



**President**  
2022 - 2023



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# About PTA

**VISION** Every child's potential is a reality.

**MISSION** To make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

## PURPOSES

- To promote the welfare of children and youth in home, school, places of worship, and throughout the community;
- To raise the standards of home life;
- To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth;
- To promote the collaboration and engagement of families and educators in the education of children and youth;
- To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth; and
- To advocate for fiscal responsibility regarding public tax dollars in public education funding.

## VALUES

- **Collaboration:** We will partner with a wide array of individuals and organizations to broaden and enhance our ability to serve and advocate for all children and families.
- **Commitment:** We are dedicated to children's educational success, health, and well-being through strong family and community engagement while remaining accountable to the principles upon which our association was founded.
- **Diversity:** We acknowledge the potential of everyone without regard, including but not limited to: age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.
- **Respect:** We value the individual contributions of members, employees, volunteers, and partners as we work collaboratively to achieve our association's goals.
- **Accountability:** All members, employees, volunteers, and partners have a shared responsibility to align their efforts toward achieving our association's strategic initiatives.

## PTA NATIONAL STANDARDS FOR FAMILY-SCHOOL PARTNERSHIPS

- Standard 1: **Welcoming All Families into the School Community** Families are active participants in the life of the school and feel welcomed, valued, and connected to school staff and to what students are learning and doing in class.
- Standard 2: **Communicating Effectively** Families and school staff engage in regular, two-way, meaningful communication about student learning.
- Standard 3: **Supporting Student Success** Families and school staff continuously collaborate to support students' learning and healthy development both at home and school and have regular opportunities to strengthen their knowledge and skills effectively.
- Standard 4: **Speaking Up for Every Child** Families are empowered to advocate for their own and other children to ensure that students are treated fairly and have access to learning opportunities to support their success.
- Standard 5: **Sharing Power** Families and school staff are equal partners in decisions that affect children and families and together inform, influence, and create policies, practices, and programs.
- Standard 6: **Collaborating with Community** Families and school staff collaborate with community members to connect students, families, and staff to expanded learning opportunities, community services, and civic participation.



# Leadership Competencies

## Skills and Abilities Effective Leaders Demonstrate

Successful leaders are effective leaders. Think of some of the most effective PTA leaders you have worked with. They fill their PTA role well, but their leadership capacity goes beyond that. They have skills and abilities that allow them to step into various roles. They see the value people have to offer and seek their involvement. They provide a clear purpose that others want to follow. They lead with integrity and strive to improve continually.

Texas PTA has identified a set of competencies effective leaders demonstrate. Current and potential leaders can use these skills and abilities to help them improve their leadership and by Local or Council PTA nominating committees to recruit, nominate, and elect effective leaders. These competencies also drive our Full Circle Leadership Development program.

This list is by no means exhaustive. Rather, it is representative of the qualities PTA leaders demonstrate in the work they do to make every child's potential a reality.

Competencies	Descriptions
Self-Awareness	An individual's ability to assess their own strengths and weaknesses
Vision	Demonstrates a clear understanding of the future and how to get there
Relationship Building	Develops trust, mutual respect, and values diversity
Critical Thinking	Obtains all the relevant information, identifies problems and causes, evaluates information, and determines criteria that indicate solutions
Time & Resource Management	Effectively prioritizes and manages resources to accomplish goals of group or project
Motivation	Demonstrates and promotes interest and enthusiasm
Empathy	Expresses verbal and nonverbal recognition of feelings, needs, and concerns of others
Creativity	Sees and thinks of new ideas, alternatives, and ways to do things
Communication	Listens actively and conveys information clearly, concisely and accurately in both writing and speech
Collaboration	Works as a team to achieve a common purpose Puts service before self
Delegation	Shares responsibilities including guidance and follow up
Continuous Learning	Pursues development of skills and knowledge
Integrity	Doing the right thing when no one is watching
Initiative	Steps up unprompted or going above and beyond with excellence

# Diversity, Equity, & Inclusion Policy



This Policy has been developed by the Texas PTA Diversity, Equity and Inclusion Task Force, adopted by the Texas PTA Board of Directors (“Board”), and is intended to be consistent with the National PTA’s Diversity, Equity and Inclusion Policy. This Policy is also intended to further the commitment of Texas PTA to diversity, equity, and inclusion, which is: To continually be a voice for all children by reflecting diversity and being inclusive in our membership, leadership, program content, advocacy, training, partnerships, and communications.

We acknowledge the potential of everyone without regard, including but not limited to: age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.

**Effective Date:** This policy was adopted as of April 19, 2021, shall be reviewed by the Board every two years, and shall remain in effect until amended or replaced in its entirety as a result of action by the Board.

**Scope:** This policy shall apply as guidance to Texas PTA, all constituent divisions (Local PTAs and other divisions, including Council PTAs), and their respective members.

**Definitions:** For the purpose of this policy:

- *Diversity* is the representation of, and respect for, people from different backgrounds and identities—including but not limited to race, culture, religion, socio-economic status, age, geographic area, sexual orientation, and gender identification, language, approaches to learning, diagnoses, or exceptionalities impacting learning or access to learning, and physical appearance. It also involves bringing different ideas, perspectives, lived experiences, talents, values, and worldviews to the table to represent the broad variety of children, caregivers, educators, and communities within the PTA family.
- *Equity* provides fairness and access to resources, opportunities, and outcomes so that all communities get what they need to be engaged and successful. This moves beyond an “equal across the board” approach to
  - a) Recognizing and addressing bias and privilege.
  - b) Understand and attend to specific individual and community needs, providing additional resources to those with greater needs.
- *Inclusion* is actions, behaviors, and social norms that strive to ensure all people feel they are safe, welcomed, and that they belong. This means putting diversity into action with skill and intentionality, striving to ensure everyone feels respected, supported, and valued—and can fully participate with equal voice and right to be heard. This includes actively seeking out voices that have been traditionally underrepresented and/or marginalized.

**Policy:** Texas PTA and its constituent divisions (Local PTAs and other divisions including Council PTAs) shall:

- Promote awareness, inclusion, and engagement of all diverse populations represented in the community and encourage all;
- Openly assess beliefs and practices to ensure inclusiveness, equity, and to guard against discrimination;
- Strive to ensure that the membership, leadership, programs, partnerships, and printed materials across Texas reflect the diversity of their communities;
- Communicate with families in their communities in languages which they understand, to the extent possible;
- Identify and address barriers that hinder inclusivity;
- Foster programs and practices that eliminate bias, prejudice, and misunderstanding;
- Advocate for funding, laws, and regulations that support programs, policies, and services that meet the health, safety, and educational needs of all student populations in Texas public schools; and
- Provide resources and training that develop a more diverse and inclusive group of Texas PTA members, leaders, and community.

*Texas PTA first adopted a Cultural Diversity and Inclusion policy on July 26, 2012*

# Essential Knowledge

The president serves as the presiding officer of the Local PTA and presides over executive board and membership meetings. It is the president's responsibility to be well prepared. The president distributes all materials to the appropriate officer or committee chair and is the link to the principal.

The president directs the association's affairs in cooperation with the other executive board members for a term of one year. The term begins and ends at the close of the fiscal year, as specified in the bylaws. Participation and cooperation secured from officers, committee chairs, and members will determine the administration's success.

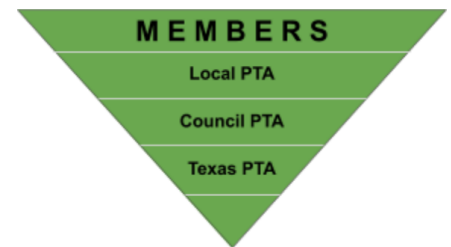
## The Structure of PTA

The Local PTA and its members are a part of Texas and National PTA. This chart shows the relationship between the various levels of PTA.

### Membership

Members are the backbone of our association. Membership does not consist of mere numbers. We must look beyond the numbers and strive to build a knowledgeable team of individuals working on behalf of all children. A membership involved in the school and community will build the foundation for its children and generations to come.

A membership that reaches beyond the parents and teachers and looks out into the community will open its doors to many opportunities. By extending membership, our voice becomes stronger so that policymakers on all levels will hear a strong, unified voice for all children.



### Member Rights

Texas PTA is a membership association, and members can expect their information to be confidential. According to the Local and Council PTA bylaws, member lists will not be released to outside interests.

Members can also expect the information about their children to be protected. While many PTAs may publish membership directories that may include classroom lists and student names, those directories must print information only with the parent's written permission. Consult your school district policies and procedures for the release of student information. Copies of the directory should not be released to outside parties, i.e., vendors who may want to use the directory for commercial purposes. Protecting the rights of members is crucial.

### Programs

Planning and promoting PTA programs and events is a primary responsibility of PTA. Our programs and events are often the avenue to achieving our goals as child advocates and supporters of public education. PTA programs serve to educate the membership and draw the members into a community of support for the children and families served by PTA. Programs today are creative and meaningful. PTA leaders acknowledge the heavy demands of family schedules and plan programs that invite full family participation. PTA is unique in that it offers a way for families of differing religions, cultures, economic groups, and political interests to unite in support of one common issue – the health and welfare of children. No other organization exists to serve this function so completely.

PTA programs should keep the membership informed of issues, educate parents, and provide a sense of community that unites neighbors far beyond their children's school involvement. Family engagement results in higher student achievement and closer family-school ties.

### Advocacy

Texas PTA is a member-based association that advocates. PTA supports legislation that will raise the quality of opportunities for all children, regardless of race, creed, or religion.

### Local Support

A Local PTA may give active support to any items on the adopted legislative program. It should not, however, in the name of PTA, oppose items that National PTA or Texas PTA has adopted.

## State Legislative Action

Texas PTA works to further only such legislation supported by Texas and National PTA positions and resolutions as approved by our members or otherwise designated as priorities by the Texas PTA Board of Directors.

## Local Issues

A Local PTA can and often should take local action if its members approve. As an association, it may act on local issues if they affect children and youth's education, health, or welfare. In all such issues, the following policies should be observed.

## Policies

- **Nonpartisan**

PTA takes a stand on issues and principles—not on candidates or political parties. Issues may become identified with partisan politics because of the differing approaches to the solution. Still the basic principles involving the welfare of children and youth are matters of public concern and, therefore, PTA business.

- **Nonsectarian**

PTA welcomes into membership people representing a diversity of cultures, ethnic backgrounds, and political and religious beliefs. Membership in PTA is open, without discrimination, to anyone who believes in and supports the mission and purposes of National PTA.

- **Noncommercial**

The name “PTA” (a registered service mark) or the names of its officers shall not be used in conjunction with the commercial activities of other organizations, including, but not limited to, the promotion of their goods and services. This policy should be applied with judgment, discretion, and common sense, recognizing that it is not meant to prohibit all contact or cooperation with such groups. Before accepting donations of goods or services, a PTA association, at any level, should consider whether such acceptance might be construed as an endorsement of the provider.

## School Board Elections

Leadership on local boards of education is of vital interest to all PTA members. To help the people of the community ascertain the qualifications of the candidates for the school board, a Local or Council PTA may participate in, initiate or sponsor a public meeting for this purpose. Invite all community groups to send representatives to the meeting so that each candidate's qualifications may be thoroughly discussed and widely publicized. All candidates must be asked to speak to avoid even the appearance of partisanship or discrimination.

## Nonprofit Status

Local PTAs fall under the Internal Revenue Code classification of tax-exempt 501(c)(3) nonprofits. Texas PTA has developed procedures and provided detailed information to protect PTAs from violating the restrictions that apply to the 501(c)(3) classification. Please review the BASICS Treasurer Resource Guide for more information on the rights and responsibilities of being a 501(c)(3) organization.

## Field Service Representatives

The Texas PTA president appoints Field Service Representatives (“FSRs”) to be the voice of Texas PTA. Each Local PTA has an assigned FSR to offer support and receive feedback for Texas PTA.

Local PTAs, particularly those that are not members of a Council PTA, should be in contact with their FSR to begin establishing a relationship.

## Council PTAs

A Council PTA is a group of Local PTAs within a stipulated boundary, organized under the authority of Texas PTA. If you are in a Council, your Council PTA is your first point of contact for any guidance or assistance you may need throughout your term.

Council PTA Statement of Purpose: Acting as a primary communication channel within the PTA network, a Council PTA provides information, inspiration, support, guidance, and instruction to its member PTAs. It strengthens local PTAs, develops leadership potential, promotes PTA membership, and advances Texas PTA's goals, programs, and initiatives.

Council PTAs will be mindful that they work with and are not in conflict with their Local PTAs.



Council PTAs shall not:

- legislate for the Local PTAs, including setting rules for Local PTAs and taking action involving member PTAs without their consent;
- duplicate the work of Local PTAs, nor compete with them;
- pay dues to the Texas or National PTAs but may pay dues to Texas PTA on behalf of Local PTAs;
- compel Local PTAs to enter into Council PTA projects;
- assess Local PTAs for funds without their consent; or
- change Council PTA dues or amend Council PTA bylaws without an affirmative vote of the delegates.

# Getting Started

Once you have been elected president, you will want to get a few things scheduled so that you will be able to put your best foot forward as you start your term.

## Getting Organized:

- Talk with the outgoing president and set a date for a formal transition of records.
- Ensure executive board members have met with their predecessors to receive relevant information.
- Request and review a copy of your bylaws and standing rules from Texas PTA to ensure you have the current Texas PTA template and approved copy (available after August 1).
- Consult the current bylaws template to access a list of responsibilities for the president. These responsibilities may change from year to year, so be sure to obtain the most current bylaws template from Texas PTA each year.
- Have a meeting with your Principal to discuss the calendar for the year, and review campus goals and needs.
- Set up your personal “presidential” work environment by creating folders on your computer and cloud storage for shared files. Also, organize your new president’s binder and file space at home. (Yes, there will be paper documents to file.)
- Browse [txpta.org](http://txpta.org) and join the Texas PTA Idea Share page on Facebook for new ideas and resources and to connect with other PTA leaders.
- Follow Council and Texas PTA social media (Pinterest, Facebook, Twitter, Instagram, etc.).

## Financial Check-Up:

- Coordinate with the newly elected treasurer to update the signature cards for bank accounts with new signers at the beginning of the fiscal year. Review your bylaws and, if applicable, standing rules to determine the number and requirements for check signers. A transition letter from the outgoing treasurer to the bank or minutes from the election meeting may be necessary to enact the change, as well as attendance at the bank of the secretary and/or a current signer.
- Verify with the outgoing treasurer that the Annual Financial Report has been completed and that all tax returns have been filed.
- Facilitate, if necessary, arrangements for documents to be delivered to the financial reconciliation committee as soon as possible after the fiscal year ends.
- Obtain a copy of the budget adopted at the last membership meeting of the year.

## Starting Your PTA Work:

- The newly elected president should call and conduct a meeting of the newly elected officers within 30 days of the election.
  - Appoint the parliamentarian, historian (if necessary), standing committee chairs, and other open positions. Strive for a balance of experienced and new members that represents campus demographics.
- All executive board members should submit their names and contact information via the Texas PTA website. Visit [www.txpta.org/officer-intake](http://www.txpta.org/officer-intake).
- Schedule a planning meeting for the executive board. Your executive board includes officers (president, vice president(s), secretary, and treasurer), the principal, parliamentarian, standing committee chairs (if specified in your bylaws), and additional positions such as historian, Council Delegate(s), faculty representative (other than principal or designee), and student representatives (as specified in your bylaws). You should determine goals for the year, which will guide the Plans of Work. Review your current bylaws and standing rules with the entire executive board. The bylaws contain many job responsibilities and timelines/due dates. Reviewing them together gets everyone on the same page with the same expectations.
  - Goal setting provides direction and allows a means to measure accomplishments. Goal setting allows people to become more efficient and effective, prevents crises, provides confidence, builds public esteem for the association, lends credibility to efforts, and makes the membership proud of its participation. Goals should be SMART - specific, measurable, attainable, results-oriented, and time-bound. Ensure that goals are in written form and reviewed at each meeting as appropriate.

**Specific Measurable Attainable Results-Oriented Time-Bound**

- Each executive board member must complete a Plan of Work before the first executive board meeting. Sample Plans of Work are available in the BASICS Resource Guides.
  - A Plan of Work should:
    - be in written form;
    - be approved by the executive board;
    - be an outline of the goals for that office or committee;
    - describe the action steps to achieve the goal(s);
    - relate to the broader goals of the Local PTA; and
    - include a budget if needed.
- Become familiar with the duties of each committee chair by reviewing Texas PTA BASICS Resource Guides. Share job descriptions and materials as noted with the committee chairs and help them secure information and materials from their predecessors.
- Encourage every executive board member to attend training either at Texas PTA LAUNCH or those offered by Council PTA.
- All executive board members have two Texas PTA training requirements. FOUNDATIONS: Essentials and BASICS are completed online and should be taken no later than 30 days following election or appointment. Both are available at [www.txpta.org/training](http://www.txpta.org/training).
- Make sure each executive board member knows how to contact their counterparts at Council PTA and Texas PTA to get questions answered.
- Create an Annual PTA Events Calendar. Consider times when membership campaign materials will be presented to the school community and over the summer.



# Plan of Work

Executive Board

Member Name: \_\_\_\_\_

Position: \_\_\_\_\_

President

Year: \_\_\_\_\_

Reproduce as needed for the appropriate number of goals.

Responsibilities/ Duties:	Coordinate work of Officers and Committee Chairs; Promote Purposes and goals of PTA.	Committee Members:	The executive board (including the principal)
Goal:	Provide all executive board members with necessary tools and information to be successful; Engage all families and staff in PTA activities; Identify new leaders	Evaluation Process:	Survey; Effective executive board; feedback of executive board and members

Specific Action Steps	Start Date	Completion Date	Budget
Prepare for and lead each business meeting efficiently yet respecting member input.	July	July	\$0
Meet regularly with executive board members to support and guide their work. Provide Local PTA Executive Board Orientation on campus, and encourage attendance at Council and Texas PTA training.	July	July	\$25
Meet regularly with Principal regarding goals, schedules, events/activities	July	July	\$0
Ensure all legal and association procedures are followed per bylaws and standing rules. (Procedure book)	July	July	\$10
Host 4 "meet and greet" Principal/President Chats and/or coffees for school families.	September	April	\$100
<i>If a Council president add assisting local units conducting workshops and community-wide events.</i>			

Resources:	Council PTA, Texas PTA Field Service Representative, Texas PTA President Resource Guide and website, National PTA website
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# Building Your Executive Board

## Appointing Committees

Two types of committees exist in PTA. They are standing committees and special committees.

The president is an ex-officio member of all committees, meaning they are invited to all committee meetings, can vote, but don't count for quorum. Check the Local PTA standing rules, if any exist for your PTA, for a list of the standing committees and their duties.

- A standing committee is a committee whose work is ongoing throughout the year.
- A special committee is a committee with a specific task, and the committee is dissolved once that task has been completed or at the end of the term, whichever occurs first.

*Examples: A Program Committee works year-round, whereas a Nominating Committee is elected, completes the slate, and dissolves after the slate is presented at the election meeting.*

## Standing Committees

The number of standing committees necessary to carry on the work of the Local PTA depends on the size of the membership, programs & activities, and the community's interests. The newly-elected president calls a meeting of the newly-elected officers within 30 days of the election to appoint the standing committee chairs and fill any vacancies in the officer positions, subject to the executive board's approval. Check the Local PTA standing rules for a list of the standing committees and their duties. The committee chairs should represent a cross-section of the membership. Recruit experienced and new executive board members and/or committee chairs, if not on the executive board (see bylaws).

Remember: It is not the president's job to find all the executive board members and/or committee chairs. Ask for recommendations from past and current executive board members, the principal, teachers, office staff, and the membership. We want a clear message that we welcome all!

Filling all positions on the executive board as quickly as possible after the election meeting will permit everyone to attend training and Texas PTA LAUNCH and allow time for planning the coming year's work. Don't worry if you have a few open positions, this will enable newcomers to get involved in the fall.

Standing committee chairs appoint the members of their committee, subject to the executive board's approval. Leadership potential is developed, interest in PTA increases, and the work of the Local PTA expands when committees:

- are comprised of several diverse members;
- receive pertinent materials such as BASICS Resource Guides and utilize the PTA websites;
- become familiar with PTA Purposes;
- collaborate with other executive board members and/or committee chairs on common goals;
- attend training in their specific responsibilities;
- develop and use a Plan of Work including a budget;
- maintain a procedure book, and
- report throughout the year and at the annual meeting.

Create committees to fit the needs, programs, and projects of your Local PTAs. These guidelines are only suggestions. Duties and responsibilities may vary with each Local PTA. Use only those committees and procedures that apply to your needs.

- Advocacy
- Arts in Education
- Communications/Public Relations
- Diversity, Equity, and Inclusion
- Environmental
- Family Engagement
- Fundraising
- Handbook/Directory
- Healthy Lifestyles
- Hospitality
- Inclusiveness/Special Populations
- Membership/Life Membership
- Parent Education
- Programs
- Room Representatives
- Spiritual-Character-Citizenship
- Volunteer
- Website
- Youth Protection

Other executive board members could include:

- Council Delegate
- Historian
- Student Representative
- Teacher Liaison

Note: Check your Local PTA bylaws for the positions listed on your executive board.

### **Special Committees and Subcommittees**

Many PTAs use sub-committees to engage more people in the work of PTA. Think of these as small workgroups conducting the work identified by the committees. At least one committee member should serve on each sub-committee, usually as chair, and the committee chair and president are always invited to all committee meetings.

Create special committees for a specific purpose. The committee automatically dissolves as soon as they accomplish that purpose and present the committee report, or the current term of office ends.

***Find Resource Guides for most officers and standing committee chairs on the Texas PTA website.***

### **Working with the Principal**

The principal is a member of the PTA executive board and, frequently, is the only constant in an ever-shifting leadership group. A supportive administrator encourages teachers and staff to participate in PTA activities and meetings and cooperates with the PTA to use school facilities. Meetings may be held at the school with the principal's permission or at any other location agreed upon by the membership.

A good working relationship between the principal and a healthy PTA can create a great learning environment for students and families. The PTA must work with all community members, especially those on campus, to be successful. With our children and youth as our primary focus, to make every child's potential a reality, the decisions of the PTA center on the students' success. With this winning team mindset, you will see your community increase in family, volunteer, and community engagement. The PTA president and the principal must communicate regularly and work together. Presidents need to remember that we are in the principal's school as a guest; however, the principal must also understand that we are governed by our bylaws, which may limit the PTA's response to some requests from the school.

The principal's role is so important to PTA that there is a BASICS training specifically for them.

The principal and the PTA president establish a positive partnership through

- Communicating openly and honestly
- Understanding roles and responsibilities
- Establishing common goals and visions
- Working collaboratively for student achievement
- Respecting opinions and building trust
- Actively pursuing family and staff engagement
- Building positive community relationships

### **President-Elect**

When a president-elect is included as an officer, the term limits for both president and president-elect are limited to one year meaning they cannot be re-elected to the same position. The president-elect would serve as an aide to the president with other duties as assigned and would then automatically become president the following year.

In the first year of implementing this change, the nominating committee would need to slate a president and a president-elect. For all future years, only the president-elect would be elected. When the members elect a president-elect, they also elect their future president.

President-Elect holds the same privileges as president in that they are an ex-officio member of every committee except the Nominating Committee and the Financial Reconciliation Committee.

### **President-Elect FAQs**

- Can a PTA Leader serve as the president-elect of one Local PTA while serving as the president of another PTA during the same membership year?

- Yes, just as a First Vice president can also serve as a president at another Local PTA, so may a president-elect.
- May the outgoing president submit their name to be considered for the incoming president-elect role?
  - No, one year must lapse following the end of their term as president before being considered for president-elect.

### **Council Delegates**

The Council PTA delegate acts as a liaison between the Local and Council PTA. The delegate:

- Promotes the programs and plans of the Council PTA to the Local PTA,
- Communicates effectively the needs and wishes of the Local PTA to the Council PTA and
- Accurately represents the Local PTA in all matters requiring debate and vote.

Council delegates may be elected by the membership, elected by the executive board, or appointed by the president, subject to the executive board's approval. Review your bylaws to determine how your PTA selects Council delegates, and any additional duties may be found in the Standing Rules (if applicable).

### **Teacher Liaisons and Student Representatives**

Teacher and student members may serve on the executive board as liaisons between the PTA and the school's faculty, staff, and student body. These positions should be listed in the Local PTA's bylaws as members of the executive board with specific duties listed in the Standing Rules (if applicable).

Note that student executive board or committee members under 18 will need their parent's permission to participate. A consent form may be found on the Texas PTA website ([www.txpta.org/policies](http://www.txpta.org/policies)).

### **Problem Solving Within Your PTA**

Resolving conflict can be time-consuming and quickly drain a Local PTA's resources. Texas PTA has many resources that can assist leaders to be successful in conflict resolution. Local leaders are encouraged to contact their Council president or Field Service Representative early and often for support and assistance.

When handled properly, conflict can create positive outcomes, such as

- Promoting growth,
- Increasing communication,
- Developing problem-solving,
- Increasing team building, and
- Bringing about change.

Steps to problem-solving within your PTA:

- Create an open and friendly environment.
- Give clear expectations of outcomes.
- Allow individuals to do their own work.
- Communicate any limitations for a proposed project (i.e. budget restrictions, timing, etc.).
- Provide encouragement and guidance privately but offer praise publicly.
- Provide information, referencing where resources can be found whenever possible.
- Listen when concerns are raised.
- Investigate problem situations from all sides.
- Ask your Field Service Representative or Council president (if applicable) for help.
- Respect other leaders.
- Model proper procedures and explain why procedures are important.
- Share best practices and solutions to problems.

Most problems are related to communication issues. It is often important to talk with people directly versus emailing or hearing of issues from other individuals to get to the heart of the matter.

# Meetings

Meetings are held for members to make the decisions that direct the association's actions and be kept informed of the progress and business being conducted on their behalf. The members direct all decisions by approving everything from the bylaws and standing rules to budgets and activities.

Note: Only members may participate in a membership meeting. While non-members may attend, they may not make motions, debate, or vote.

## Membership

In these membership meetings, the association's members, those who have paid their dues, direct the work of the association .

## Executive Board

The executive board consists of the officers (president, vice president(s), secretary, treasurer), the parliamentarian, the principal, standing committee chairs (if specified in your bylaws), and additional positions such as council delegate(s), faculty representative (other than principal or designee), student representatives and others listed in the bylaws.

- Texas PTA is a membership association and thus is not subject to the Texas Open Meeting Act.
- Only executive board members attend executive board meetings. A non-executive board member may request the permission of the president to address the executive board. A non-executive board member is only allowed to ask a question, give a report, or provide information, and then they leave the meeting. A non-executive board member cannot participate in discussion or the voting process.
- The PTA bylaws contain provisions for emergency voting by the executive board. If authorized by the president, these procedures must be followed for any vote by phone, email, or other electronic means.

## Types Of Meetings

- Regular meetings – These meetings are those membership meetings set by the bylaws and the executive board meetings set at the beginning of the year.
- Special meetings – These meetings are called, with appropriate notice, between the regular meetings to address a specific item of business. The PTA bylaws contain provisions for calling special meetings.

## Virtual Meetings

Virtual membership (except the first and election meetings) and executive board (except the first and one other) meetings are allowed following the guidelines listed in your bylaws. No one shall attend in-person meetings virtually.

## Recording

Meetings may be recorded by one executive board member, preferably the secretary, to accurately document business. Members may request the recording to be paused during discussion. There are specific guidelines for recording in your bylaws.



# Motions

All business brought before the association is put in the form of a motion. Eight steps are required to handle a motion, as explained below.

## Step 1: Obtaining The Floor

- The member stands and addresses the chair by title by saying “Mr. (or Madam) President” or “Mr. (or Madam) Chair.”
- The member does not speak further until recognized by the chair.

## Step Two: Assigning The Floor

- The chair recognizes the member, using his name if known.
- The chair is under no obligation to recognize a motion made by a member who does not wait for recognition by the chair.

## Step Three: Making The Motion

- After being recognized by the chair, the member then states the motion, beginning with the words: “I move.”
- Motions should be worded in the affirmative; however, if a strong feeling must be expressed, it may be done by a negative motion.

## Step Four: Seconding The Motion

A second is necessary to avoid spending time considering a question that only one member favors. A motion coming from the executive board or a committee does not require a second, as a group of people have already agreed to debate the item.

- Any member who wants the motion to be considered states: “I second the motion,” or “I second it,” or simply, “Second.” The member does not need to be in favor of the motion to second it.
- A motion is seconded without obtaining the floor.
- Before the chair has stated the motion, the maker of the motion may withdraw or modify it without permission. A member may also, through the chair, request the maker of the motion to either withdraw or modify the motion.

## Step Five: Stating The Motion

- The chair states, “The motion has been made and seconded that... Is there discussion?” Only after the chair states the motion is it before the assembly. The chair must correctly state a motion before the assembly can take action. (Never say, “You have heard the motion.”)
- Do not allow members to state motions by saying, “so moved,” since this makes it very difficult for the secretary to record the exact wording of a motion.
- If no second is heard, the chair may ask, “Is there a second to the motion?” If he or she feels that there is confusion or that the motion was not heard, he or she may repeat the motion.
- If no second is made, the chair proceeds with the next item of business.

## Step Six: Discussion Or Debate

- Immediately after stating the question, the chair asks the maker of the motion if he or she would like to speak first in debate.
- The chair gives the chance to speak to every member who wishes it. Pro and con speakers should be given alternating opportunities to speak, if possible, and should tactfully be kept to rules of order and to the question.
- Each member has two opportunities to speak to the motion. A member may exercise his or her first opportunity to speak and, then, may speak only once more after every other member has the chance to speak.
- The chair recognizes a member who has not previously spoken to the motion in preference to one who has spoken.
- All statements must be addressed to the chair and not to another member.
- The chair does not enter into the discussion. Should the president wish to debate, the chair must ask the president-elect or vice president to preside. The president does not resume the chair until after the final disposition of the question under discussion. The president may vote when the vote would change the outcome (to make or break a tie) or when the voting is by ballot.

- Debate continues until no one wishes to speak or until someone moves to close debate.
- A member may move to close debate by stating, “I move the previous question” or “I call for the previous question” after recognition by the chair. Members cannot close debate by shouting, “Question.” This motion requires a second and a 2/3 vote to pass, which closes debate, and the chair then brings the pending question for a vote.

### **Amendments**

Before the chair restates the motion and calls for the vote, the maker of the motion can request permission from the assembly to modify their motion or withdraw it entirely. The chair first handles this request as unanimous consent (“If there is no objection ....”). If there is an objection, then a motion must be made to take the action.

The motion “to amend” is used to modify the wording of the pending motion before the pending motion is voted upon. For the members to understand an amendment, the amendment needs to be specific regarding how and where the amendment will change the pending motion.

The most common ways to amend a motion are to

- Insert (inserting words, sentences, or paragraphs) or add (when new wording is added to the end of a sentence or paragraph)
- Strikeout words (removing words, sentences, paragraphs)
- Strikeout and insert (the inserted words replace struck out words)

Examples:

*Main motion:* “I move, we have a parenting program at the park.”

*Inserting:* “I move to amend the motion by adding ‘in October’ after ‘program’ [effect of amendment if adopted: “I move we have a parenting program in October at the park.”]

*Striking out:* “I move to amend the motion by striking “at the park” [effect of amendment if adopted: “I move we have a parenting program in October.”]

*Striking out and inserting:* “I move to amend the motion by striking ‘October’ and inserting ‘November on the school grounds’ [effect of amendment if adopted: “I move that we have a parenting program in November on the school grounds.”]

*Substituting:* “I move to substitute the following for the motion on the floor: ‘that we have an ice cream social’.” [Effect of amendment if adopted: “I move that we have an ice cream social.”]

### **Rules for Amendment**

Keep the wording as simple as possible. If the process becomes too confusing, separate the issues for ease of discussion or decision.

- Only two amendments (primary and secondary) may be pending on a main motion at a time.
- Only one method of amendment may be used at one time. For example, the amendment may insert words in the middle of the motion, but it may not insert in the middle and add words at the end of the statement.
- Discussion of an amendment must relate only to the amendment unless the whole motion is affected by substitution.
- An amendment must be germane to the question under consideration. If both a primary and a secondary amendment are proposed, both must address the same issue in the motion (such as time or cost).
- Vote first on the secondary amendment, followed by the primary, and finally the motion.

### **Step Seven: Putting The Question**

- The chair states, “The question is on the motion to .... Those in favor say ‘aye.’ Those opposed say ‘no.’” (The negative vote is called for on all motions except courtesy motions.)
- The chair always states the method of voting. Voting can be by unanimous or general consent (“if there is no objection...”), voice, show of hands, rising to be counted, or ballot.

### **Step Eight: Announcing The Vote**

- The chair states either, “The affirmative has it, and we will...” or “The negative has it, and the motion is

lost.” The chair always announces the vote.

- A tie vote on any motion means the motion is lost except on an appeal from the decision of the chair. A tie vote sustains the chair’s decision.

#### **Additional Information**

- A motion may be brought before the association for a second consideration by a motion: a) to reconsider the vote, b) to rescind, or c) to take from the table. A lost motion may be brought back as a new motion at any future meeting.
- A motion to ratify is used to confirm some action requiring the association's approval or of some emergency action taken at a meeting when a quorum was not present. An association can only ratify a request within the bylaws or in a motion. No executive board member should ask for ratification for expenditures unless they are specifically outlined in the budget or unless you can afford to pay for the item if the association refuses to ratify it.
- In the motion to appeal from the decision of the chair, the appeal is the question before the assembly. The chair puts the question without leaving the chair and has the right to debate first and last if the appeal is debatable. The member appealing the decision is entitled to be the second to debate. Each member may speak only once on an appeal.
- A motion that has been laid on the table can be taken from the table during the meeting at which it was tabled (after at least one item of business has been transacted) or at the next meeting by any member. If not addressed at the next meeting, the motion is lost.
- If the assembly wishes to adjourn before all business is completed, it must be adjourned by a motion.
- In the absence of a quorum, the membership may fix the time to adjourn (set an adjourned meeting), adjourn, recess, or take measures to obtain a quorum. Subsidiary and incidental motions, questions of privilege, motions to Raise a Question of Privilege or Call for the Orders of the Day, and other motions may also be considered if they are related to these motions or the conduct of the meeting while it remains without a quorum.

# Eight Essential Steps of a Main Motion

## ACTION FROM THE FLOOR

**1. Obtaining the Floor:** Member rises and addresses the chair by saying: *"Mr. President" or "Mr. Chairman."*



**3. Making the Motion:** The proper form for introducing a motion is: *"I move that..."*



**4. Seconding the Motion:** Member states: *"I second the motion."* A second is necessary to avoid spending time considering a question that only one member favors.



**6. Discussion:** (debate) All statements must be addressed to the chair. Debate continues until no one wishes to speak or until someone moves to close debate.



## ACTION BY THE CHAIR

**2. Assigning the Floor:** The chair recognizes the member by bowing to him or by speaking his name: *"Mr. Jones."*

**5. Stating the Motion:** The chair states: *"The motion has been made and seconded that... Is there discussion?"* Only after the motion is stated by the chair is it before the assembly.

**7. Putting the Question:** The chair states: *"The question is on the motion (state motion). Those in favor will say 'aye.' Those opposed will say 'no.'"* (The negative vote is called for on all motions except courtesy motions.)



**8. Announcing the Vote:** The chair states either, *"The affirmative has it and we will..."* or *"The negative has it and the motion is lost."* The chair always announces the vote.

# Parliamentary Motions in Practice

To do this:	Say this:	Does this motion interrupt?	Do you need a second?	Is it debatable?	Can it be amended?	What vote is needed?
State a main motion	I move that...	No	Yes	Yes	Yes	Majority*
Adopt/accept a report	I move that the report be adopted.	No	Yes	Yes	Yes	Majority
Amend a pending motion	I move to amend by (striking out, striking out and inserting or adding, or inserting or adding) ...	No	Yes	Yes	Yes	Majority
Amend something previously adopted (such as bylaws or budget)	I move to amend by (striking out, striking out and inserting or adding, or inserting or adding) ...	No	Yes	Yes	Yes	Two-thirds
Substitute the entire motion	I move to amend by substituting the following...	No	Yes	Yes	Yes	Majority
Suspend a standing rule	I move to suspend the rule ...	No	Yes	No	No	Majority
Postpone to a certain time	I move to postpone the ... until...	No	Yes	Yes	Yes	Majority
Request closer study/research	I move to refer the matter to the _____ committee.	No	Yes	Yes	Yes	Majority
Request for immediate information	I have a request for information. - or - A point of information,	Yes	No	No	No	No vote
Limit or extend debate	For this meeting, I move to limit debate to ____ minutes per member. - or - I move to extend debate by ____ minutes.	No	Yes	Maybe*	Yes	Yes
End debate	I move the previous question	No	Yes	No	No	Two-thirds
Ballot vote	I call for a ballot vote.	No	Yes	No	Yes	Majority
Verify voice vote	I call for a division. - or - Division!	Yes	No	No	No	No vote
Question the ruling of the chair	I appeal the decision of the chair.	Yes ( <i>only if immediate</i> )	Yes	No	No	Majority in the negative
Question whether rules are being followed	Point of order. - or - I rise to a point of order.	Yes	No	No (unless the chair allows the assembly to decide)	No	No vote (unless chair allows the majority of the assembly to decide)

\*Refer to *Robert's Rules of Order Newly Revised* for specific guidance.

# Motions: Ranking and Requirements

RANKING MOTIONS		PRINCIPAL REQUIREMENTS						
The motions are listed in order of rank. When any one of these motions is immediately pending, those above it are in order and those below it are not in order.		Recognition	Second	Debatable	Amendable	Vote Required	Reconsiderable	May Interrupt
<b>PRIVILEGED MOTIONS</b>								
13. Fix the time to which to adjourn		yes	yes	no	yes	majority	yes	no
12. Adjourn		yes	yes	no	no	majority	no	no
11. Recess		yes	yes	no	yes	majority	no	no
10. Raise a question of privilege		no	no	no	no	X	no	yes
9. Call for order of the day		no	no	no	no	X	no	yes
<b>SUBSIDIARY MOTIONS</b>								
8. Lay on the table		yes	yes	no	no	majority	no	no
7. Previous question (to close debate)		yes	yes	no	no	2/3 vote	yes*	no
6. Modify debate		yes	yes	no	yes	2/3 vote	yes	no
5. Postpone definitely		yes	yes	yes	yes	majority	yes	no
4. Commit or recommit		yes	yes	yes	yes	majority	yes*	no
3. Amend		yes	yes	yes*	yes*	majority	yes	no
2. Postpone indefinitely		yes	yes	yes	no	majority	+	no
1. MAIN MOTION		yes	yes	yes	yes	majority*	yes	no
<b>NON-RANKING MOTIONS</b>								
Whether these motions are in order depends upon the business already under consideration and what purpose they may serve when introduced.								
<b>INCIDENTAL MOTIONS</b>								
Appeal		no	yes	*	no	majority	yes	yes
Close nominations or the polls		yes	yes	no	yes	2/3 vote	no	no
Consider seriatim		yes	yes	no	yes	majority	no	no
Divide the question		yes	yes*	no	yes*	majority*	no	no*
Division of the assembly		no	no	no	no	no	no	yes
Object to consideration of a question		yes	no	no	no	2/3 vote	#	yes*
Parliamentary inquiry		no	no	no	no	chair	no	yes
Point of order		no	no	no	no	chair	no	yes
Reopen nominations or the polls		yes	yes	no	yes	majority	#	no
Suspend the rules*		yes	yes	no	no	2/3 vote*	no	no
Withdraw a motion		yes	no	no	no	majority	#	yes*
<b>MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY</b>								
Reconsider		yes	yes	=	no	majority	no	no
Take from the table		yes	yes	no	no	majority	no	no

## KEY TO MARKINGS

\* See *Robert's Rules of Order Newly Revised* for special rules.

X Usually no vote taken; chair rules.

+ Only an affirmative vote may be reconsidered.

# Only a negative vote may be recognized.

= Debatable when applied to a debatable motion.

# Voting

Members may determine the outcome of a question by voting in one of these ways:

- Voice (viva voce) – This is a conventional method for voting on motions that require a majority vote.
- Unanimous Consent (general consent) – This form of voting asks the members if there is any objection to the motion; if no one objects, the motion is adopted. If there is an objection, the issue must be settled through the normal motion process.
- Show of Hands or Cards – Members raise their hands or voting cards to vote. This method is used when a two-thirds vote is needed.
- Standing or Rising Vote – Members stand to vote. This is used when a two-thirds vote is needed. This method is seldom used but is helpful when it is difficult to tell whether those in favor outnumber those against.
- Standing Counted Vote – Members stand to vote and remain standing until their vote is counted.
- Roll Call Vote – When each name is called during roll call, the vote is “Aye,” “No” or “Present” (if abstaining). The record of how each member voted is recorded in the minutes. Roll Call can be used on an emergency phone vote since votes cannot be seen.
- Ballot Vote – A member can request this method, and it is often used when a confidential vote is desired (controversial issue). It is also necessary when there are two or more nominees for an elected position.

The privilege of voting is limited to members of the association who are present. The easiest method to verify voting members is to have a printed list of the current membership organized alphabetically by class/grade. Have everyone sign in, and members receive a “voting card” (colored slip of paper) or a ballot if the need is known in advance. You can arrange for a voting members section if desired.

The president (or chair) appoints a tellers’ committee, including a chair and at least two tellers whose duties are to distribute, collect, and count the ballots. A nominee for an office cannot be involved in the election procedure as a teller. The tellers’ committee chair will present a “tellers’ committee report” with the outcome of the vote.

The tellers’ committee report would state:

- the number of votes cast;
- The number of ballots determined illegal (unable to be read, more names on the ballot than directed, names on the ballot who have not been nominated, two or more ballots folded together);
- the number of votes cast for each person (or in the case of a Yes/No ballot, the number of votes cast for each).

If it is a plurality vote, the outcome is the person(s) with the most votes. (See the Plurality Vote Example provided.)

If it is a majority or two-thirds vote, the number needed for the motion to pass would also be stated.

*Example of a majority ballot vote report: Total votes cast 100, votes necessary for approval 51, illegal votes two, votes in favor 62, votes against 36. (The ineligible number plus those in favor and those against must equal the total number of votes cast.) The chair will repeat the report and state the outcome, which in this case, is that the motion passes.*

*Example of a two-thirds ballot vote report: Total votes cast 100, votes necessary for approval 67, illegal votes two, votes in favor 62, votes against 36. (The ineligible number plus those in favor and those against must equal the total number of votes cast.) The chair will repeat the report and state the outcome, which in this case, is that the motion fails.*

The president (or chair) repeats the report of the tellers’ committee and declares the outcome of the vote (person elected, motion passes/fails).

*All of these numbers are recorded in the minutes.*

Following the announcement of the outcome of the vote, the chair of the tellers’ committee (or another member) moves that the ballots be destroyed to avoid storing them beyond the election. This would require a second and a majority vote.

PTA, per the bylaws, does not allow proxy voting. Members must be in attendance at the meeting to vote. No one can cast a vote for another member.

Different types of motions require different types of approval to pass. Refer to the chart “Motions: Ranking and Requirements” in this publication for the type of vote required. In general, a larger number of votes are necessary if the decision may limit a member’s rights. For example, a motion to end debate (previous question) may mean that a member does not have the opportunity to speak. This motion requires a two-thirds vote to pass.

- **Majority Vote** – Requires more than one-half of the votes cast (not half plus one). For example, if 31 votes were cast, you would need 16 in favor of the vote to carry. Majority votes are used to approve or adopt new business items. An example would be the first time the new budget is presented for the year. It is adopted by majority vote.
- **Two-Thirds Vote** – Requires at least two-thirds of the votes cast for the vote to carry. Two-thirds votes are used to approve changes to items after they are adopted. An example would be amending the budget, which requires a two-thirds vote.
- **Tie Vote** – This vote results in neither a majority nor a two-thirds vote, so it is a lost vote. In cases of an election, the vote would be retaken. In the case of a motion, the motion fails when the vote is a tie.
- **Plurality Vote** – Per the bylaws, the nominating committee is elected by plurality meaning the candidates who receive the most votes (not necessarily a majority) are the winners. A ballot vote must be used. (see procedures above)

### **Plurality Vote Example**

Three nominating committee members are required per the bylaws and one alternate. Five members are nominated for the committee, and members are instructed to vote for three members.

The votes are counted:

Member A – 28 votes  
Member B – 8 votes  
Member C – 35 votes  
Member D – 16 votes  
Member E – 12 votes

The elected nominating committee members are C, A, and D, with E being the alternate. If there is a tie, a re-vote is in order. The full tellers’ report, including the number of votes, is recorded in the minutes.



# Build-a-Script

## Agenda

Your meeting agenda should outline the specific items to be discussed, the person responsible for leading each agenda item, and any supporting information to be reviewed.

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### Order of Agenda:

<i>Call to Order</i>	<i>Officers Reports</i>
<i>Opening Ceremonies</i>	<i>Standing Committee Reports</i>
<i>Introductions</i>	<i>Special Committee Reports and/or Special</i>
<i>Minutes</i>	<i>Orders Unfinished Business</i>
<i>Financial Report</i>	<i>New Business</i>
<i>Letters or Communications</i>	<i>Program</i>
<i>Executive Board Report</i>	<i>Announcements</i>
	<i>Adjourn</i>

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### Call To Order - (Required at executive board and membership meetings)

The president, as the chair, stands, raps the gavel once (if used), and calls the meeting to order. The president declares whether or not a quorum is present, so both the members are aware, and the secretary notes the fact in the minutes. Quorum for the executive board meeting is the majority of filled positions. Quorum for the membership meeting is unique to your PTA and is stated in the bylaws.

**PRESIDENT:** "The meeting of \_\_\_\_\_ PTA is called to order at \_\_\_\_\_. A quorum is present." If the secretary or the parliamentarian is not present, the chair appoints member(s) to perform those responsibilities for the meeting.

**PRESIDENT:** "At this time, due to the absence of \_\_\_\_\_, the (parliamentarian/secretary), the chair would like to appoint \_\_\_\_\_ as (parliamentarian/secretary) for this meeting."

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### Opening Ceremonies - (Optional at executive board or membership meetings)

An invocation, pledges to the flags, or an inspirational message, poem, or song may be presented. If more than one of these is used, use the rule of "God before country" when determining the order.

#### (Select the option(s) that works for your meeting)

**Option 1 PRESIDENT:** "Please welcome \_\_\_\_\_, who will lead us in the pledge of allegiance."

**Option 2 PRESIDENT:** "Please stand for the Pledge of Allegiance of the United States (and Texas)."

**Option 3 PRESIDENT:** "Please welcome \_\_\_\_\_, who will share an inspiration with us."

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### Introductions - (Optional at executive board or membership meetings)

Begin introductions with special PTA guests in the order of National, State, then Council PTA, followed by other special guests such as school district representatives.

**PRESIDENT:** "At this time the chair would like to welcome \_\_\_\_\_."

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## Explanation of Meeting Technology and Rules (virtual meetings only)

**PRESIDENT:** “To make sure everyone is comfortable with our meeting technology, let’s review a few options you may need today throughout the meeting. (Explain how to raise your hand, unmute, chat, and any other features you plan to utilize. If using the free version of Zoom, explain your plan should your meeting exceed the 40-minute limit.) All email addresses were verified during the registration process, so should we need to conduct a ballot vote, there should be no issues receiving a ballot using that email. Also, during this meeting, we will be following these rules:

- The chair gives the chance to speak to every member who wishes it. If possible, pro and con speakers should be given alternating opportunities to speak, and all speakers should tactfully be kept to rules of order and to the question.
- Each member has two opportunities to speak to the motion. A member may exercise his or her first opportunity to speak and, then, after every other member has the chance to speak, may speak only once more.
- All statements must be addressed to the chair and not to another member.
- The chair recognizes a member who has not previously spoken to the motion in preference to one who has spoken.
- The chair does not enter into the discussion. Should the president wish to debate, the chair must ask the vice president to preside. They do not resume the chair until after the final disposition of the question under discussion. The president may vote when the vote would change the outcome (to make or break a tie) or when the voting is by ballot.
- Debate continues until no one wishes to speak or until someone moves to close debate.
- Members cannot close debate by shouting, “Question.” A member must seek recognition, make the motion properly, and require a 2/3 vote to pass.
- Each member is responsible for their connection to the internet. No action will be invalidated on the grounds of an individual’s internet quality or sustained connection.

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## Minutes - (Required at all executive board and membership meetings)

The chair recognizes the secretary for reading the minutes.

The secretary stands and either reads the minutes, announces the draft of the minutes has been distributed, or the chair announces that the committee approved the minutes. The chair can either accept a motion to approve the minutes (as presented or amended) or use unanimous consent (*If there is no objection...*).

The chair may allow the membership to approve the minutes at the next meeting or appoint a committee to approve the minutes for the current meeting. (Committee approval is recommended when the length of time between meetings causes concern for accuracy.) Minutes are presented at every meeting unless the committee previously approved them.

### Select the option that works for your meeting:

#### Option 1 - (Use if first meeting of the year)

**PRESIDENT:** “Minutes from the annual meeting were approved by the committee. A copy of the minutes is available from the secretary. Corrections to the minutes should be referred to the secretary.”

#### Option 2 - (The secretary comes to the podium when introduced by the president and reads the minutes. This is the least preferred option.)

**PRESIDENT:** “\_\_\_\_\_, secretary, will now present the minutes from the last meeting.

**SECRETARY:** (reads minutes)

**PRESIDENT:** “Thank you; are there any corrections to the minutes? Hearing none, the minutes will be approved as read.” Or if corrections are needed, “The minutes are approved as corrected.”

**Option 3 - (Use if minutes have been distributed)**

**PRESIDENT:** “The draft of the minutes has been distributed for your review. Does anyone need a copy? Are there any corrections to the minutes? Hearing none, the minutes will be approved as presented.” Or if corrections are needed, “The minutes are approved as corrected.”

**Option 4 - (Use if a committee is appointed to approve minutes)**

**PRESIDENT:** “The committee approved the minutes of the prior meeting on \_\_\_\_\_. A copy of the minutes is available from the secretary, and corrections to the minutes should be referred to the secretary,”

**Minutes for the current meeting:** For the current meeting, the chair may allow the membership to approve the minutes at the next meeting or appoint a committee to approve the minutes. If the chair plans to allow membership to approve the minutes at the next meeting, nothing needs to be said at the current meeting. (Committee approval is recommended.)

**PRESIDENT:** “If there is no objection, the chair will appoint a committee to approve the minutes of this meeting. Hearing no objection, the chair appoints \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.”

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**Meeting Recording - (Use if the secretary will be recording the meeting)**

**PRESIDENT:** “The secretary will be recording this meeting to accurately capture the minutes. No one else is permitted to record the meeting. Members have the right to request recording be paused during discussion. The recording will be destroyed as soon as the minutes are approved.”

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**Financial Report - (Required at all executive board and membership meetings)**

The chair recognizes the treasurer for the financial report.

The treasurer stands, addresses the chair, and reads the report. A financial report is not optional and must be presented at every meeting. Copies of the report may be distributed to the members or shown on a screen.

The financial report includes (at the least) the beginning balance, total income, total expenditures, and the ending balance. The chair takes questions and then states that the report is filed for financial reconciliation. (All information is recorded in the minutes.)

**PRESIDENT:** “\_\_\_\_\_, treasurer, will now present the financial report.”

**TREASURER:** “The beginning balance as of \_\_\_\_ (date) \_\_\_\_\_ is \$\_\_\_\_\_, total income is \$\_\_\_\_\_, total expenses are \$\_\_\_\_\_, sales tax liability/escrow change is \$\_\_\_\_\_, state/national dues liability/escrow change is \$\_\_\_\_\_, with an ending balance of \$\_\_\_\_\_, sales tax liability/escrow balance is \$\_\_\_\_\_, state/national dues liability/escrow balance is \$\_\_\_\_\_ as of \_\_\_\_ (date)\_\_\_\_\_.”

**PRESIDENT:** “Thank you, are there any questions? Hearing none, the financial report will be filed for financial reconciliation.”

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**Letters or Communications – (executive board or membership meeting)**

The secretary reads any communications received, as requested by the president. Actions are considered if required.

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**Report of the Executive Board - (membership meeting)**

A summary report of what the executive board has been doing is given at every membership meeting. It

should contain any recommendations being presented and considered separately. The secretary reads a summary report (not the minutes) for the information of the members. The secretary should come to the podium. The secretary moves the adoption of each recommendation individually.

**PRESIDENT:** “\_\_\_\_\_, our secretary will give the executive board report.”

**SECRETARY:** “The executive board met on \_\_\_\_\_ with a quorum present.....” If a motion comes from the board the person giving the report would say “On behalf of the board of directors, I move that \_\_\_\_\_.”

**PRESIDENT:** “The executive board has moved that \_\_\_\_\_. The motion comes from a committee, so there is no second needed. \_\_\_\_\_, would you like to speak to your motion?”

The person making the motion should speak to their motion, and then the president will say, “Is there any further discussion? (pause) Are you ready for the question? \_\_\_\_\_ has moved that \_\_\_\_\_, all those in favor, say ‘aye.’ ... Any opposed, say ‘no.’” President announced the outcome of the vote, “The motion passed/failed.”

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### Officers Reports - (executive board and membership meetings)

Before the meeting, the president consults with all executive board members to determine who has a report. At the meeting, the president calls for the report of the officers. The chair need not recognize an officer if there is no report.

A report from an officer may be informational or require action. Reports with information only are read to the voting body, and no motion is needed. Those reports requiring action are presented as a motion to the membership. The member presenting the report moves the adoption of the motion. The members will vote to approve either as presented, amended, or rejected.

**PRESIDENT:** “At this time, \_\_\_\_\_ will give a report regarding \_\_\_\_\_.”

**OFFICER:** Reads the report and makes any recommendations. “I move that \_\_\_\_\_.”

**PRESIDENT:** “\_\_\_\_\_ has moved that \_\_\_\_\_, is there a second? \_\_\_\_\_ would you like to speak to your motion?”

The person making the motion will speak to their motion. “Is there any further discussion? Are you ready for the question? \_\_\_\_\_ has moved that \_\_\_\_\_, all those in favor, say ‘aye.’ Any opposed, say ‘no.’ The motion passed or failed.”

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### Standing Committee Chair Reports - (executive board and membership meetings)

Before the meeting, the president consults with all executive board members and standing committee chairs to determine who has a report. The chair need not recognize the committee chair if there is no report.

At the meeting, the president calls for the report of the committee, not the chair’s report. A report from a committee may be informational or require action, as determined by a majority vote of the committee. Reports with information only are read to the voting body. Those reports requiring action are presented as a motion to the membership (no second required), and the members vote to approve either as presented, amended, or rejected.

The committee chair presenting the report moves the adoption of the motion. If no recommendation is made, no motion is needed.

**PRESIDENT:** “At this time, \_\_\_\_\_ will give a report regarding \_\_\_\_\_.”

**CHAIR:** Read the report and make any recommendations. “By direction of the \_\_\_\_\_ committee, I move that \_\_\_\_\_.”

**PRESIDENT:** “\_\_\_\_\_ has moved that \_\_\_\_\_. This comes from committee, so no second is needed. \_\_\_\_\_, would you like to speak to your motion?”

The person making the motion will speak to their motion. “Is there any further discussion? Hearing none, \_\_\_\_\_ has moved that \_\_\_\_\_, all those in favor, say ‘aye.’ Any opposed, say ‘no.’ The motion passed/failed.”

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## Special Committees and/or Special Orders - (executive board and membership meetings)

The chair calls for the report of the special committees if needed. The reports of special committees follow the same rules as those of standing committees. If no special committees exist, this item of business does not appear on the agenda.

Motions made a “special order” – by a two-thirds vote at an earlier time – are addressed at this point. Also, matters required by the bylaws to be taken up at a specific meeting are in order. (examples of each are listed below)

**Financial Reconciliation - (membership meeting)** (Presented at the first meeting of the year and/or at the first meeting after any financial reconciliation.)

**PRESIDENT:** “\_\_\_\_\_, the chair of the financial reconciliation committee will now present the financial reconciliation report.”

**CHAIR OF FINANCIAL RECONCILIATION COMMITTEE:** The chair should read the financial reconciliation report. After reading the report, they should say, “By direction of the financial reconciliation committee, I move to adopt the financial reconciliation report as presented.”

**PRESIDENT:** “\_\_\_\_\_ has made a motion to adopt the financial reconciliation report as presented. This comes from the committee, so no second is needed. Is there any discussion? All those in favor, say ‘aye.’ Any opposed, say ‘no.’ The motion passed/failed.

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### Bylaws Committee

#### Executive Board meeting:

**PRESIDENT:** “\_\_\_\_\_, the chair of the bylaws committee will now present the report of the bylaws committee.”

**CHAIR:** “The bylaws committee presents the following amendments to the bylaws/standing rules.” The chair should read **each** amendment by stating the Article, Section, and Item Number that is being amended, and then they should read the amendments and then read the new bylaw/standing rule. “By direction of the Bylaws Committee, I move that the bylaws/standing rule amendments be approved as presented.” The secretary should be given a copy of all the amendments to place in the minutes.

**PRESIDENT:** “It has been moved that the bylaws/standing rules amendments be approved as presented. This comes from a committee, so no second is needed. Is there any discussion? All those in favor, say ‘aye.’ Any opposed, say ‘no.’ The motion passed/failed.

#### Membership meeting: Meeting where 30-day notice to membership is given

**PRESIDENT:** “\_\_\_\_\_, the chair of the bylaws committee will now present the report of the bylaws committee.”

**CHAIR:** “The bylaws committee presents the following amendments to the bylaws/standing rules.” The chair should read **each** amendment by stating the Article, Section, and Item Number that is being amended, and then they should read the amendments and then read the new bylaw/standing rule.

**PRESIDENT:** “These amendments have been distributed to the membership and will be voted on at our next membership meeting on \_\_\_\_\_.”

**Membership meeting: Voting on the amendments.** Use the same script as when the amendments were presented to the executive board.

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### Election of Nominating Committee - (membership meeting)

**PRESIDENT:** “The next item is the election of the Nominating Committee; our parliamentarian \_\_\_\_\_ will now read the bylaws regarding the Nominating Committee.”

**PARLIAMENTARIAN:** The parliamentarian should read directly from the bylaws, Article on Nominations and Elections, and Sections regarding nominating committee election.

**PRESIDENT:** “Thank you. The floor is now open for nominations for members of the Nominating Committee” The chair should call on anyone who has raised their hands until all nominations have been made. Individuals may nominate themselves. If a member nominates someone else, the chair should ask that person if they will accept the nomination by saying, “\_\_\_\_\_, you have been nominated as a member of the Nominating Committee. Do you accept this nomination?”

The nominating committee is elected by plurality, so if there are more nominees than are needed for the committee per the bylaws, the president will have ballots distributed to all PTA members in attendance and appoint a Tellers Committee.

**PRESIDENT:** “The following members have been nominated for the nominating committee:

\_\_\_\_\_.

### **Appointment of Tellers’ Committee and Tellers’ Committee Report (if more nominees than needed to fill the nominating committee)**

**PRESIDENT:** “The chair appoints (name three members), as tellers. \_\_\_\_\_ will be the head teller. The tellers will distribute a ballot to each member. You are voting on \_\_\_\_\_. Please write the names of \_\_\_\_ (#)\_\_\_\_\_ nominees on your ballot . Fold your ballot one time and hand the ballot to a teller. While the tellers are counting the votes, if there is no objection, the chair will continue with other business/announcements while waiting on the tellers’ report. .

**PRESIDENT:** “\_\_\_\_\_, chair of the Tellers’ Committee is ready to report.” The committee chair comes forward with the written tellers’ report.

**CHAIR:** “The Tellers’ Committee submits the following report: Number of votes cast: \_\_\_\_\_, \_\_\_\_\_ received \_\_\_\_ votes; \_\_\_\_\_ received \_\_\_\_ votes, etc. Signed \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.”

The committee chair hands the report to the president, gives the tally sheets and sealed ballots to the secretary, and is seated. The president rereads the report to the membership.

**PRESIDENT:** “The Tellers’ Committee has submitted the following report: Number of votes cast: \_\_\_\_\_, \_\_\_\_\_ received \_\_\_\_ votes; \_\_\_\_\_ received \_\_\_\_ votes, etc. Signed \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_. Nominees not elected to the committee shall serve as alternates in the order of the number of votes received. The \_\_\_\_ (see bylaws for number of alternates) alternates shall be \_\_\_\_\_.”

### **Only Enough Nominees to Fill the Nominating Committee**

If there are only enough nominees to fill the needed positions, the president declares the nominees to the nominating committee.

**PRESIDENT:** “Hearing no further nomination, the chair declares (read the names of the nominees) the nominating committee members.”

Nominations should then be taken from the floor for alternates to the nominating committee. Each person nominated up to the number required in your bylaws shall serve as an alternate in the order nominated. The president should read the members and alternates of the nominating committee.

**PRESIDENT:** “The nominating committee will be \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_, with \_\_\_\_\_, and \_\_\_\_\_ being alternates to the committee. Our parliamentarian, \_\_\_\_\_, will coordinate the first meeting of the committee.”

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### **Election of Officers - (membership meeting)**

**PRESIDENT:** “The parliamentarian, \_\_\_\_\_, will now read the bylaws regarding Officers and their Elections.”

**PARLIAMENTARIAN** reads: Bylaws Article "Nominations and Elections", "Elections" section

**PRESIDENT:** “\_\_\_\_\_, chair of the Nominating Committee, will now present the report.”

**NOMINATING COMMITTEE CHAIR:** The Nominating Committee Chair reads the slate of officers. “The Nominating Committee submits the following nominees: for president,



\_\_\_\_\_ ; for vice president, \_\_\_\_\_ ; for secretary, \_\_\_\_\_ ; for treasurer, \_\_\_\_\_, .... Signed: read the names of all the committee members."

**PRESIDENT:** The president re-reads the slate of officers. "Thank you, the nominating committee reports the following nominees: for president, \_\_\_\_\_ ; for vice president, \_\_\_\_\_ ; for secretary, \_\_\_\_\_ ; for treasurer, \_\_\_\_\_, .... Signed: read the names of all the committee members."

**PRESIDENT:** "The chair will now open the floor for nominations. \_\_\_\_\_ has been nominated for president. The floor is now open for nominations for president." Pause and wait for any nominations. If there are NO nominations from the floor, use the following: "Hearing none, the chair declares nominations closed. There being only one nominee, the chair declares \_\_\_\_\_ elected president."

If there is a nomination from the floor, use the following:

**PRESIDENT:** The chair recognizes the person making the nominations. "Yes, would you please state your name and nomination?"

**MEMBER:** "My name is \_\_\_\_\_. I would like to nominate \_\_\_\_\_ for \_\_\_\_\_"

**PRESIDENT:** Ask the nominee "Do you consent to the nomination?" If the nominee is not in attendance, ask the person who made the nomination, "Do you have the nominee's consent?"

**NOMINEE:** Will give their consent or indicate consent of the nominee.

**PRESIDENT:** "\_\_\_\_\_ has been nominated. Are there any further nominations?" Continue until there are no other nominations. "Hearing no other nominations, the chair declares the nominations closed."

### Appointment of Teller's Committee when an Election is Contested

**PRESIDENT:** "The chair appoints (name three members) as tellers. \_\_\_\_\_ will be the head teller. The nominating committee chair (or their designee) will speak on behalf of the slated candidate. Our additional candidates will each have two minutes to speak in order of their nomination, on their behalf."

Once each candidate's credentials have been spoken to, the tellers will distribute a ballot to each member. Please write on the ballot either \_\_\_\_\_ or \_\_\_\_\_. Fold your ballot one time and hand the ballot to the members of the tellers' committee. If there is no objection, while the tellers' committee counts the ballots, the Chair will continue with the other business/announcements." (You cannot continue with elections as the person not selected as president may want to run for another position).

**PRESIDENT:** "\_\_\_\_\_, chair of the Tellers' Committee is ready to report." The committee chair comes forward with the written tellers' report.

**CHAIR:** "The Tellers' Committee submits the following report: Number of votes cast:

\_\_\_\_\_, \_\_\_\_\_ received \_\_\_ votes; \_\_\_\_\_ received \_\_\_ votes, etc.

Signed \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_."

The committee chair hands the report to the president, gives the tally sheets and sealed ballots to the secretary, and is seated. The president rereads the report to the membership.

**PRESIDENT:** "The Tellers' Committee submits the following report: Number of votes cast:

\_\_\_\_\_, \_\_\_\_\_ received \_\_\_ votes; \_\_\_\_\_ received \_\_\_ votes, etc.

Signed \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_. \_\_\_\_\_ has been elected as president.

Repeat this process for each officer position:

**PRESIDENT:** "\_\_\_\_\_ has been nominated for first vice president. The floor is now open for nominations for first vice president. Hearing none, the chair declares nominations closed. There being only one nominee, the chair declares \_\_\_\_\_ elected first vice president.

\_\_\_\_\_ has been nominated for second vice president. The floor is now open

for nominations for second vice president. Hearing none, the chair declares nominations closed. There being only one nominee, the chair declares \_\_\_\_\_ elected second vice president.

\_\_\_\_\_ has been nominated for secretary. The floor is now open for nominations for secretary. Hearing none, the chair declares nominations closed. There being only one nominee, the chair declares \_\_\_\_\_ elected secretary.

\_\_\_\_\_ has been nominated for treasurer. The floor is now open for nominations for treasurer. Hearing none, the chair declares nominations closed. There being only one nominee, the chair declares \_\_\_\_\_ elected treasurer."

**PRESIDENT:** "At this time, I would like to introduce the officers of the \_\_\_\_\_ PTA for the 20\_\_-20\_\_ school year."

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### **Unfinished Business - (executive board and membership meetings)**

The chair announces (but does not call for) business under this item. Unfinished business consists of business left unfinished at the previous meeting or business postponed to this meeting (if the group meets at least quarterly). Minutes of the previous meeting will indicate any unfinished business. If there is no unfinished business, the chair simply states, "there is no unfinished business."

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### **New Business - (executive board or membership meetings)**

The chair calls for new business. Members may bring any new business before the membership (if it is within the scope of the membership). A motion is necessary to introduce new items of business. (Tax-free Days and Approval of Budget examples below)

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**Tax-Free Days - (executive board or membership)** (Tax-free days must be stated in the minutes.)

**PRESIDENT:** "\_\_\_\_\_ will now present the tax-free days for this school year."

**EXECUTIVE BOARD MEMBER:** "I move that \_\_\_\_\_ PTA hold tax free days on \_\_\_\_\_(date)\_\_\_\_\_ and \_\_\_\_\_(date)\_\_\_\_\_."

**PRESIDENT:** "\_\_\_\_\_ has moved that the \_\_\_\_\_ PTA hold tax free days on \_\_\_\_\_(date)\_\_\_\_\_ and \_\_\_\_\_(date)\_\_\_\_\_. Is there any discussion? Hearing none, all those in favor, say 'aye.' Any opposed, say 'no.' The motion passed/failed."

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**Approval of Budget - (membership meeting)** (Used whenever the treasurer proposes the budget)

The proposed budget for the next fiscal year is presented to the executive board for its consideration, not approval. The proposed budget is then presented to the members for approval.

**If a copy of the proposed budget is provided to each member electronically or on paper:**

**PRESIDENT:** "\_\_\_\_\_ will now present the proposed budget for fiscal year \_\_\_\_\_ - \_\_\_\_\_. If there are no objections, each line item will not be read as each member has been provided a copy. Hearing no objections, each line item will not be read."

**If a copy of the proposed budget has not been provided to each member or a member objects to not reading each line item:**

**PRESIDENT:** "\_\_\_\_\_ will now present the proposed budget for fiscal year \_\_\_\_\_ - \_\_\_\_\_."

**TREASURER:** Each line item should be read. After reading the items state, "I move that the 20\_\_ - 20\_\_ proposed budget be adopted as presented."



**PRESIDENT:** “\_\_\_\_\_ moved that the 20\_\_ - 20\_\_ proposed budget be adopted as presented. Is there a second? Is there any discussion? Hearing none, all those in favor, say ‘aye.’ Any opposed, say ‘no.’ The motion passed/failed.”

**Approval of Budget (membership meeting)** (Used whenever the budget is proposed by committee or the executive board)

**If a copy of the proposed budget is provided to each member electronically or on paper:**

**PRESIDENT:** “\_\_\_\_\_, chair of the Budget & Finance Committee, will now present the proposed budget for fiscal year \_\_\_\_ - \_\_\_\_.” If there are no objections, each line item will not be read as each member has been provided a copy. Hearing no objection, each line item will not be read.”

**If a copy of the proposed budget has not been provided to each member or a member objects to not reading each line item:**

**PRESIDENT:** “\_\_\_\_\_, chair of the Budget & Finance Committee, will now present the proposed budget for fiscal year \_\_\_\_ - \_\_\_\_.”

**TREASURER:** Each line item should be read. After reading the items state, “By direction of the budget & finance committee, I move that the 20\_\_-20\_\_ proposed budget be adopted as presented.”

**PRESIDENT:** “The Budget & Finance Committee has moved to adopt the 20\_\_-20\_\_ proposed budget as presented. This comes from committee, so no second is needed. Is there any discussion? Hearing none, all those in favor, say ‘aye.’ Any opposed, say ‘no.’ The motion passed/failed.”

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**Budget Amendments - (executive board or membership meetings)** (Used whenever budget amendments are proposed by the treasurer)

**PRESIDENT:** “\_\_\_\_\_ will now present the budget amendments.”

**TREASURER:** Each line item should be read, the current amount, the amount of the increase/decrease,; then the new amount of the line item. After reading the items state, “I move that the budget amendments be approved as presented.”

**PRESIDENT:** “\_\_\_\_\_ moved that the budget amendments be approved as presented. Is there a second? Is there any discussion? Hearing none, all those in favor, say ‘aye.’ Any opposed, say ‘no.’ The motion passed/failed.”

**Budget Amendments (executive board or membership meeting)** (Used whenever budget amendments are proposed by committee or the executive board)

**PRESIDENT:** “\_\_\_\_\_, chair of the Budget & Finance Committee will now present the budget amendments.”

**TREASURER:** Each line item should be read, the current amount, the amount of the increase/decrease,; then the new amount of the line item. “By direction of the budget & finance committee, I move to approve the budget amendments as presented.”

**PRESIDENT:** “The Budget & Finance Committee has moved to approve the budget amendments as presented. This comes from the committee/the executive board, so no second is needed. Is there any discussion? Hearing none, all those in favor, say ‘aye.’ Any opposed, say ‘no.’ The motion passed/failed.”

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## **Record Retention Policy**

**Initial Adoption (used the first time the policy is adopted)**

**PRESIDENT:** The executive board has reviewed the Records Retention Policy and *[a member of the executive board]* has a motion.

**MEMBER OF THE EXECUTIVE BOARD:** “By direction of the executive board, I move that the Records Retention Policy be adopted as presented.”

*[List record type and proposed storage location OR show on screen]*

**PRESIDENT:** “The executive board has moved to adopt the Records Retention Policy as presented. This comes from the committee/the executive board, so no second is needed. Is there any discussion? Hearing none, all those in favor, say ‘aye.’ Any opposed, say ‘no.’ The motion passed/failed.”

#### **Annual Review with changes (membership meeting)**

**PRESIDENT:** :The Executive Board reviewed the Records Retention Policy on \_\_\_\_\_ and determined the following changes in location are needed:

*[List record, current location, proposed new location]*

If there are no objections the changes will be made and the policy updated. Hearing none, the policy is updated and will be maintained by the Secretary.”

(If there are objections, you’ll conduct a voice vote.)

#### **Annual Review with no changes (membership meeting)**

**PRESIDENT:** “The Executive Board reviewed the Records Retention Policy on \_\_\_\_\_ and determined no changes are needed. It will be maintained by the Secretary.”

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#### **Other Annual Policy Adoptions (i.e., E-Commerce Policy if not in Standing Rules)**

**PRESIDENT:** “The treasurer will present the E-Commerce Policy for adoption. This policy requires annual approval of the members.”

**TREASURER:** “I move that the E-Commerce Policy be adopted as presented.”

**PRESIDENT:** “It has been moved that the E-Commerce Policy be adopted. Is there a second? Thank you. The treasurer will now go over the E-Commerce Policy. Is there any further discussion? Hearing none, all those in favor, say ‘aye.’ Any opposed, say ‘no.’ The motion passed/failed.”

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#### **Program - (membership meeting)**

The chair introduces the Program/Parent Education Chair, presenting the program or introducing the program presenter. If the program is not recorded in the minutes, you will have no official record of the activity.

The meeting is not “turned over” to the Program Chair, nor does the Program Chair “turn the meeting back to the president.” The chair remains in control of the meeting from the call to order until adjournment.

**PRESIDENT:** The chair can introduce the program or have the appropriate chair (parent education or programs) or officer introduce the program.

You can adjourn immediately following the program, or do a formal adjournment (see language following announcements).

**PRESIDENT:** “If there’s no objection, the meeting will be adjourned immediately following the program. Hearing no objection, the meeting will adjourn immediately following the program.”

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#### **Announcements – (executive board and membership meetings)**

The chair should, if possible, make all announcements. Announcements include the date of the next meeting, important events, activities, etc. This may also be a good time to ask your Principal to speak if they have not given a report earlier.

**PRESIDENT:** “The chair has the following announcements: \_\_\_\_\_”

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### Adjourn - (executive board or membership meeting with no program)

The chair asks if there is any further business. If any additional business exists, it is handled at this time. If no further business exists, then the chair declares the meeting adjourned. No formal motion is necessary to adjourn.

**PRESIDENT:** "Is there any further business? Hearing none, the meeting is adjourned at  
\_\_\_\_\_"

# Follow the Money

Fiduciary responsibility in a PTA means the executive board members act as trustees of the organization's assets and must exercise due diligence to oversee that the organization is well-managed and that its financial situation remains sound. The budget creates the framework for program management and overall administrative decisions. The executive board verifies that all filing requirements and tax obligations are completed.

The treasurer is legally responsible for all the funds of the association. However, the officers of the association are elected by the members and are equally responsible.

## Budget Basics

An approved budget must be in place at all times for expenditures to be made and fundraisers to be conducted. Therefore, a budget is developed and adopted before the end of the current fiscal year. This budget is adopted at the final meeting of the current year. The budget and finance committee is responsible for developing a PTA's proposed budget for the next fiscal year. This committee shall be appointed by the president subject to the executive board's approval unless the PTA's Standing Rules designate who may serve on the committee. The treasurer shall serve as the chair of the committee.

Ideally, the budget and finance committee reviews the current fiscal year's budget and consults with the incoming executive board members after their initial meeting (within 30 days of being elected) to determine any projected needs for the coming year. If time doesn't allow for this, the current executive board should use the current year's actual figures for the proposed budget.

Before school starting, the executive board members each complete a Plan of Work in which they detail their plans for the year, including what monies they will bring in (income) and what expenses they will have. Once the executive board has approved the Plans of Work, the treasurer will present any amendments to the budget based on those Plans of Work at the first membership meeting of the new term for approval by the members.

The members always approve expenses and incomes via the budget, which can be amended as needed.

## Fundraising

All funds raised by the PTA belong to the PTA. The PTA must manage the funds with the approval of the members. PTA funds may not be commingled with the funds of the school or any other entity.

The primary emphasis in PTA should focus on the promotion of the Purposes (listed in the bylaws). The real working capital of a PTA lies in its members, not the treasury. Fundraising is not a primary focus of the PTA. When deciding whether to expend funds, always look to the mission and purposes. If one of those cannot support the expenditure, then rethink the action.

The responsibility for raising the amount of money needed to meet the proposed budget lies with the fundraising committee. Local PTAs should raise only those funds necessary to meet the needs of the year's activities and projects as outlined in the budget. Local PTAs should choose wisely the fundraiser that best meets their real needs and not be swept up in a "big bucks, no effort" sales pitch. If a product sale is chosen as the Local PTA's fundraising activity, members, not children, should be the fundraisers.

*NOTE: Only the president is authorized to sign contracts (subject to the executive board's approval) and always as a representative of the PTA (i.e., John Helpful, Welcome PTA President).*

## Financial Reports

The members are kept informed at every meeting through the financial report. An up-to-date financial report is presented at every regular executive board and membership meeting and other times when requested by the executive board or the members.

The financial report includes current period actuals, year-to-date actuals, and current budget lines.. For a Sample of a Financial Report, see the BASICS Treasurer Guide. As the funds belong to the members, they have the right to access the financial reports. The reports are attached to the executive board and membership meeting minutes.

The reports are not presented for approval, just for information, and they are filed for review by the Financial Reconciliation Committee.

Please refer to your Records Retention Policy to determine how to properly store your financial records.

### **Bank Accounts**

Your bylaws state who the authorized check signers are. Check your standing rules, if applicable, to see if there are additional check signers, who they are and how many signatures are required for every check. The president and treasurer are signers and usually another officer. If there are no standing rules, additional check signers may be appointed by the president, subject to the executive board's approval. If a person is designated as an authorized signer on the account(s) and is also the payee, they cannot sign the check. Signers on the bank account can neither be related by blood nor marriage nor reside in the same household. Banks typically only require one signature; however, your PTA may choose to require two signers on each check for better financial accountability.

A member (non-signer) is appointed by the president and approved by the executive board to review each bank statement. They will use the Statement Review by Non-Signer Form. If you receive paper statements, the non-signer statement reviewer will open, review, sign with their full signature, and date each bank statement. If you have digital statements, the non-signer statement reviewer will need view-only access to your account to review each statement. The original Statement Review by Non-Signer Form is given to the secretary, while copies of the form are retained by the reviewer and given to the treasurer with the statement. The secretary presents the results of the statement review at each regular executive board meeting. If you have AIM insurance, this is required for coverage. For a complete checklist of what to look for, go to [www.txpta.org/treasurer](http://www.txpta.org/treasurer), scroll to the bottom and choose “Statement Review by Non-Signer Form. Changing the financial institution of the PTA bank account is approved at an executive board meeting and shared in the executive board report at the next membership meeting before the account change. A change in a financial institution should only be done at the change of a fiscal year.

The availability of banks that return checks has decreased; therefore, Texas PTA now allows online viewing of bank accounts.

Payments are never made by cash, and you should never sign a blank check. Please see the treasurer's section of Texas PTA's website for the E-Commerce Policy and sample standing rules regarding electronic banking.

All payments must relate to an approved budget item and have a reimbursement form with a receipt and/or bill attached.

No other organization may pass its money through the PTA account to achieve tax-exempt status, and money can never be “turned over” to the school and/or principal to spend at their discretion.

### **Depositing Funds**

All monies collected are turned over to the treasurer as soon as possible.

To protect both the PTA and its volunteers, PTA funds should always be counted and verified by the signature of two individuals before deposit. All signers should retain a copy or image of the completed deposit form. One of the counters may be the PTA treasurer.

All money is deposited in the bank on a daily basis for all fundraising and membership dues collecting events. Never deposit money in anyone's account or leave the money in someone's home.

### **Insurance**

The expenses for insurance are a budgeted item.

It is in the PTA's best interest to cover the treasurer and all other persons authorized to handle money with embezzlement coverage (bond) to cover losses through any fraudulent or dishonest act.

General liability insurance is needed if the PTA hosts bazaars, carnivals, movies, dinners, dances, open houses, meetings, after-prom parties, skating parties, or similar events.

Other types of insurance are accidental medical endorsement, professional liability, and property.

### **Financial Reconciliation**

Financial reconciliation involves following financial transactions through the records to ensure that receipts have been properly accounted for and expenditures made as authorized in the budget, as approved by the membership, and in conformity with the Local PTA bylaws and standing rules and Texas PTA policies and procedures.

The Financial Reconciliation Committee must review all accounts of the PTA. A financial reconciliation is performed at the end of the fiscal year, when any authorized check signer is added or deleted on any bank account or at any time deemed necessary by the president or three or more members following the guidelines in the bylaws.

According to your bylaws, "for the financial reconciliation required at the end of the fiscal year, the president shall appoint the financial reconciliation committee at the last membership meeting of the year." Any other time a financial reconciliation is needed, the committee is appointed by the president with executive board approval.

Committee members cannot be authorized signers on the bank account. They can neither be related by blood or marriage nor reside in the same household as any authorized signers or the current secretary. The treasurer, neither incoming nor outgoing, is never a member of the Financial Reconciliation Committee.

The financial reconciliation report:

- certifies the accuracy of the books and records of the treasurer;
- assures the members that the association's funds are being managed in a businesslike manner, and
- is officially adopted by the members at the first membership meeting after the reconciliation is complete.

All discussion in the financial reconciliation committee is confidential.

### **Financial Mismanagement**

Mistakes in managing the association's finances can occur, and sometimes people will take advantage of their role in PTA. It is important to seek help from your Council president or FSR early to come to a quick resolution. If theft, fraud, or embezzlement is suspected, a PTA is required by the bylaws to follow the Texas PTA Theft, Fraud, and Embezzlement Policy found at [txpta.org/policies](http://txpta.org/policies).

### **Financial Red Flags**

- Bank statements are not seen by the treasurer, president, other signers on the account, and executive board members monthly.
- Financial reports are not given at executive board or membership meetings.
- The beginning balance doesn't agree with the last reported ending balance
- Figures in the financial reports do not balance the total.
- Money is counted by only one person.
- Checks or deposits are missing.
- Checks are made out to family members.
- Checks are made out to "Cash."
- Checks are made out for the same amount each month.
- Two or more signers on the bank account are related by blood or marriage or residing in the same household.
- Receipts are not given for money received.
- Receipts are missing from funds requests.
- The membership did not approve the budget.
- The membership did not approve fundraising activities.
- The amount of profit doesn't agree with the amount in the contract signed with the fundraising company.
- Less money was deposited for a fundraiser than paid to the company for the product received.
- Bills are received for items, not in the budget nor approved by the membership.
- Individual PTA members profit monetarily from any fundraiser.
- Children are used to raise funds for PTA.
- The financial reconciliation report was not presented to the membership at the next membership meeting following the reconciliation
- The financial reconciliation committee consists of signers on the bank account.

## **State Review**

A State Activities and Financial Review involves a thorough analysis of minutes, bylaws, and financial records by a team assigned by the Texas PTA president. A State Activities and Financial Review may be initiated by the state president or granted by the state president after receipt of a written request. Ask your Council president or Texas PTA Field Service Representative for more information on this process.

## **IRS Filing Requirements**

All PTAs are classified as tax-exempt 501(c)(3) nonprofits under the Internal Revenue Code and must submit a 990 return to the IRS. Texas PTA requires PTAs to electronically file the appropriate IRS Form 990 and have it accepted by the IRS within 60 days of the fiscal year-end. PTAs must file one of three IRS Form 990s annually:

- The 990-N is required for PTAs whose gross receipts are \$50,000 or less.
- The 990-EZ and Schedule A are required for PTAs that gross more than \$50,000 but less than \$200,000.
- The 990 and Schedule A are required for PTAs who gross \$200,000 or more.

Proof of the 990 filing is presented at the first executive board meeting of the year.

## **Revocation**

After failing to file their tax return for three consecutive years, a PTA loses its non-profit status and is subject to corporate taxation. Local PTAs on revocation jeopardize Texas PTA's non-profit status and must work to get their non-profit status reinstated.

Local leaders who may be struggling to file their IRS Form 990 return should work with their Council leaders and/or FSR. Texas PTA receives notification of any local that is inactive for two or more years so Texas PTA can withdraw their charter and protect them from Revocation.

## **Reinstatement**

Reinstatement is the process mandated by the IRS to earn back an organization's non-profit status. Reinstatement is a lengthy process and is costly to the Local PTA.

## **State Sales Tax Information**

PTAs are not required to pay the Texas sales tax on items purchased for use in presenting programs or carrying on the work of the PTA. This exemption was granted to Texas PTA and covers all Local and Council PTAs in Good Standing.

When PTA members purchase items for the PTA, they present an exemption certificate to the retailer so that sales tax is not charged.

A Local or Council PTA must have a sales tax permit if the PTA sells tangible items, such as handicrafts, candles, t-shirts, cups, books, and school supplies, at times other than tax-free days.

There is no fee for the permit, and it remains valid until a request to cancel it is made by the PTA or canceled by the Texas Comptroller. When the permit is issued, the PTA will be assigned a required reporting period when the permit is issued. If a Local or Council PTA obtains a permit, they will be required by the Texas Comptroller to file a sales tax form regardless of taxable sales that occurred during the reporting period.

Sales tax should be held in escrow for remission to the State Comptroller, and this should be reported on each financial report.

## **Tax-Free Days**

PTAs may hold two, one-day (24-consecutive hours), tax-free sales (when the PTA is the determined seller), or auctions each year. These sales or auctions are designated in the minutes before the event. Sales of otherwise taxable items made during the 24 hours designated as the tax-free sale or auction need not be taxed. A PTA may also participate in the annual State Sales Tax Holidays if they are selling items included in this event.

# Governing Documents

## Bylaws

Bylaws are the document adopted by an organization, containing the basic rules for governing that organization. They are always superior to and supersede (override) the standing rules and parliamentary authority (Robert's Rules of Order Newly Revised). Always look first in your PTA's bylaws for an answer to any question, and then the standing rules, if adopted, and finally in Robert's Rules of Order Newly Revised.

- Texas PTA provides the required template for all Local PTAs. Only information specific to your Local PTA can be changed.
  - Request a copy of your current bylaws from Texas PTA after August 1 each year. The most recent approved copy will be emailed to you and a Local PTA Bylaws Snapshot for a quick reference to those items that can be personalized to your PTA, such as the amount of your dues, number of vice presidents, meeting months, etc.
- The bylaws may be amended at any membership meeting: that notice has been given, a quorum is present, two-thirds of the members present, and voting, approve. (For more information, see Parliamentary Resource Guide.)
- Notice at the previous meeting or at least 30 days in advance (whichever is greater) must be provided of the date and time of the meeting at which the amendments are presented for approval and include the existing wording and the proposed wording of the changes.
- Any changes go into effect only after approval, first, by the members and, finally, by Texas PTA.
- Bylaws cannot be suspended.

## Standing Rules

Standing Rules are rules that relate to details of the administration of a group rather than to parliamentary procedure. Standing rules cannot conflict with the bylaws.

- Your current approved standing rules will automatically be emailed with the bylaws when you request your bylaws from the Texas PTA website.
- Standing rules may be required in certain circumstances, such as when a Local PTA provides scholarships, hosts a special event, or adds additional members to the executive board. They generally describe committee chairs and other unique duties not covered in the bylaws. Guidelines for standing rules may be found on the Texas PTA website.
- Standing rules are generally adopted for the first time when a need arises. They require a majority vote for adoption, with no previous notice given, and can be adopted at any membership meeting.
- Amendments to standing rules may be made: without previous notice by a two-thirds vote in the affirmative or with a previous notice by a majority vote. (For more information, see Parliamentary Resource Guide.)
- Like the bylaws, the standing rules must be approved by Texas PTA before taking effect.
- Unlike bylaws, standing rules may be suspended for the duration of a current session (a specified time period) by a majority vote.
- Examples of what standing rules could contain (Sample standing rules may be found at [www.txpta.org/standing-rules](http://www.txpta.org/standing-rules)):
  - additional executive board member duties;
  - specific information regarding signers on the bank account;
  - a provision containing procedures for returned checks;
  - rules related to reimbursement for PTA expenses (time frame for turning in expenses, no tax reimbursed, etc.);
  - requirements for insurance;
  - list of who serves as delegates/attendees to Texas PTA Annual Meeting and LAUNCH; what expenses shall be paid for delegates/attendees to attend Texas PTA Annual Meeting and LAUNCH;
  - a provision that the Local PTA will pay for the Texas PTA trainings that each executive board member is required to take;
  - provision for who shall attend a Council PTA Founders' Day celebration;
  - provision for the number of National PTA Life Achievement awards or Texas PTA Honorary Life Memberships and/or Extended Service Awards, with the appropriate pin;



- recognition that might be awarded members for perfect attendance or students for specific accomplishments;
- special awards to members for community involvement or special projects;
- functions sponsored by the PTA during the school year;
- courtesies or sympathies extended by the PTA – to whom and in what manner;
- provision for childcare for membership meetings;
- rules for scholarships (If a Local PTA gives scholarships, procedures dictated by the Internal Revenue Service [IRS] must be included in the Local PTA's standing rules.); or
- criteria for special committees, purchases, or special projects.

### **Standards of Continuing Affiliation**

Texas PTA establishes minimum requirements for PTAs to continue operating under the PTA brand via the Standards of Continuing Affiliation. These standards set out basic criteria for PTAs to attain Active Status annually and to remain in Good Standing with the Association. All PTAs must review the requirements and subsequent retention plan.

Any updates to these standards will be widely published and take effect on August 1 of each year, in conjunction with the new membership year and any changes to the bylaws template. The Standards of Continuing Affiliation for the current year are provided later in this guide.

# Nominations and Elections

The purpose of the nominating committee is to recognize and seek qualified nominees for the elected leadership of the PTA. Therefore, the committee members have a tremendous influence on the future of the PTA and should be selected carefully.

## Nominating Committee

The nominating committee is the only PTA committee that the president does not appoint. The membership elects this committee before the election of officers. Check your current bylaws to determine the month of election, the number of members on your nominating committee, and the number of alternates. (Nominations and Elections article in your Bylaws). Alternates are used if an elected committee member cannot attend the committee meeting. Once elected, the committee then elects its chair.

The parliamentarian will schedule the first meeting of the nominating committee and will provide the committee with the required information on the nomination and election process.

Be sure to elect the nominating committee in plenty of time for them to search for officers. Most PTAs should be electing the nominating committee in January - March for the election of officers in March-May.

The committee needs a balance of newer and more experienced PTA members who should be knowledgeable about PTA. Representatives from different grade levels and staff offer a greater chance for diverse contacts.

## Qualities of Nominating Committee Members

Nominating committee members should be:

- Elected on merit and ability.
- Willing to devote adequate time to the responsibilities involved.
- Knowledgeable regarding the eligibility requirements and the qualifications necessary for the offices to be filled and the responsibility of each office.
- Aware of the qualifications and abilities of potential nominees.
- Able to give objective consideration to nominees.
- Able to use sound judgment and skill in evaluating nominees.
- Tactful, discreet with integrity.
- Able to keep all deliberations confidential.

The election of the nominating committee should not be a popularity contest based on willingness to serve, nor should it consist only of the PTA executive board. The PTA president never serves on the committee, and the parliamentarian serves only when elected to serve. The principal may be elected but should at least be an advisor to the group. No person may serve on the committee for two consecutive years. Be sure to elect your nominating committee wisely!

Additional nominating committee information can be found in the Parliamentarian's Resource Guide.

## The Election

- The election of officers for the ensuing year should be conducted in the election month named in the Nominations and Elections Article of your Bylaws.
- The president presides at the election meeting.
- See "Build-a-script" for more information.
- The privilege of voting shall be limited to members of the association who are present. The easiest method to verify voting members is to have a printed list of the current membership organized alphabetically by class/grade. Have everyone sign in, and members receive a "voting card" (colored slip of paper) or a ballot if the need is known in advance. If desired, you can arrange for a voting members section or have them hold up their voting cards to indicate their vote as called "aye" or "no."
- The election of officers will come under "Special Committees/Special Orders" on the agenda. The president calls upon the parliamentarian to read the sections of the bylaws about nominations and elections.
- After the parliamentarian has finished, the president calls upon the chair of the nominating committee to read the committee's report, which will have been publicized at least seven days before this meeting. If a nominee has withdrawn before the election and another nominee has been selected, the chair will

read a revised report to inform the membership of the new nominee. If a position has no slated nominee by the committee, nominees may run from the floor to fill that position.

- The president thanks the nominating committee for their work and restates the slate of nominees, which is then followed by the election of officers even if they are nominated for an office.
- Each position is voted on, one at a time. Per the Bylaws, nominations from the floor are taken for each position in the order in which they are listed in the Bylaws. The privilege of nominating from the floor is extended to members of the association. A qualified member may nominate themselves. Nominations do not require a second, only the nominee's consent.
- Nominations remain open until there are no further nominations for that position.
- If there is only one nominee for a position, they may be elected by acclamation. If there is more than one nominee for a position, the election must be by ballot (see Conducting a Meeting, Methods of Voting). Both methods may be used in the same election as some positions have a single nominee while others have multiple nominees.

Acclamation is a form of voice vote. In a lack of opposition, the sole candidate is considered elected. In parliamentary procedure, acclamation is a form of unanimous consent.

- If a position remains unfilled after the election, it is the responsibility of the newly elected executive board to fill all open positions.
- Following the elections, the president should restate the election results and have all newly elected officers stand as they are announced. If desired, an installation of officers can be completed at this time or at a future meeting.
- A challenge to procedures or outcomes must be made during the election meeting with few exceptions.

### **Installation of Officers**

The purpose of an installation ceremony is to:

- unite the membership,
- encourage and introduce the new leaders, and
- inspire the group to a renewed commitment to the purposes of PTA.

Ceremonies may be formal or informal, humorous or serious. They serve the general purpose of highlighting the special significance of the occasion and placing the occasion in our memories and the historical records of the association. During an installation ceremony, those being installed promise to uphold the bylaws and purposes of the association. Anyone who the PTA chooses may do the installation. Some examples of a person who could perform the installation are someone devoted to that Local PTA, an early mentor of the president or another officer, a member of the school board, a past officer of the PTA, a council officer, FSR, or a state board member.

Installation ceremonies are not required, only suggested.

# Bylaws Overview

## Articles

Texas PTA includes the following articles in each set of Local PTA bylaws:

**Article I: Name**, Official name of the PTA, and Texas PTA ID number

**Article II: Purposes**, in common with National PTA and Texas PTA; official 501(c)(3) status

**Article III: Basic Principles**, in common with National PTA and Texas PTA

**Article IV: Basic Policies**, in common with Texas PTA

**Article V: Relationship with Texas PTA:**

- Organization
- Expectations
- Harm to Brand or Name
- Withdrawal of Charter
- Records Retention
- Dissolution of PTA
- Annual Meetings

**Article VI: Council Membership**

- Representation
- Dues
- Voting Body

**Article VII: Membership Dues**

- Members
- Dues
- Texas PTA Honorary Life Members

**Article VIII: Membership Meetings**

- In-Person Meetings (Regular & Special)
- Virtual Meetings
- Election Meeting
- Annual Meeting
- Parliamentary Procedure
- Quorum
- Motions and Voting
- Recording
- Minutes

**Article IX: Nominations & Elections**

- Nominating Committee (Composition, Eligibility, Election of Committee, Election of Alternates, Meeting, Duties, Reporting, Dissolution)
- Nominations from the Floor
- Elections

**Article X: Executive Board**

- Composition
- Eligibility
- Student Members
- Co-Chairs Prohibited
- Term
- Vacancy
- Removal and Resignation
- Executive Board member Duties
- Additional Position Duties
- Executive Board Member Rights

**Article XI: Executive Board Meetings**

- In-Person Meetings (Regular & Special)
- Virtual Meetings
- Parliamentary Procedure
- Quorum
- Proxy Voting

- Emergency Voting
- Recording
- Minutes

**Article XII: Committees**

- Eligibility
- Co-Chairs prohibited
- Quorum
- Proxy Voting

**Article XIII: Fiscal Accountability**

- Fiscal Year
- Signers
- Financial Reconciliation
- Theft, Fraud, & Embezzlement

**Article XIV: Parliamentary Authority** (Robert's Rules of Order Newly Revised)

**Article XV: Amendment of Governing Documents**

- Review
- Bylaws Amendments
- Standing Rules Adoption or Amendment
- Texas PTA Approval
- Effective Date
- Local Bylaws Template

# President Duties Checklist

## Monthly Duties

- ☐ Prepare agenda and preside over the executive board and membership meetings.
- ☐ Review and distribute the treasurer's report.
- ☐ Review and distribute the minutes of the previous meeting for approval.
- ☐ Confirm that National and Texas PTA dues and membership lists are submitted to Texas PTA as received.
- ☐ Check your bylaws and standing rules for dates of upcoming required business
- ☐ Celebrate the great work of your PTA and volunteers

## Familiarize yourself with the following:

- ☐ Your Local PTA bylaws and standing rules – request a current approved copy from Texas PTA (website) to ensure you have the latest template, which often changes annually.
- ☐ Council PTA bylaws and standing rules, if in membership in a Council PTA
- ☐ Robert's Rules of Order Newly Revised
- ☐ Texas and National Resources as listed on the Resources page of this guide.

## Get Organized and Begin Planning

- ☐ Call a meeting of newly elected officers within 30 days of the election to approve the appointment of a parliamentarian and historian (if indicated in your bylaws) and appoint standing committee chairs, subject to the approval of the executive board.
- ☐ Ensure executive board members have met with their predecessors to receive relevant information.
- ☐ Submit tr name and contact information to Texas PTA via the Texas PTA website. Visit [www.txpta.org/officer-intake](http://www.txpta.org/officer-intake).
- ☐ Encourage all executive board members to attend Council PTA Training or contact your Field Service Representative (FSR) for any training needs if your Local PTA is not in a Council PTA.
- ☐ Determine if the current budget allows for attendance at Texas PTA's LAUNCH and if your standing rules designate who attends.
- ☐ Notify new executive board members that they must be graduates of the current Texas PTA FOUNDATIONS training within 30 days of election or appointment and be added to the list maintained by the secretary once completed.
- ☐ Encourage all executive board members to
  - ☐ subscribe to National PTA electronic publications
  - ☐ subscribe to Texas PTA electronic publications.
- ☐ Assess needs and set goals and objectives with your executive board and the principal.
- ☐ Have a meeting with your Principal to set the calendar for the year and review PTA goals.
- ☐ Verify that a financial reconciliation committee has been appointed, the IRS reports are being completed by the outgoing treasurer, state sales tax has been paid, and that you know your PTA's Federal Employer Identification Number (EIN).
- ☐ Arrange for a meeting at the bank to change signers on the PTA's account.
- ☐ Phone the bank to
  - ☐ make an appointment to change signers,
  - ☐ find out what documents you need
  - ☐ who needs to be present to change the signature cards
- ☐ Set up your personal "presidential" work environment by creating folders on your computer and cloud storage for shared files or a physical president's binder. Also, organize your new president's binder and file space at home. (Yes, there will be paper documents to file.)
- ☐ Follow all PTAs' social media platforms and request to be added to any Council PTA group.

## June/July/August

- ☐ Attend the National PTA Convention in June if your budget allows.
- ☐ Attend Texas PTA LAUNCH in July.
- ☐ Obtain and change, if appropriate, the passwords to your PTA's website, the president's email (if you use one set up specifically for the PTA board, i.e., president\_localPTA@ gmail.com), and social media accounts.
- ☐ Schedule an introductory meeting with the Principal.

- ☐ Request bylaws on the new template (after August 1) from Texas PTA and ensure each executive board member has a copy.
- ☐ Obtain the report of the Financial Reconciliation Committee.
- ☐ Confirm that the outgoing treasurer electronically filed and had accepted the appropriate IRS return, either Form 990, 990-N, or 990-EZ.
- ☐ Review bylaws, immediately incorporating any mandated Texas PTA changes, if any.
- ☐ Briefly meet with each officer and chair to review plans of work for the year and offer guidance as needed.
- ☐ Prepare an agenda for the first executive board meeting.
  - ☐ Approve plans of work.
  - ☐ Review the Texas PTA Records Retention Policy. Note any changes needed for adoption.
  - ☐ Sign the Texas PTA Council/Local PTA/PTSA Confidentiality, Ethics, and Conflict of Interest Agreement.
  - ☐ Approve any needed budget amendments based on the approved plans of work.
  - ☐ Report on training attendance (Texas PTA or Council).
  - ☐ Verify the schedule of monthly executive board meetings for the whole year.
- ☐ Review key renewal and submission dates:
  - ☐ Renew your PTA's insurance policy.
  - ☐ Renew your incorporation with the state, if applicable.
  - ☐ Determine sales tax due date(s).
- ☐ Preside over the first membership meeting of the year. (See Build-a-Script under Conducting a Meeting Section for more information.)
  - ☐ Approve any needed budget amendments
  - ☐ Adopt the Financial Reconciliation Committee report
  - ☐ Adopt the Annual Report
  - ☐ Approve tax-free day(s) (if needed)
  - ☐ Communicate PTA goals for the year
- ☐ Intentionally reach out to new families at your school. Consider a welcome back to school celebration for staff and families or a welcome to school program specifically for Kindergarten families (Tears and Cheers).

### **September/October**

- ☐ Preside over the first membership meeting of the year if not held in August. (See Build-a-Script under Conducting a Meeting Section for more information.)
  - ☐ Approve any needed budget amendments
  - ☐ Adopt the Financial Reconciliation Committee report
  - ☐ Adopt the Annual Report
  - ☐ Approve tax-free day(s) (if needed)
  - ☐ Communicate PTA goals for the year
- ☐ Confirm your program for the next membership meeting.
- ☐ Touch base with each officer/chair about upcoming duties or events. Share the Local PTA Awards as published on the Texas PTA website.
- ☐ Confirm that the outgoing treasurer electronically filed and had accepted the appropriate IRS return, either Form 990, 990-N, or 990-EZ, if not done previously. Conduct the fall membership enrollment campaign. Distribute membership cards as members enroll.
- ☐ Attend Council PTA Training with your executive board members or contact your FSR for any training needs if your Local PTA is not in a Council PTA.
- ☐ Host a volunteer orientation.
- ☐ Submit Council PTA dues to the Council PTA treasurer by the first delegate meeting.
- ☐ Submit the names of Council PTA delegates and alternates to the Council PTA secretary before the first delegate meeting.
- ☐ Conduct the National PTA Reflections program.
- ☐ Recognize Texas PTA's Founders' Day (October 19, 1909).

### **November/December**

- ☐ Promote attendance at Texas PTA's bi-annual legislative session event, Rally Day in Austin (odd-numbered years only).

- ☐ Promote attendance at Texas PTA's bi-annual off-legislative session event, Straight Talk in Austin (even-numbered years only).
- ☐ Appoint a committee to review bylaws and recommend revisions or amendments if needed.
- ☐ Check in with officers and committee chairs.
- ☐ Enjoy a well-earned break from PTA work for a few weeks. Volunteers get a vacation, too!

### **January/February**

- ☐ Ensure that the Sales Tax Return has been filed with the Texas Comptroller's office (due January 20 for most PTAs.)
- ☐ Celebrate National PTA Founders Day (February 17, 1897).
- ☐ At a membership meeting, elect a Nominating Committee and alternates as prescribed in the bylaws at a membership meeting.
- ☐ Ensure that the parliamentary schedules the first meeting of the nominating committee and provides clear instructions and guidelines to the Nominating Committee.
- ☐ Promote and attend Texas PTA's bi-annual legislative session event, Rally Day in Austin (odd-numbered years only).
- ☐ Promote attendance at Texas PTA's bi-annual off-legislative session event, Straight Talk in Austin (even-numbered years only).
- ☐ Review progress on the approved plans of work.
- ☐ Amend your budget as necessary.

### **March/April**

- ☐ Publish the slate of candidates, as determined by the nominating committee, according to bylaws.
- ☐ Conduct election of new officers.
- ☐ Arrange for an installation of the officers' ceremony.
- ☐ Actively recruit volunteers to fill open committee chair positions for next year.
- ☐ Remind the newly elected president to call a meeting within 30 days to fill executive board positions and conduct any necessary business.
- ☐ Prepare Texas PTA award entries. (The deadline for the majority of the awards is May 15. Check the Texas PTA website for details.)
- ☐ Develop a proposed budget for the following school year to be adopted at the final membership meeting of the current school year.
- ☐ Appoint Financial Reconciliation Committee. The committee is appointed at the last membership meeting for the end-of-year reconciliation.
- ☐ Connect current PTA leaders and volunteers with those at the next PTA (middle school, high school, Council).
- ☐ Check in with officers and committee chairs.
- ☐ Contribute to the PTA annual report or coordinate with the historian/secretary.
- ☐ Consider a membership survey to review past activities and solicit suggestions for new activities.

### **May/June**

- ☐ Present at the annual (last) meeting a preliminary Annual report, a year-to-date summary report of the year's activities.
- ☐ Adopt the budget for the next fiscal year at the last meeting of the current fiscal year.
- ☐ Appoint Financial Reconciliation Committee for the end-of-year reconciliation. The committee is appointed at the last membership meeting.
- ☐ Appoint a committee to approve the minutes of the last meetings so the documents can be filed at the end of the term.
- ☐ Coordinate installation of new officers. Thank this year's PTA executive board and school volunteers.
- ☐ Submit your Local Officer contact information to Texas PTA.
- ☐ If budget allows, register newly-elected/appointed executive board members for Texas PTA LAUNCH.
- ☐ Remind outgoing officers and committee chairs that their procedure books and materials must be submitted within 15 days after the end of the term. Consider a transition meeting/ event.
- ☐ Pass all information along to the newly elected president to ensure a smooth transition, including all passwords to the website, PTA-specific emails, and social media accounts.
- ☐ Coordinate with the newly elected president to change signers on the bank account.
- ☐ Pat yourself on the back for a job well done.



# Keeping Records

Compiling and maintaining a complete record of your activities can help those PTA Leaders who follow behind you. Passing along important information to your successor gives them what they need to get started! New Leaders who access previously implemented PTA practices can more easily adjust and make needed changes. Additionally, a PTA should closely follow its records retention policy to be sure they are properly storing the records they need to maintain regulatory compliance.

## How to Compile Your Records

Ask yourself, “If I knew nothing about the job, could I do it with this information?” Depending on your position, you may need hard copy materials at your fingertips. If so, use a loose-leaf folder or binder with tabbed dividers. Other positions could easily keep their records electronically via cloud-based storage or a USB drive.

## Suggested Content

### *Bylaws/Standing Rules*

- A current, date-stamped copy of the PTA Bylaws and Standing Rules. Each year (after August 1), the parliamentarian should request a copy of your PTA's bylaws and standing rules from Texas PTA. They should be distributed to all executive board members and reviewed annually. Visit [www.txpta.org/bylaws](http://www.txpta.org/bylaws) for the request form and more information.

### *Rosters*

- Current roster of executive board members with their contact information
- Contact information for Texas PTA Field Service Representative, Council PTAs (if applicable), Texas PTA Board members with comparable responsibilities, the Texas PTA State Office
- Resources, and related agencies and organizations in the community relevant to your position

### *Items Related To Your Position (As Applicable)*

- Description and responsibilities of your position
- Current Texas PTA BASICS Resource Guide(s)
- Plan of Work approved by the executive board
- Reports prepared for meetings (executive board, membership, and committee)
- Financial records including approved budgets, detailed reports with copies of your PTA Funds Request Forms with receipts, and copies of all deposit forms that you have signed
- Promotional material, newsletter articles, evaluations, etc.
- Award applications submitted to Council, Texas, or National PTA
- Summary of your term, including recommendations for the following year

### *PTA Meetings*

- Agendas and approved minutes from each meeting
- Financial reports
- Relevant committee reports
- Information on upcoming events and programs sponsored by PTA at all levels
- Record of volunteer hours to be reported to the volunteer coordinator (if applicable)

# Standards of Continuing Affiliation



Each membership year, Local PTAs must meet **both** of the following requirements to attain Active Status with Texas PTA. The membership year begins on August 1.

1. Remit to Texas PTA state and national membership dues for at least 20 members.
2. Submit to Texas PTA the name and contact information (mailing address, phone number, and email address) of at least one current executive board member, preferably the president.

Local PTAs must comply with **all** of the following standards to remain in Good Standing with Texas PTA. Local PTAs that do not maintain Good Standing will be subject to a Local PTA Retention Plan as described below.

1. Maintain Active Status with Texas PTA.<sup>1</sup> (see requirements above)
2. Report all additional members and remit state/national dues to Texas PTA each year.
3. Submit to Texas PTA the name and contact information for all additional executive board members within 15 days of election or appointment.<sup>2</sup>
4. Review Local PTA bylaws (and standing rules, if applicable) every three years and submit to Texas PTA for approval.<sup>3</sup>
5. Each year, within 60 days of fiscal year-end, electronically file and have accepted by the IRS the appropriate "Form 990 Return of Organization Exempt from Income Tax".

## **Local PTA Retention Plan (initiated when a Local PTA does not maintain Good Standing)**

**Notification:** Texas PTA will notify the PTA of the actions required to attain Good Standing. The PTA will have 30 days from the date of the notification to meet all Good Standing requirements to avoid moving into the Restriction Phase.\*

**Restriction:** While in the Restriction Phase, the PTA is not eligible for awards, programs, or grants administered by Texas PTA or National PTA. The PTA will have 30 days to meet all Good Standing requirements to avoid moving into the Restructure Phase.

**Restructure:** For PTAs that do not attain Good Standing following the Notification and Restriction Phases, Texas PTA may begin the process of restructuring the leadership of the PTA or revoking the PTA's charter. A PTA that signs an Action Plan may temporarily move into Intervention, giving them time to resolve any outstanding issues. The PTA will continue to be ineligible for awards, programs, and grants administered by Texas PTA and National PTA until Good Standing is achieved.

**Intervention:** Once in the Intervention Phase, Texas PTA will assign a support team to assist the PTA. If all Action Plan requirements are not resolved by the agreed-upon date, the PTA will be moved back into Restructure. *\*With cause, Texas PTA may place a Local PTA that has not met all Good Standing Requirements into the Intervention Phase early.*

1. Active Status is used to determine eligibility in many Texas PTA programs and services. Please reference specific program eligibility requirements to ensure your PTAs participation.
2. PTAs submit executive board member information to Texas PTA electronically via the Texas PTA website.
3. Bylaws are submitted via the Bylaws Submission Form found on the Texas PTA website.
4. Proof of filing and acceptance is the Exempt Organization Business Master File issued regularly by the IRS.

# Resources

Texas PTA believes that volunteer at-home accessibility to FOUNDATIONS Training is important. As such, training can be found at [txpta.org/courses](http://txpta.org/courses). Our volunteer leaders across the state can access quality educational resources to support success within their roles and build strong Local and Council PTAs.

## FOUNDATIONS Trainings:

1. **ESSENTIALS** is a high-level orientation to PTA that is taken online via the Texas PTA website at [www.txpta.org/training](http://www.txpta.org/training). It contains the mainstay information that every PTA Leader should know. Executive board members should take this training at least once in their PTA career. Leaders are encouraged to take Essentials (formerly titled Foundations Leader Orientation and Leadership Orientation Training) again whenever the training is updated.
2. **BASICS** contain detailed information to support PTA Leaders in their specific executive board position. Every executive board member must attend a BASICS course for their specific position at least once every two years. These training sessions are available on-demand via the Texas PTA website. Visit us online at [www.txpta.org/training](http://www.txpta.org/training) to register.
  - a. BASICS includes a workshop and companion Resource Guide, along with other supporting resources.
  - b. PTA Leaders can access the Resource Guides via the Texas PTA website or online store. Visit [www.txpta.org/local-pta-leaders](http://www.txpta.org/local-pta-leaders) to download free PDFs or [www.txpta.org/shop](http://www.txpta.org/shop) to purchase hard copies.
3. **SPOTLIGHTS** offers a short, in-depth review of some of the specific yet important topics and recurring PTA functions such as Bylaws and Standing Rules, Financial Reconciliations, Conducting a Meeting, and Nominations and Elections. Spotlights are free and are not mandatory but offer vital insights on specific and timely topics.

Reminder: Both the ESSENTIALS and BASICS are mandatory for executive board members. Visit [www.txpta.org/training](http://www.txpta.org/training) to learn more!

## Newsletters and Alerts:

Texas PTA provides content-specific newsletters based on your PTA position. Please submit your information to Texas PTA each year. Registering as a Local PTA Leader will help ensure you receive important updates and position-specific newsletters! Visit [www.txpta.org/officer-intake](http://www.txpta.org/officer-intake) to access the form.

All executive board members are encouraged to closely follow Texas PTA legislative advocacy efforts by subscribing to Under the Dome, our advocacy newsletter. Sign up at [txpta.org/take-action](http://txpta.org/take-action).

## Leadership Development Resources:

Texas PTA training goes beyond the FOUNDATIONS by offering Leadership Development resources. The topics covered are the result of polling local and council PTA leaders across the state.

All PTA leaders are encouraged to go to [txpta.org/leadership](http://txpta.org/leadership) to discover what Extra Credit course they might like to take next to continue exploring their leadership development and investigate the Full Circle Leadership development program rolled out in March of 2022.

# Texas PTA Staff and Board Support

## **BOARD OF DIRECTORS** | [Contact Form](#)

The Texas PTA Board of Directors are your volunteer representatives at the state level. From the president to the secretary, Texas PTA Board can help answer your questions and address your individual needs. You can reach them at: <https://bit.ly/3zp81Es>.

## **COMMUNICATIONS** | [communications@txpta.org](mailto:communications@txpta.org)

The Communications team manages and produces all Texas PTA communications, including *The Voice* (our quarterly newsletter), specialized newsletters (advocacy, healthy lifestyles, arts in education, environmental awareness, membership, and field service), social media outlets, and the Texas PTA website. They also serve as Texas PTA's contact for all media inquiries.

## **FINANCE** | [finance@txpta.org](mailto:finance@txpta.org)

Texas PTA understands the responsibility of managing your member dollars. The Finance team is charged with monitoring Texas PTA resources according to the annual budget, as adopted by the Board of Directors.

Members of the Finance team are also available to support PTA leaders in their compliance with state and federal financial requirements, such as filing the annual 990 with the IRS and sales tax filings with the State Comptroller.

## **MEMBER SERVICES** | [memberservices@txpta.org](mailto:memberservices@txpta.org)

The Member Services team gives direct support to PTA leaders and members. They assist with member recruitment strategies, bylaws and standing rules, organizing PTAs, and general questions on leading and managing a PTA.

The Member Services team is responsible for developing recruiting resources that may be adapted for all levels of PTA – early childhood, elementary and secondary. Staff processes officer information, membership rosters and dues, and requests for copies of bylaws and standing rules. Staff also coordinates membership awards and the distribution of membership cards to Local PTAs.

## **PROGRAMS** | [programs@txpta.org](mailto:programs@txpta.org)

The Programs team is focused on connecting PTA members and leaders with the information they need to be successful and develop programs. Whether your PTA is registering for LAUNCH or requesting a Connect Program, the Programs team is available to assist you.

The Programs team is also your contact for student programs, such as Reflections, Camp Just Imagine, and Texas PTA's scholarship program.

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Texas PTA



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