

MICHELLE HURST

Parliamentarian

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



1008 S. Eight Street
Moor Field
Alhambra, CA 91801



Parliamentarian@PTA1.org



(310) 890-8147



PTA1.org

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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.

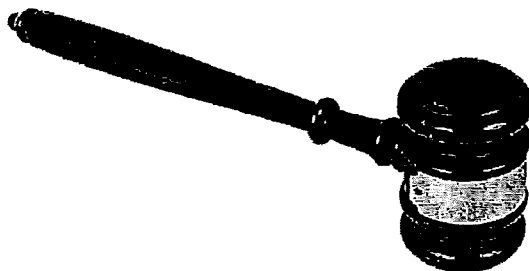
5 Basic Principles of Parliamentary Law

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

<i>[Name of Your Unit – PTA Association Meeting] [Meeting Date, Time, Location]</i>	
CALL TO ORDER ○ 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 ○ Pledge of Allegiance	<ul style="list-style-type: none"> • “ _____ will lead us in the Pledge of Allegiance. Please stand.”
APPROVAL OF MINUTES ○ 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 ○ 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.”
AUDIT REPORT ○ Presented semi-annually ○ Motion to adopt	<ul style="list-style-type: none"> • “ _____ 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 ○ 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 ○ 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 ○ 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 ○ President presents items from last meeting’s Minutes	<ul style="list-style-type: none"> • “The first item of unfinished business is _____.”
NEW BUSINESS ○ 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 ○ Introduce program presenter	<ul style="list-style-type: none"> • “ _____ will present the program.”
ANNOUNCEMENTS ○ 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 ○ No motion needed	<ul style="list-style-type: none"> • “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.