



PARLIAMENTARIAN

The parliamentarian is a board member who advises the chair and acts as a consultant for other officers, board members, committee members, and association members on parliamentary procedure. The parliamentarian's role during a meeting is strictly advisory since, by parliamentary law, only the chair has the authority to rule on questions of order or to answer parliamentary inquiries.

While the president usually presides as chair of all meetings of the executive board or the membership, the parliamentarian serves to provide support to whoever is chairing the meeting.

TOP 10 THINGS TO KNOW FOR THIS POSITION

1. Take the required and recommended training courses.
2. Become familiar with National and Texas PTA resources.
3. Become familiar with the governing documents of the association: bylaws, standing rules, policies, and parliamentary authority.
4. Maintain a procedure book (traditional or electronic).
5. Confer with the chair before all board and membership meetings to prepare the chair for business on the agenda and any questions and procedures that may arise.
6. Determine the best method to get the chair's attention during meetings, as inconspicuously as possible, to make a suggestion or notify the chair that an error in the procedure has been made that may affect member rights or may otherwise do harm.
7. Bring resources and materials (governing documents, ballots, a ballot box, pens/pencils, blank tellers' report forms) to the meetings.
8. Advise the chair, when requested, on parliamentary procedure. However, the chair has the ultimate authority to rule on
9. Has the same duty of impartiality as the chair and, therefore, does not make motions, participate in debate, or vote on any question except when decided by ballot.
10. Speak only at the request or with the permission of the chair.

KEY TRAININGS

Texas PTA

- FOUNDATIONS Essentials:** An introductory course for new PTA leaders. All executive board members must complete this course once in their PTA service.
- BASICS Boardsmanship:** Important course for all executive board members.
- BASICS Parliamentarian:** Required online course for Parliamentarians.
- SPOTLIGHTS Bylaws and Standing Rules**

National PTA

- **Board Basics eLearning:** View the online course at pta.org/eLearning.

Key Resources

- Download the boardsmanship and parliamentarian resource guide.
- Bylaws, standing rules, policies.
- *Robert's Rules of Order Newly Revised* (12th Edition)

IMPORTANT DATES AND DEADLINES

- **Spring:** After appointment, attend the first meeting(s) and get a copy of the governing documents and calendar of meetings. Meet with the president to determine needs and expectations for this position. Complete required training courses if any.
- **June:** Attend National PTA Convention as budget allows.
- **July:** Attend Texas PTA LAUNCH for training, networking, and resources as budget allows.
- **August:** Assist the president in preparing agendas. Note any required deadlines in the bylaws, standing rules, or policies. Determine when the next Texas PTA approval of bylaws and standing rules are required and plan accordingly.
- **February:** Attend Texas PTA Rally Day at the Capitol (odd-numbered years) as budget allows.
- **Spring:** Plan for nominating committee and election processes according to meetings calendar.
- **May:** Prepare documents and materials for your successor.

Questions? Find more resources at txpta.org/parliamentarian. In addition, you may contact your Council PTA, Field Service Representative, or email presidentelect@txpta.org.

Quick Start Guide

The BASICS materials provide essential training for many PTA positions. This guide is just the beginning!

ABOUT PTA

The mission of PTA is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

What this means: We engage, empower, and advocate to achieve our vision—every child's potential is a reality. Our mission statement guides us and should drive any significant decision. The funds we raise are used to support our mission.

WHAT IS PTA?

PTA is a 501c3, member-based association that advocates for the best interest of ALL children in many areas. It is self-governing and non-partisan. PTA advocates for or against issues but does not endorse any candidate or political party.

What this means: You are a member of a nonprofit executive board and therefore have certain legal responsibilities. Executive board members have three fundamental fiduciary duties: the duty of care, duty of loyalty, and duty of obedience. Executive board members act as trustees of the PTA's assets and must exercise due diligence to oversee that the PTA is well-managed and that its financial situation remains sound. The executive board verifies that all filing requirements and tax obligations are completed.

OUR PURPOSE

- Welcoming families into the school community
- Communicating effectively
- Supporting student success
- Speaking up for every child
- Sharing power
- Collaborating with communities

PTA STRUCTURE

Members
 Local PTA (campus level)
 Council PTA (district or community)
 Texas PTA
 National PTA

FINANCE

The Life Cycle of A Budget

- Elected/appointed executive board members create plans of work which include a budget detailing project-related expenses.
- PTA happens, and expenses occur.
- The executive board approves the plans of work and the membership votes to adopt the budget plan. Financial reports are presented at each regular executive board and membership meeting. Financial reconciliation happens at the end of the year, and the membership receives the report at the first meeting of the next school year.

TRAINING

Scan the code or visit txpta.org/training to learn more.



GETTING STARTED

As a leader in PTA, there are a few things you need to do to start the year.

ONE	TWO	THREE	FOUR
First, join your local PTA! All executive board members must be PTA members.	Next, register with Texas PTA at txpta.org/register-as-a-board-member .	Your local PTA secretary asks all executive board members to sign a Confidentiality, Ethics, and Conflict of Interest Agreement.	Your local PTA president asks all executive board members to create a Plan of Work which begins the annual budget process.

