless the group grants permission for guests to attend. However, the right to vote cannot be granted to a guest.
- **PTA bylaws define each separate meeting group** – committee, executive board and association – and assign separate responsibilities and authority to each group.
- **A special meeting may be called** to consider one or more items of business requiring urgent action before the next regular meeting.
- **Voice vote is the regular method of voting on motions requiring a majority vote.** If the chair believes the vote will be close, he may call for the vote by a show of hands.
- **A rising vote is the regular method of voting on motions requiring a two-thirds vote.** It is also used to verify an inconclusive voice vote.
- **The chair may order** a “rising count” or “count of the house” to verify an inconclusive voice vote.
- **A two-thirds vote is required to change any action** previously adopted by the group, such as bylaws or the budget.
- **A standing rule may be adopted to limit the length of time** for any motion and to limit the number of speakers on each side of the issue and the time to be allotted for each speaker.
- **Voting by proxy is prohibited.**
- **The president protects the impartiality of the chair** by exercising the right to vote (or by abstaining) only when the vote will affect the outcome, i.e., to break a tie vote, or when the vote is by ballot.
- **Members must be given written notice** of all association meetings, along with an agenda that includes all action items to be considered, at least ten (10) days prior to the meeting.
- **Only members are legally qualified** to make motions, discuss and vote.



**SAMPLE PTA AGENDA WITH MOTIONS AND PHRASES TO USE**

<u>[Name of Your Unit – PTA Association Meeting]</u> <u>[Meeting Date, Time, Location]</u>	
<b>CALL TO ORDER</b> o Call meeting to order o Start on time with quorum met	• "The meeting will please come to order."
<b>OPENING CEREMONIES</b> o Pledge of Allegiance	• "_____ will lead us in the Pledge of Allegiance. Please stand."
<b>APPROVAL OF MINUTES</b> 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."
<b>FINANCIAL REPORTS</b> 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."
<b>AUDIT REPORT</b> 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]
<b>PRESENTATION OF BILLS</b> 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]
<b>EXECUTIVE BOARD REPORT</b> 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]
<b>COMMITTEE REPORTS</b> 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]
<b>UNFINISHED BUSINESS</b> o President presents items from last meeting's Minutes	• "The first item of unfinished business is _____."
<b>NEW BUSINESS</b> 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]
<b>PROGRAM</b> o Introduce program presenter	• "_____ will present the program."
<b>ANNOUNCEMENTS</b> o Include dates for upcoming meetings and activities	• "The next meeting is scheduled for _____." • "Thank you for joining us."
<b>ADJOURNMENT</b> o No motion needed	• "The meeting is adjourned."

## Duties of Members

### PRESIDENT'S DUTIES

- ◆ Coordinate work
- ◆ Preside at all meetings
- ◆ Make committee and chairmen appointments
- ◆ Sign all authorizations and contracts
- ◆ Understand financial procedures
- ◆ Authorized check signer
- ◆ Official representative of the association
- ◆ Responsible for annual report
- ◆ Official contact
- ◆ Meet with school/site administrator
- ◆ Perform other prescribed duties

### EXECUTIVE BOARD DUTIES

- ◆ Transact business as directed by the association and conduct business between association meetings
- ◆ Pay bills
- ◆ Create committees
- ◆ Fill vacancies
- ◆ Present reports to association
- ◆ Receive financial reports
- ◆ Protect assets of the association

### PTA ASSOCIATION

- Only group with authority to:**
- ◆ Elect the nominating committee
  - ◆ Elect officers
  - ◆ Approve/ratify all PTA expenditures
  - ◆ Approve all contracts for PTA programs, events, and projects
  - ◆ Adopt the budget
  - ◆ Adopt the audit reports
  - ◆ Elect convention delegates

***Remember ... All PTA activities must be approved by the association to comply with insurance requirements.***

## Types of Meetings

### → ASSOCIATION

**Meetings are set in the bylaws**

Attendees: Members and guests

Actions: Approves expenditures, adopts budget, and approves all other activities and programs. Elects nominating committee and officers.

### → EXECUTIVE BOARD

**Meets monthly**

Attendees: Officers, principal, teacher representative, standing committee chairmen

Actions: Review committee recommendations; handle assigned duties, recommend action to the association

### → COMMITTEE

**Meetings as deemed necessary**

Attendees: Chairman, members, president

Actions: Meets to handle preliminary work and recommends actions to the executive board

## Effective PTA Meetings

### Before meeting:

- ◆ Verify meeting location
- ◆ Review previous minutes
- ◆ Review upcoming (and past) calendar
- ◆ Prepare agenda
- ◆ Contact those who should be presenting a report

### During meeting:

- ◆ Start on time
- ◆ Agree on ground rules
- ◆ Review agenda
- ◆ Stick to the agenda
- ◆ Use parliamentary procedures
- ◆ Summarize
- ◆ Give all a chance to participate
- ◆ Restate decisions/ assignments
- ◆ End on time

### After the meeting:

- ◆ Distribute minutes promptly
- ◆ Follow up on assignments

**BYLAWS:** Before you begin anything else, read your PTA's bylaws! Go over them with the executive board so everyone understands responsibilities, quorums, meetings, elections, standing rules and basic policies of the organization. Review bylaws each year; submit updates for California State PTA approval at least every three years.

**CO-OFFICERS:** Co-officers are not recognized by the California State PTA. A committee may be appointed to assist the position if needed. Only one vote per position is permitted.

**COMMITTEES:** Committees are formed for a specific purpose; to plan, promote and implement the activities of the PTA. They function at the discretion of the membership and should be representative of the association. Individuals have the opportunity to learn about PTA, acquire leadership skills, discover resources and help develop creative solutions. Committees make recommendations; they do not make decisions. Programs must be presented to the executive board, with final approval given by the association. The president is an *ex-officio* member of every committee except the nominating committee.

**PROCEDURE BOOK:** Due to ongoing changes in leadership, PTA leaders need guidance. Each officer/chairman must have a procedure book to ensure continuity and progress. **A procedure book is NOT personal property and belongs to the office/chairman, not the individual.** A procedure book should contain: materials needed to carry out the work of the office, job description, bylaws/standing rules, agendas/minutes, finance, calendar, reports and a directory.

## Who Runs Your PTA?

### General Membership -- The Association:

- ◆ The most important component of your PTA is the membership. The members are your organization.
- ◆ Members should approve the budget, all expenditures of funds, programs and activities.
- ◆ Executive board meetings do not replace the necessity of reporting and obtaining approval of PTA business.
- ◆ All association meetings and proposed action items must be publicized at least 10 days in advance and provide members an opportunity to speak at meetings, no matter how many attend. General meetings are held in the months stated in your bylaws.

### Executive Board:

- ◆ Must be members of the PTA.
- ◆ Meets monthly during the school year.
- ◆ Plans and carries out activities, programs and expenditures, with final approval from the membership.
- ◆ The president sets the agenda for each meeting, with input from the executive board members.
- ◆ All board members may make motions and suggestions, including the principal and teacher representative.
- ◆ Follows PTA protocol at all times.

### Principal:

- ◆ Serves as an advisor to the nominating committee and the executive board.
- ◆ Has prior approval of PTA information sent home with students.
- ◆ Works with the president and board on unit programs and activities.
- ◆ Is a full voting member of the executive board.
- ◆ Has no control over the PTA's money.

## **BASICS OF REVIEWING AND AMENDING PTA BYLAWS**

California State PTA provides up-to-date, standardized bylaws, which are compliant with law and corporate code, to be customized and used by each unit, council, and district PTA. Every PTA is responsible for keeping its bylaws current and for complying with its bylaws.

California State PTA issues a new edition of the standard bylaws annually. When submitting bylaws for approval, use only the current edition, as indicated by the date on the front cover. California State PTA issues a new edition of the standard bylaws near the start of its fiscal year (generally July).

PTA districts and councils need to review and submit bylaws at least once every two years. PTA unit bylaws must be reviewed and submitted at least every five years, though they should be examined every year and may be amended more frequently.

### **BASIC BYLAWS UPDATE PROCESS**

1. A bylaw review committee (generally 3-5 people) is appointed by the president and chaired by the parliamentarian. The committee reviews the existing bylaws and standing rules and suggests amendments or recommends no changes. Amendments may include meeting date changes, the addition or reduction of officers, or ensuring the use of inclusive language. Even if no changes are recommended, the content should be transferred to the most recent version of the bylaws.
2. The executive board considers any changes recommended by the committee. If the board votes to approve, the updated bylaws and standing rules are sent through channels (unit to council, council to district).
3. If the California State PTA parliamentarian approves the updated bylaws, the new bylaws are signed and returned through channels to the PTA for adoption.
4. At a duly noticed meeting the association votes to adopt the new bylaws, requiring a 2/3 vote. The notice must be provided at least 30 days in advance, and a list of proposed amendments must be included.
5. Following adoption by the association the president *and* secretary sign and date the master set of bylaws, which is kept by the secretary. Copies should also be kept by the president and parliamentarian. Copies of the signature page (usually an electronic scan) shall be sent through channels.
6. Additional copies of the bylaws and standing rules are made for each member of the executive board, including the principal, and a copy of these bylaws shall be made available to any member of this association upon request.



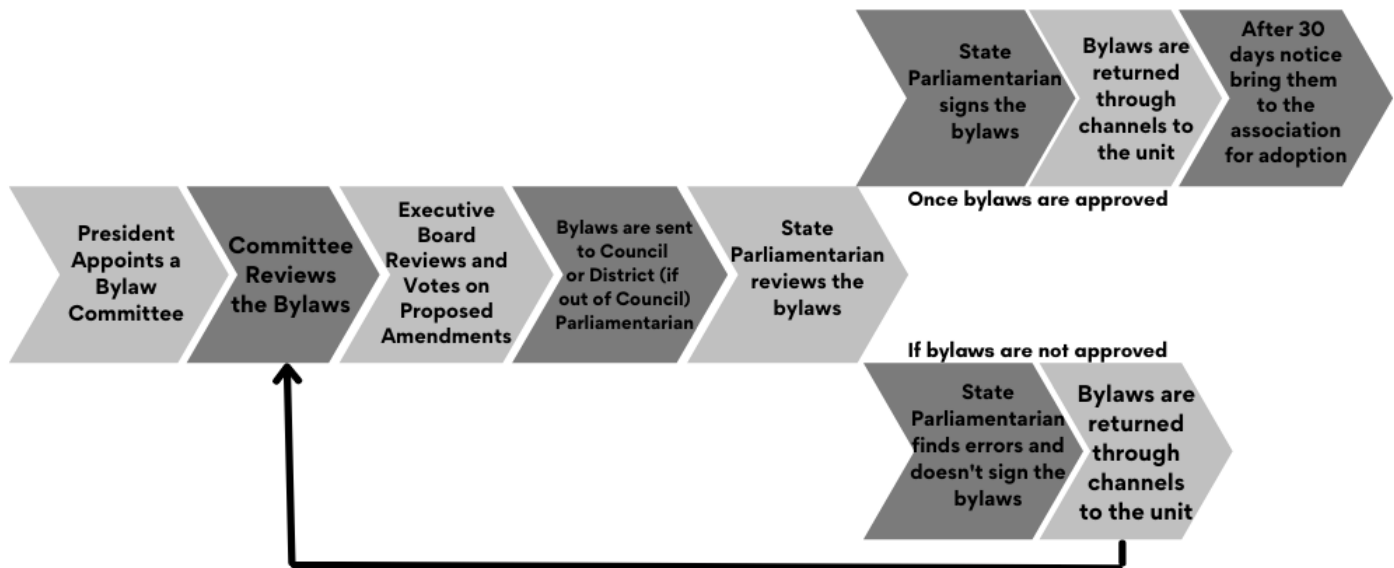
## STANDING RULES UPDATE PROCESS

1. Standing Rules may be adopted by a majority vote of the members present at any Association meeting. Amendments to Standing Rules require a two-thirds (2/3) vote of the members present without prior written notice, and a majority vote of the members present with such notice. Standing Rules should be procedural rather than parliamentary and may not conflict with or supersede the bylaws.
2. After Standing Rules have been adopted by the Association, a copy (usually an electronic scan) shall be sent through channels, but does not require prior approval by the California State PTA parliamentarian.

## METHODS FOR UPDATING BYLAWS

1. **eBylaws**, California State PTA's online system, is the preferred method of updating bylaws.
2. **Fillable PDF**.
3. **Paper Manual Fill-In Copy**.

## Procedure for Bylaw Review



## SUBMITTING UNIT BYLAWS FOR APPROVAL

Bylaws may be prepared for submission using one of three options:

### EBYLAWS – PREFERRED

1. The unit president, parliamentarian, or other officer designated by the president, will request a login and password from California State PTA to access the eBylaws utility (see: <https://capta.org/pta-leaders/services/ebylaws/>).
2. Once a login and password have been issued, the user may access the system and enter proposed changes.
3. When all desired changes have been entered, the user will save the bylaws changes as entered in the system.
4. Download the completed bylaws document from the eBylaws utility by clicking “bylaws.”
5. Review the PDF document as downloaded to ensure that the bylaws are accurate, and all proposed changes are reflected as approved by the executive board.
  - a. Downloaded bylaws with a “Draft” watermark are not acceptable for submission, and the errors must be corrected before the bylaws can be submitted for approval. The council or district should be contacted for assistance, if needed.
  - b. If additional changes are needed in the document, make changes in the PDF using a PDF editor or similar software. The council or district should be contacted for assistance, if needed.
  - c. Additional standing rules should be saved to a PDF document and combined with the original bylaws document.
6. Once changes have been verified and bylaws are complete, attach the saved document to an email to submit through channels for approval.
7. Send the downloaded bylaws through the appropriate channels to be signed by the California State PTA parliamentarian.
  - d. If in council, email the downloaded bylaws document to the council parliamentarian or other representative as designated by the council.
  - e. If out of council, email the downloaded bylaws document to the district parliamentarian or other representative as designated by the district.
8. Once approved, bylaws will be signed by the California State PTA parliamentarian and returned through channels.
9. If bylaws are not approved by the California State PTA parliamentarian, the bylaws will be returned through channels **unsigned**, and must be resubmitted once changes are made.

### **FILLABLE PDF DOCUMENT ISSUED BY CALIFORNIA STATE PTA**

1. The unit president, parliamentarian, or other officer designated by the president will request a copy of the current fillable bylaws document from California State PTA. **The current standard bylaws template must be used for all bylaws submissions**, and may be obtained from the council or district parliamentarian.
2. Upon receipt, the designated officer will enter proposed changes in the spaces provided.
3. When all desired changes have been entered as approved by the executive board, the user should review the document to ensure all fields are complete and appear as intended. Verify that all areas, words, or phrases requiring strike-through reflect appropriately and are consistent throughout the entire document.
4. Using the “print” function, the user will select “print to PDF” to create a static and complete PDF document. If additional changes are needed in the document, make changes in the PDF using a PDF editor or similar software. The council or district should be contacted for assistance, if needed. Do not include these instructions. Please select only the bylaws pages.
5. Once changes have been verified and bylaws are complete, attach the saved document to an email to submit through channels for approval.
6. Send the downloaded bylaws through the appropriate channels to be signed by the California State PTA parliamentarian.
  - a. If in council, email the downloaded bylaws document to the council parliamentarian or other representative as designated by the council.
  - b. If out of council, email the downloaded bylaws document to the district parliamentarian or other representative as designated by the council.
7. Once approved, bylaws will be signed by the California State PTA parliamentarian and returned through channels.
8. If bylaws are not approved by the California State PTA parliamentarian, the bylaws will be returned through channels unsigned, and must be resubmitted once changes are made.

### **PAPER MANUAL FILL-IN COPY**

1. The unit president, parliamentarian, or other officer designated by the president will obtain the most recent copy of the bylaws from the council or district.
2. Upon receipt, the designated officer will manually make the proposed changes in the spaces provided. All blanks should be filled in legibly using blue or black ink or typed.
3. For items in italics, use a ruler and blue or black ink to line out the undesired optional provisions in bylaws. Do not use white out or a wide-tipped marker- a narrow line in ink is sufficient. Do not use pencil, black marker, or any other ink color. Do not use a slash or an X to strike. All blanks must be completed or lined out.
4. When using the Bilingual English/Spanish version of the bylaws, begin with one language and fill out the entire form, then complete the other language to ensure both sides match.
5. It is preferred that unit bylaws are scanned and emailed through channels to the State PTA Parliamentarian. Please do not scan and email these instructions. Only scan and email the bylaws and any submittal forms and amendments list pages. The council or district should be contacted for assistance, if needed.

## INSTRUCTIONS FOR COMPLETING THE STANDARD BYLAWS

The current standard bylaws **must** be used when submitting bylaws for approval, and may be obtained from the council or district parliamentarian. The California State PTA prints the date on the front cover and at the bottom of each page. **Using outdated standard bylaws templates is cause for the bylaws to be returned unsigned.**

Bylaws and standing rules may be modified to meet the needs of the association. Use of the eBylaws system found on the California State PTA website is encouraged and preferred. Standard bylaws are available in printed form or fillable PDF. **Any version other than the standard version will not be accepted.** The bylaws are a legal document and additions and/or bylaws changes must be written legibly in blue or black ink or typed. Additional copies of the eBylaws or standard bylaws may be photocopied using the legally required double-sided format.

1. **Do not alter, change, or add to any articles or sections with stars except for completing blank lines.** Authority for the articles and sections marked with stars are from the California State PTA bylaws (\*\*\*) or are required by the Corporation Code of the State of California (\*\*) and shall be included in all unit bylaws.
2. Several sections refer to information in the *California State PTA Toolkit* and may not be altered. These are policies or procedures of the California State PTA.
3. Words in *italics* indicate optional provisions and should be lined out when not applicable.
4. To line out, neatly draw a single, straight, horizontal line through each word and/or sentence which does not apply. Do not use a slash, an X, or a strike. Do not use correction tape or fluid, and do not use marker.
5. Words in brackets [ ] are for information or directions only. They have been pre-lined out, e.g.:  
\_\_\_\_\_ [~~month~~], but the directions provided must be followed.
6. Use the association's full legal PTA or PTSA name on the cover: *Selena Sloan Butler PTA* not *Butler PTA*; or *Phoebe Apperson Hearst High School PTSA*, not *Hearst High PTSA*. The association name is located on the charter. Contact council or district for assistance, if needed.
7. Spell out all words; do not use abbreviations, e.g.: Sept – September; 2nd - second; VP - vice president. Use the long form for dates – February 7, 2022.
8. Write numbers as words with place figures in parentheses, e.g.: one (1); twenty (20), five dollars (\$5.00); twenty-five cents (\$0.25). Do not duplicate words already included in the printed text.
9. Consider using inclusive language such as “chair” instead of gender specific “chairman.”

10. The following articles and sections require special attention:

- a. Article I – If out-of-council, line out “*of the*” and insert “out of” in blank.
- b. Article IV, Section 4 – Line out unused blanks. Consult with council/district parliamentarian regarding faculty, student and/or family memberships or membership/donations.
- c. Article V, Section 4c – With a nominating committee of three elected members, a majority would be 2 members. Two members would be charting the course for the PTA for the coming PTA term. Consider a larger group (5-7 members) for a more representative committee.
- d. Article V, Section 7 must agree with Article VII, Section 2. Set the election month early enough to allow the president-elect to attend the California State PTA Convention held in late April/early May (Article V, Section 9) and meet the council/district deadline for directory data (Standing Rules).
- e. Article VIII, Section 2 – Audits are required at the following times: year-end, mid-year, financial officer or check signer change, term-end, fiscal year-end, if bank accounts change/close.
- f. Article VII, Section 5b – The voting power of the association is equal to all members as stated in Article VII, Section 6. The quorum must ensure general member participation beyond that of the executive board. The minimum quorum for an association meeting is the number of officers plus four (4), or eleven (11), whichever is greater. Officers are listed in Article V, Section 2. To ensure that there is participation by standing committee chairs in association meetings, the following calculation will determine the number to add to the quorum: if there is a combination of ten (10) or more standing committee chairs that number will be divided by two (2) and added to the association quorum.
- g. Article VIII, Section 1 – Standing committees are those committees that function all year, e.g. hospitality, membership, programs, ways and means, fundraising, etc. Standing committees are listed in Standing Rule #17.
- h. Article VIII, Section 7b – The minimum quorum for an executive board meeting is based on the number of executive board members, including the principal and teacher representative (majority = more than half) or five (5) whichever is greater.
- i. Article IX – Follow channels for assistance. If in council, consult with council parliamentarian to verify agreement with council bylaws.
- j. Article XII – Attach copy of articles of incorporation, if an incorporated association.

- k. Article XIII – Associations are required by law to have a federal Employer Identification Number (EIN), a state Franchise Tax Board (FTB) number, a Registry of Charitable Trust (CT) number, and are required to file annual forms with the appropriate agency. Insert the corporation number if the association is incorporated. Follows channels for assistance and contact your council or district PTA for assistance.
- l. Standing Rule #5– Use this section for an executive vice president, or a vice president if there is no executive vice president and only one vice president.
- m. Standing Rule #6– Set the first meeting of the fiscal year early enough in the school year to ensure that the PTA program and budget are approved by the association *prior to beginning PTA programs or spending PTA funds*.
- n. Standing Rule #10 – There must be 14 days between an executive board meeting and the general association meeting that addresses the business conducted by the executive board
- o. Standing Rule #12 – Guidelines for the expenditure of unbudgeted funds is as follows (*California State PTA Toolkit*, Finance section, Unbudgeted Expenditures):
  - i. Eight or more association meetings per year – up to \$500.00
  - ii. Five to seven association meetings per year – up to \$750.00
  - iii. Four or fewer association meetings per year – up to \$1000.00
- p. Standing Rule #17 - Standing committees are those committees that meet all year long, e.g. membership, health and safety, and hospitality. The chair of a standing committee is a member of the executive board. In order to ensure that there is participation by standing committee chairs in executive board meetings, the following calculation will determine the number to add to the quorum. If there are ten (10) or more standing committees, that number will be divided by two (2) and added into the calculations for the executive board quorum.
- q. Standing rules must be attached and may not conflict with or supersede bylaws. Do not restate bylaws or *Toolkit* sections in the standing rules.