Slide 1

- Welcome to the Presidents and Parliamentarians Fall Workshop
- Denise Spellman, Council President
- Diane Wang, council parliamentarian

Slide 2

So what's the BIG picture –

Why do we do what we do? We're all here because of our kids, right?

Our mission is to make a difference for children and families as part of PTA
We are part of CAPTA and National, we have to follow all of their rules

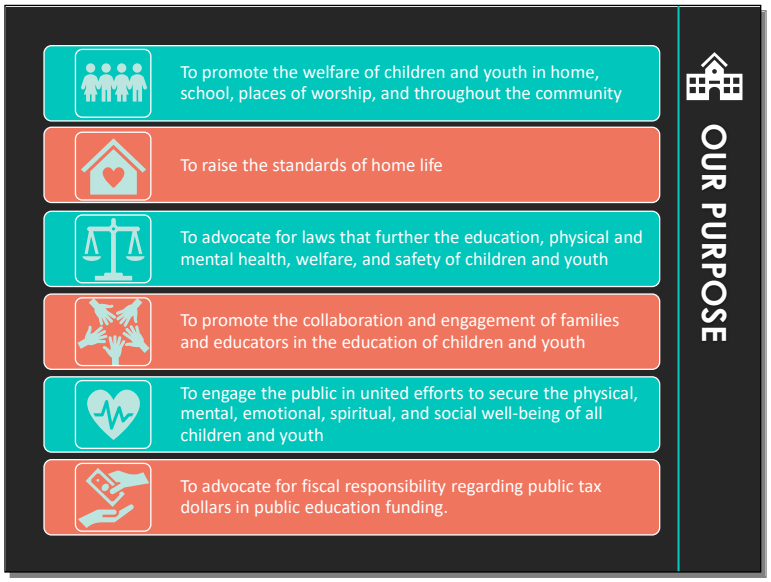
One of the main guiding factors is that we are a non-profit organization.
That status is based on our focus on education and benefit to the community.

To maintain that non-profit status,

- Our actions must be consistent with the mission of PTA
- Our focus should be on programs, with fundraising supporting this, which is why we have the
    - 3 to 1 rule (3 programs for every 1 fundraiser)
- Our income cannot be distributed to members
    - This is why CAPTA is so strict about personal gifts – it could cause loss of non-profit status

- We are also noncommercial, nonsectarian and nonpartisan
    - We do not endorse businesses, religion, or political candidates

Slide 3



Purposes of the PTA –
I put this here because it's easy to get caught up in the way we always do things, but it is good to take a step back and remind ourselves what our purpose and goals are, and to think of how our programs can fill those changing needs

Case in point, we are currently in strange times with this pandemic, and the needs are different this year, which makes us have to rethink what we will do and how we will do things to accomplish our purposes.

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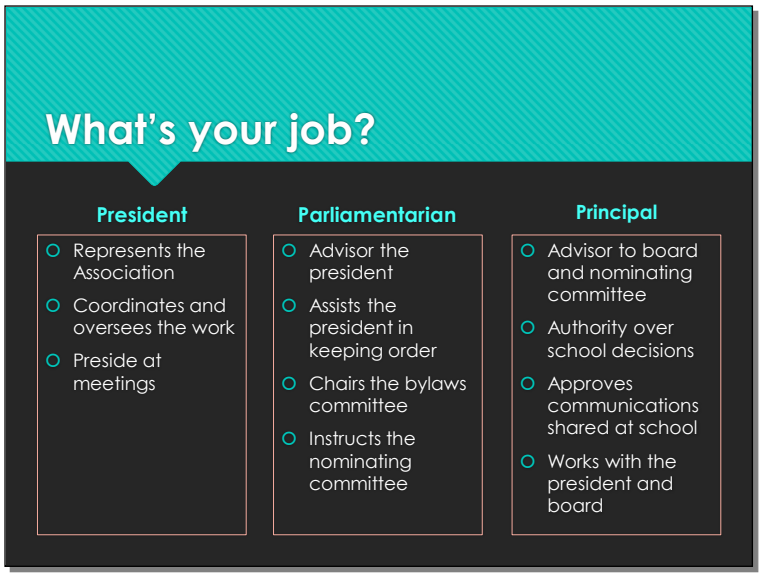

- So What's the Job?

- We went over the President's job in detail in the spring, but basically,
    - President represents the Association
    - Preside at meetings and
    - Oversee and coordinate the work

  Basically your job is to make sure that everything gets done that's supposed to

- Parliamentarian works closely with the president as an advisor
    - Because of this close working relationship, you are one of two officers NOT ELECTED, but APPOINTED by the president, so they can choose who they want to work with
    - You assist the president to manage meetings and keep order
    - Parliamentarians should know the bylaws, be familiar with CAPTA
    - Chair the bylaws review committee
    - Give instructions to the nominating committee

- A word about Principals: The Principal's role is to be an Advisor;
    - They have authority over what happens at their school
    - We collaborate with them, but we are separate entities with different missions
        - It is important to work with principals, since we are guests on their campus
            - get their approval and input for events on campus
            - also for all communications that go out through the school
                - the president should also review and approve all PTA communications
        - Sometimes principals can push their agenda, but keep in mind they do not control PTA
            - They are voting members of the Board just like everyone else

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- We usually think the president is in charge of the PTA, but actually the Association is the Boss

- The members/Association have the power to decide
    - what we do
    - how we spend our money and
    - who represents them
        - Officers at Election
        - Nominating committee (the people who choose the nominees for office)
        - Council and Convention delegates

- The Board is elected to carry out the business that the Association has approved
    - Make and approve the plans for programs
        - Create committees who make recommendations for the Board to approve
        - Ratify all appointments by president
    - Special Authority to elect officers when there are vacancies
    - Protect the assets
        - Know how the money is spent
        - Authorize paying the bills
        - Adhere to PTA financial procedures
        - Protect our members' privacy
            - Contact info and membership lists are not distributed to members or anyone else
            - Used solely for the work
    - Accountable to the Association
        - Give reports on actions taken
        - Give financial updates and
        - Be transparent about our finances

    - Board members should attend PTA sponsored workshops or trainings – so kudos to you ☺
    - Maintain a current procedure book to pass on to a successor, in hard copy or electronic format
    - Work together as a team to improve the lives of all children and their families

- The President - I've already touched on president, but I've listed here what the president is responsible for
    - Represents the PTA and presides over the meetings
        - Signs contracts & checks
        - Attends meetings on behalf of the members
    - Coordinates the work
        - Works with committees (ex-officio, automatically on every committee, except Nom Comm)
        - Gives guidance
        - Makes sure unit is in compliance with all requirements
            - Annual report
            - Tax filings, etc
            - Reviews minutes and financial reports
    - Appoint chairs and committees
- This gives us an idea of what is approved at which meeting

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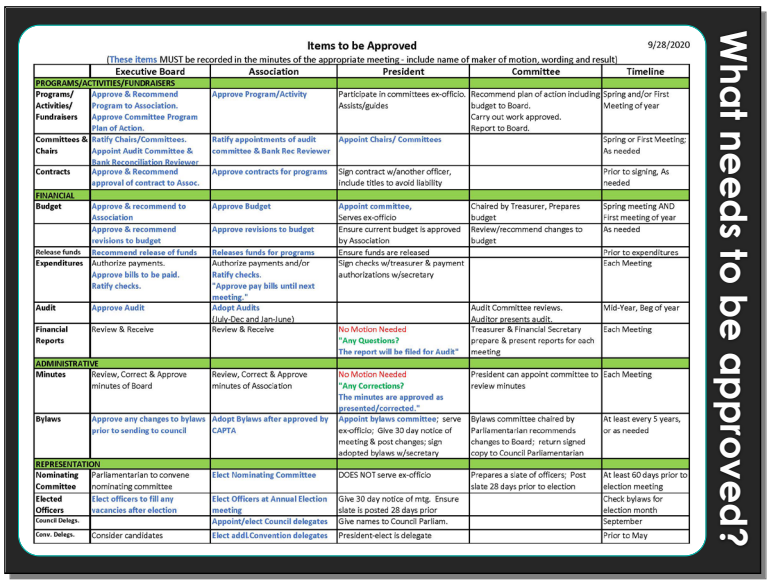

I have created a one sheet quick reference of what is required to be approved and at what meeting
this is in your handout packet

It's important to vote on all the actions that are taken

- All the items in blue on this list should be voted on and recorded in your minutes
- If you don't put it in your minutes, it's as though it never happened.
    - This is protective for you and your members in case any issues arise
    - You should make sure to review your minutes to make sure these are all in there
        - Minutes should include the maker of the motion, wording, and result of the vote
        - Note: seconds do not need to be recorded
    - If you missed something when you were supposed to do it, make sure to approve it as soon as possible (at the next meeting)

Turning in reports to council helps you keep track and make sure reports are getting done

- Council historian will give you updates on what is turned in
    - if you're not sure, you can always ask – shoot her an email
- Bonus is if you are having trouble getting reports from someone in your PTA, we can also be the heavy and help you with that

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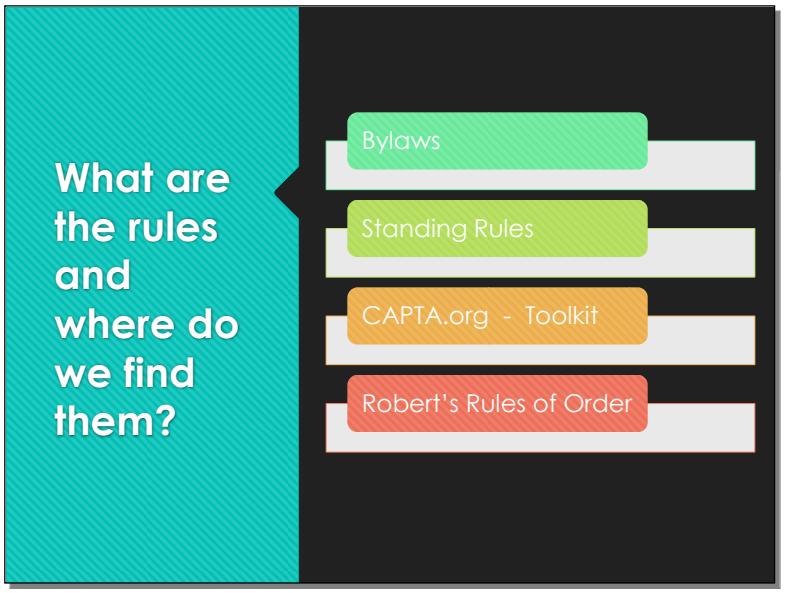

Your Bylaws and Standing Rules are the guidelines for your unit.
In addition, we are obligated to follow any guidance given on

- CAPTA website and Toolkit
    - If you've been around for a while, you may have noticed the new versions of the bylaws are much shorter.
    - They took out all the responsibilities of the officers, etc.
        - This information is now all in the CAPTA toolkit
    - The information there is quite extensive
- Robert's Rules of Order – we follow for parliamentary procedure and rules for conduct
    - but they do not supersede any rules on CAPTA

- Don't hesitate to ask me – I'm here to help and answer any questions you may have
    - If I don't have the answer, I will get one for you

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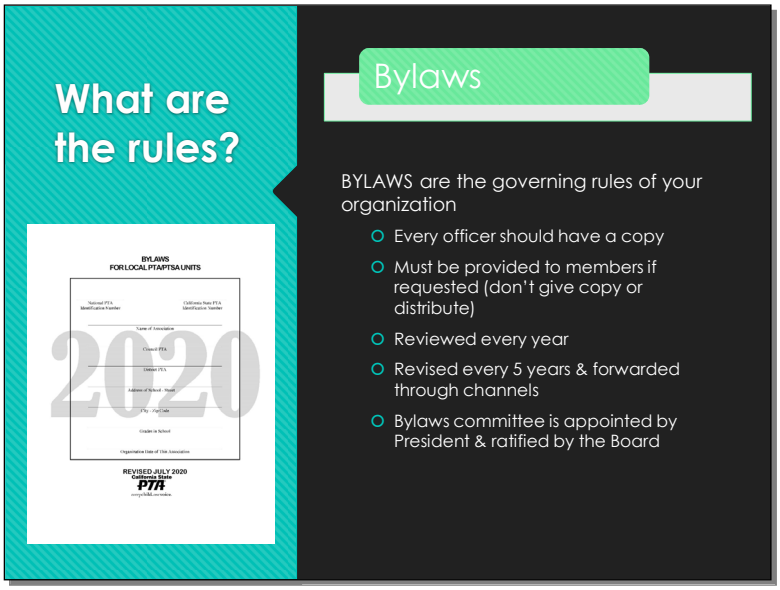
You should read and know your bylaws
Recommend you use the Bylaws Cheat Sheet
– handy one page reference (in packet)

Recommend Parliamentarians fill out and give president a copy; keep on hand at meetings



- Distribute the bylaws to your board

- Members are entitled to see it if requested, but we do not distribute our bylaws or post them on our website or social media to protect the sensitive information in them
  - Only members may view them, but we do not give them copy to keep
  - During school time, we recommend you leave a copy in the office where it can be viewed if requested
  - This also ensures that you have a copy on hand if you need it at school.
  - In these times, if it is requested, I suggest you have a viewable, non-editable, non-downloadable copy of the bylaws, with signatures and tax ids redacted, that can be shared with members upon request.

Every year, CAPTA updates the bylaws form.
Any rules from CAPTA, State Financial or District are automatically in effect even if you haven't updated your form
  - These are the items with *s, so if your bylaws are out of date, any new starred items still apply

Bylaws should be reviewed every year – the parliamentarian should do this to make sure you are up to date.
If all is good, you don't need to update, but you are required to update to the most current form and submit your bylaws at least every 5 years

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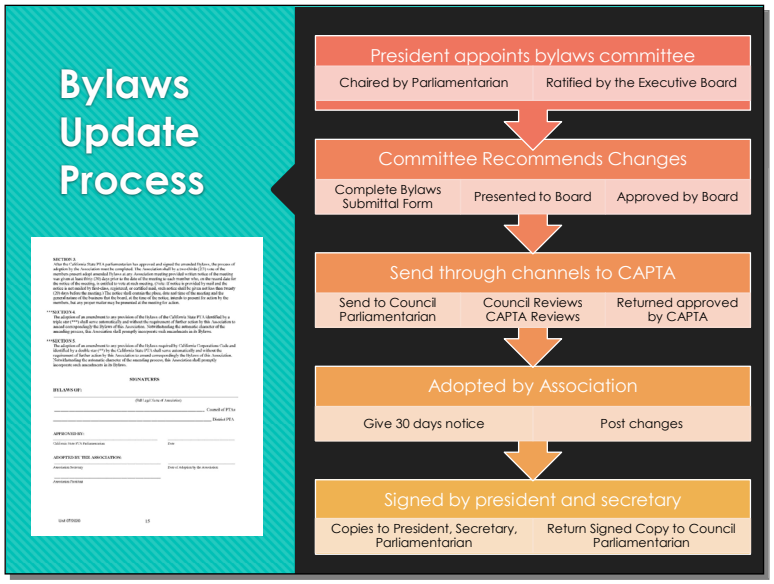
If you need to make changes to your Bylaws or if it is the year you are due for an update,



- President will appoint a bylaws committee, chaired by the Parliamentarian
  - Ratified by the Board
- The committee reviews the bylaws & makes recommendations for any changes
  - Present changes to the board
  - Board approves changes (can be edited)
  - Fill out the Bylaws submittal form and send to the Council Parliamentarian
    - NOTE that on the 2nd page, you should list any changes on the "list of amendments," indicating the page #, article #, and section # in sequential order.
    - Any changes made that do not appear on the actual printed pages must be typed or written in.
    - You can use the fillable pdf I will send to you or you can go on ebylaws

    - Using ebylaws, however, does NOT SUBMIT your bylaws. You still have to print and send to Council Parliamentarian.
- The bylaws are forwarded through channels
    - I will review them and let you know if any changes are necessary
    - You may want to send it to Council Parliamentarian before you take it your board so if there are any significant changes, you don't have to take it back to your board again
    - During COVID, they are allowing us to email them, so the usual copies and $5 fee are not required now
    - I will send it to 33rd District, who sends it to CAPTA
    - The State Parliamentarian will approve and send back a signed copy that I will return to you
    - Once you receive it back, you need to:
    - Give your association 30 days notice and post or email the changes made with the meeting announcement (you can post the amendments page, but DO NOT POST the submittal form)
    - In this notice, you can tell them a copy will be made available to them upon request
    - Your association will vote to ADOPT the bylaws
    - Your president and secretary will sign the bylaws with the date of the association meeting it was approved
    - Copies with wet signatures are kept by the President, Secretary and Parliamentarian
    - Return a copy of the signature page to Council Parliamentarian (scan or mail)

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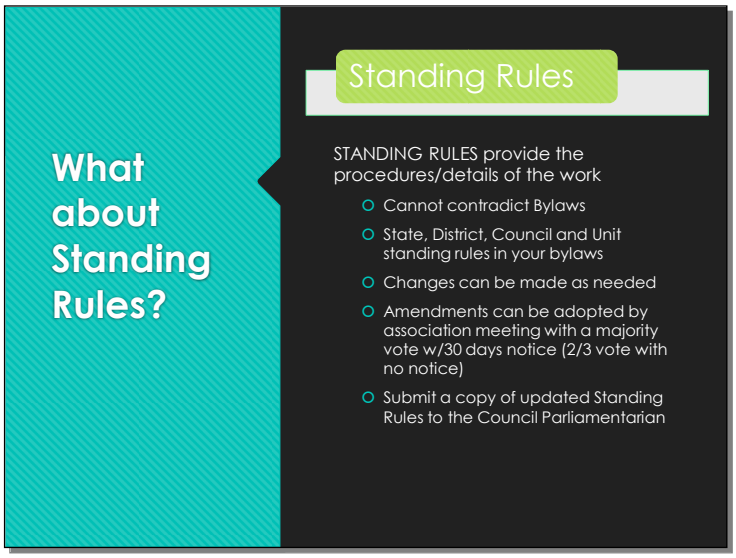

Standing Rules are procedures and details of the work
- you'll find at the end of your bylaws
- They include things like where, when Board meetings are held, how the work is divided

There are 4 sets of standing rules:
- State (come with the bylaws form)
- 33rd District
- Council (which I will give to you – included in the fillable pdf)
- Unit Standing Rules
    - These are created by your unit and tell how you run things
        - this is a way to pass on your procedures and traditions to future boards
        - E.g. What committees you have, the responsibilities of officers, committee chairs; How many scholarships, how much you give, etc
    - If you don't have unit standing rules, you may want to consider having your Bylaws committee create some
        - You can take a look at our Council standing rules in the directory for ideas if you like

If you need to change Standing Rules, you do not have to go through channels
- Board approves any changes needed
- Association adopts the changes by majority vote if given 30 days notice
    - a 2/3 vote is needed if 30 days notice not given
- Give a copy to Council Parliamentarian for the record

Slide 11

2020 form just came out. I'll be sending you this and some info via email soon.
What's new:

Clarification on Audit Review Committee (under Article VIII. Executive Board):

- Appointed by Board
- Ratified by Association
    - note this is different from normal committees who are appointed by the president and ratified by the board. This also applies to appointing bank rec reviewer
- At least 1 member, plus Auditor – unit, council or district
- Majority of Audit committee members cannot be check signers
- Can use a qualified accountant (paid or volunteer) –
    - Your board must authorize it & association ratify it
    - Then audit committee rule does not apply

Also the big change is an allowance is made for Association meetings via teleconferencing

- Currently, we are approved for teleconferencing through December… they may extend that, but it is currently unknown
    - If we continue to have Stay at home orders, you may want to update your bylaws, as this update does not apply automatically unless you update your bylaws form.

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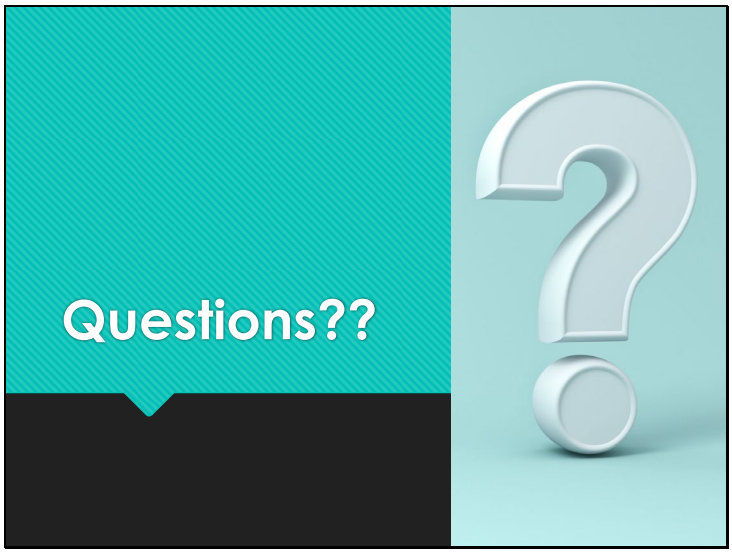

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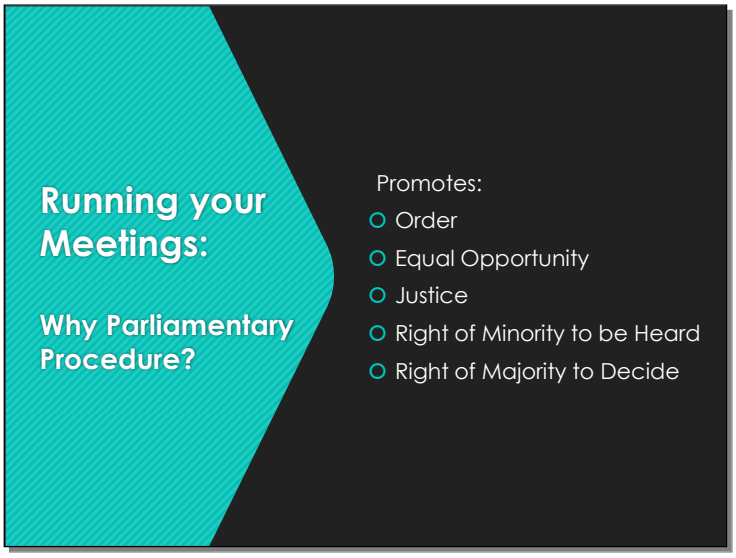

Parliamentarians aide presidents with proper parliamentary procedure

The rules support the ideals of fairness, making sure that everyone gets a chance to be heard, and the majority decides

There are rules that can be inconvenient and seem unnecessary, but they all serve to support these ideals.

For example:

- Giving 10 or 30 days notice for meetings
    - to ensure we don't call a quick meeting and exclude our opposition
- No proxy voting or decisions by email
    - to allow everyone to hear arguments on both sides
- Seconding motions and calling for discussion
    - to ensure at least one other person wants to address the issue
    - and again that both sides are heard
- Quorum – to ensure you have a majority deciding

Only members of the group that is meeting have a right to:

- **Attend the meeting**
- **Discuss and Vote**
- **Review the minutes**

If someone who is not a member wants to attend or present something at the meeting, they must be granted a courtesy seat as a guest by the president.

- Guests are not privy to the discussion and vote, so guests should present their information and leave

Executive Board meetings are closed. Only Board members can attend

- **This includes officers, principal, teacher reps and standing committee chairs**
- Committee chairs that are not standing committee chairs do not regularly attend board meetings and do not have a vote or <u>count in your quorum</u>

- General members (not on the board) do not have rights to view the minutes of the board.
    - They are entitled to review the Association minutes, which should include reports from the board.

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We're all spending more time on screens these days and we want to make the most out of our meetings in the shortest time possible, so I want to talk a little bit about some ways you can streamline your meetings for Zoom.

It's hard enough getting people to attend our regular meetings when we bribe them to come see their kid perform,

- But on zoom you may be eeking out your quorum, mostly of your board members

- Remember your first PTA meeting –
    - Keep in mind that meetings that just go through the business can feel like just rubberstamping approvals
        - After my first PTA meeting, not knowing what they were talking about, I quickly thought it wasn't so important to attend – you don't want this to happen with your members
    - It is important to provide your members with something meaningful
        - Share any exciting news you have on what you are doing for the kids, your successes, plans for the future, etc. so they can feel involved and that what we do is important
        - Of course, keep it short

Set ground rules – these can be sent out with your meeting announcement

- Tailor them to your needs
    - For example, if your meetings tend to go long because people talk a lot,
        - Make rules to Stay on task, Limit time someone can talk or repetition of thoughts
    - If people talk over each other,
        - Make rules to have One speaker at a time or to wait to be called on before speaking
        - Mute yourself when not talking
        - Have people put comments/questions in the chat
- Parliamentarian can help enforce these
    - Keep track of time, who has spoken and would like to speak, etc.
    - Can help monitor the chat (or designate someone else if you wish)
    - Devise a way for the parliamentarian to get the presidents' attention on Zoom
        - in person, you sit by your president so you can discretely say things

Prepare script for the meeting – this is especially helpful for Association meetings

- Use your agenda and add what you will say
    - I used to make 2 agendas – one to distribute, and one with script and notes for me
    - Pre-written motions are helpful (avoid people stumbling on this)
    - Plan who will say what,
    - Share your script with officers who will be speaking
    - A sample agenda is in your packet

Scripts are helpful to maintain decorum

- It's easy to forget the wording for this and that –
    - e.g. what reports are filed for audit, is there discussion?
- President always is the one to announce the action about motions, minutes, financial reports, etc.
    - Others should not make pronouncements such as minutes approved, reports filed for audit.

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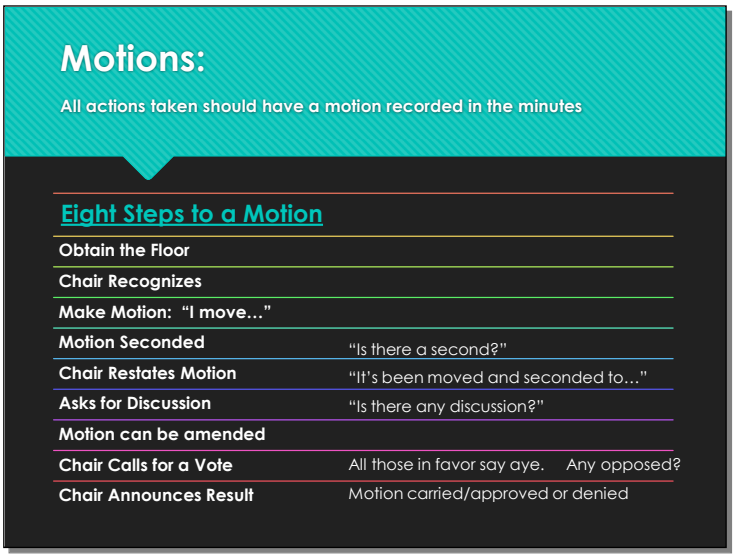

Our formality is most important in large group meetings

- to maintain order and **impartiality** of the president
    - This is why presidents don't generally make motions
    - In large meetings, the president also refrains from voting or swaying the vote unless there is a tie
        - Though president should exercise their right to vote when it will change the vote

Robert's Rules says that small meetings (12 or so) can be less formal than large (Association) meetings

- So in your board, you may be less formal, but
    - Still good to have rules and maintain order in your there as well

We talked about the 8 steps to making a motion before so I'm not going to go through this again

- I've included it in your packet if you're interested in looking at it
- I've added the wording to be used here

At your Board meetings, when a motion is long or complicated,

- Good idea to request that motions be written down for accuracy in the record
- Avoids spending extra time repeating motions
- can be done in chat on zoom
    - If it comes from you as something that needs to be approved, you might include the wording in your board agenda
    - But you don't want to put your script in your agenda

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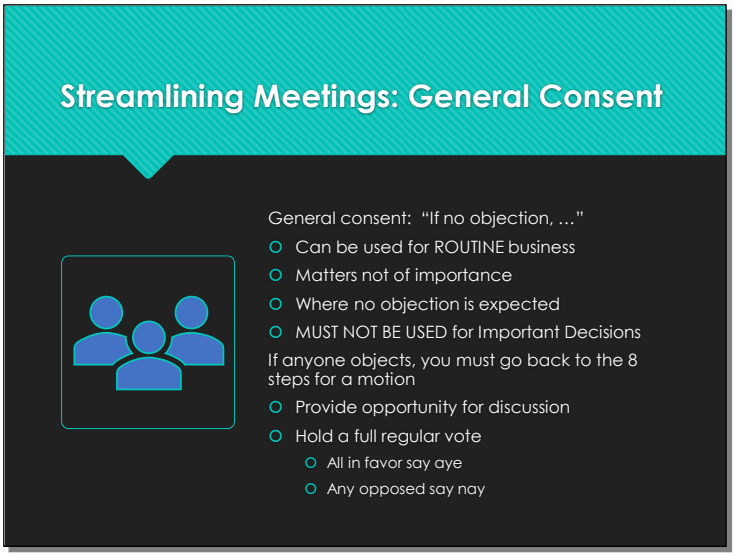

Generally, presidents do not make motions to maintain impartiality

- However, in SOME cases presidents can use general consent

General Consent can be used on

- routine business,
- matters not of importance, or
- where no objection is expected
- But NOT on important decisions

- Rather than going through the whole 8 steps of a motion, the president "assumes the motion"

- This is the method we use to approve the minutes
    - When we ask for corrections, and then say the minutes are approved as distributed or corrected
    - It assumes that if no more corrections are made, it is acceptable to approve the minutes

- When using General Consent,
    - If there is **ANY objection**, even one, you will need to go back to the 8 steps and take a regular vote.

Procedure for General consent:

- When using general consent, instead of stating the motion and calling for a second, the president will say:
    - "If there is no objection, …[state the motion]"
    - You must always pause for an objection
    - If none is given, you would say, "Hearing none, …."

- Example: On Financials AFTER the bills are read / financial reports are given, you could
    - Move to pay bills, president will say:
    - "Is there any objection to paying the bills [as read]?" <pause>
        - "Hearing none, the bills will be paid by the treasurer."

- Ratifying Checks can be a redundancy if you approve each bill specifically, but it is good practice as it ensures that at all payments are authorized by the Association.
    - so this is another item where general consent/assuming the motion could be used
    - Your financial secretary moves to ratify checks #___ to ___ in the amount of ____"
    - "Is there any objection to ratifying checks #____ to ____ in the amount of _____?"
        - "Hearing none, checks #____ to ____ are approved."
    - In your minutes, this would be recorded as:
        - "[financial secretary name] moved to ratify checks… blah. Motion approved by general consent.

- **Word of caution**: this is to only be used for routine or matters that are not disputed.
    - Must be clear there would be general agreement on the motion
    - If any objection, you must go back to 8 steps
    - Must allow for discussion on any topic

On Minutes: some ways to streamline are

- Email them ahead. Say in your meeting that the minutes were distributed.
- If not, show on screen and president says "If there is no objection, we will dispense with the reading of the minutes" <pause>
    - Then go through the usual:
    - Are there any corrections?
    - If not, say "The minutes stand approved as distributed."
    - If so, take note and say, "If there are no further corrections, the minutes stand approved as corrected."
    - This is use of general consent

- You can also move to appoint a committee to review the minutes of your meetings (for the year).
    - Have your recording secretary send the minutes to the committee and the president ahead
    - Report the minutes have been approved by committee at the next meeting.

Recommendations from the Board – you can put them on your agenda and send ahead so that people can read them

- List the motions that were made at your board meeting to be approved by association under Recommendations from the Board
- Post or share these ahead of time
- Recording secretary reads recommendations from the Board
- **No second is needed**
- Use General Consent: Say, "If there is no objection, we will vote on the recommendations from the Board as a whole" <pause>
    - If there is any objection, you will need to vote on them one at a time, or pull out the one that needs discussion.
    - If no objection, go straight to the vote – "all those in favor say aye, any opposed say no"
- If there are any important or controversial motions, you will want to pull them out beforehand and vote on them separately

If introducing new motions under new business at an Association meeting, write out the motion ahead and decide who will make the motion and read it.

This may shave a little time off of your meetings – particularly the boring parts at your Association. ☺

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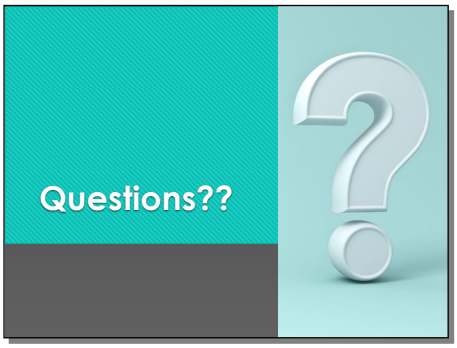

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Slide 19 (See handouts for more info)

You must elect your nominating committee at least 2 months before you election

- Keep in mind the slate has to be posted 28 days before, so that only gives 1 month to recruit
- You may want to elect sooner than later, but make sure you have an Association meeting within the timeframe

Check your bylaws (Article V – Officers and their Election) to see how many members and alternate are elected and

- Make sure that nominees are members of your association
- Check last years Nominating Committee to ensure that anyone who served the last year does not serve this year
    - Anyone who did not actually serve is still eligible
    - Principal can be elected. If not elected, serves as advisor but does not vote on nominees
    - **Presidents may not serve on nominating committee (**ex-officio on all committees except nom.committee)

All members of the nominating committee must attend the first meeting. If they are unable, an alternate will be asked to take their place.

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President conducts the election of nominating committee at the Association meeting – on Agenda under New Business.

- Board may make a recommendation to elect the provided nominees for the nominating committee

Formal election procedure:

- Parliamentarian reads the bylaws on nominating committee (Article V, Section 4)

  a. Nominations for office shall be made by a nominating committee which shall be elected by the Association.

  b. The nominating committee shall be elected at least two months prior to the annual election meeting. The committee shall serve until the annual election meeting.

  c. The nominating committee shall be composed of _____members, with _____ alternate(s).

  d. Members of the nominating committee shall be members of this Association. The principal of the school, or a faculty representative appointed by the principal, if not an elected member of the committee, shall serve in an advisory capacity. The president shall not serve ex officio or be elected to the nominating committee. The committee shall elect its own chairperson.

  e. The report of the nominating committee shall be submitted to the membership at least 28 days prior to the annual election meeting. At the annual election meeting, additional nominations must be called for from the floor.

- President calls for nominations from the floor, and confirms acceptance of the nomination
- If there is only the number of nominees required, a voice vote can be held
    - If there are more nominees than positions, a ballot vote must be held.

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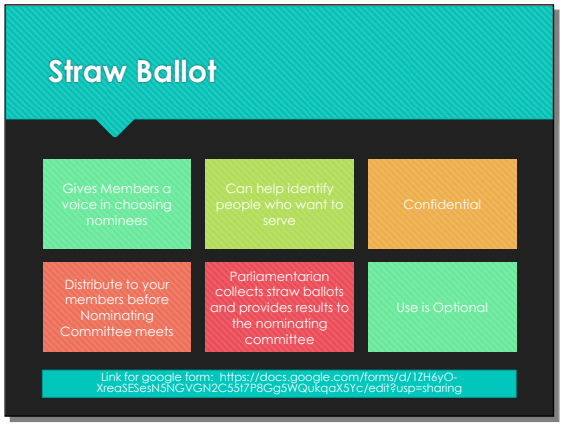


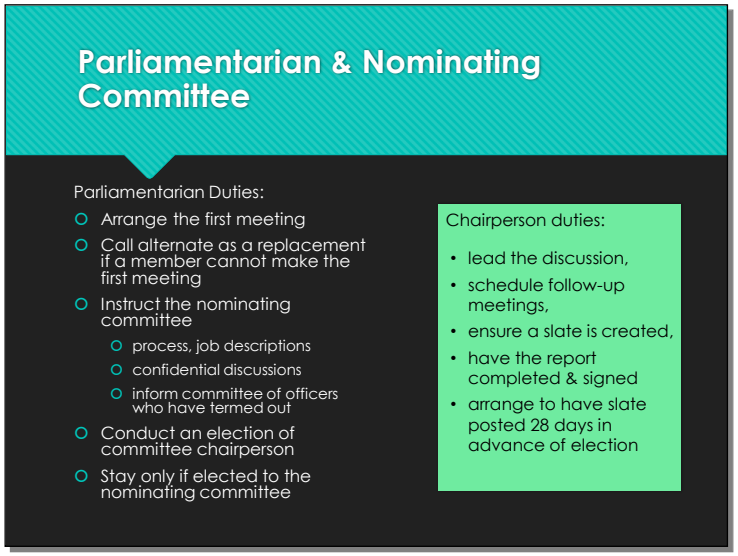
It is often useful to use a straw ballot

- It gives members a voice in who the nominating committee chooses
- A great way to get new people or identify people who want to serve
- It should be confidential
- Parliamentarian should collect them and provide the results to the Nominating Committee

I have included in the docs on the council website a few ways to do this:

- a fillable pdf for the straw ballot
- a word doc so you can customize for your school
- a google form I created that you can customize for your school (sample in the packet, I will send the link)
    - https://docs.google.com/forms/d/1ZH6yO-XreaSESesN5NGVGN2C55t7P8Gg5WQukqaX5Yc/edit?usp=sharing
    - If you use the google form, please do not change the form posted,
        - But instead make a copy of it so you can customize it for your school
    - Lmk if you need assistance with this
    - You could email your straw ballot out to your members

Slide 22



What is the Parliamentarian's job?

- You do not have to be on the nominating committee
- In fact, you can only do it once, if you serve 2 years as Parliamentarian

What you will do is arrange the first meeting and give instructions

There's a nice checklist for this in the handouts

Find a time that works for your committee members

- Contact an alternate to serve if someone cannot make it

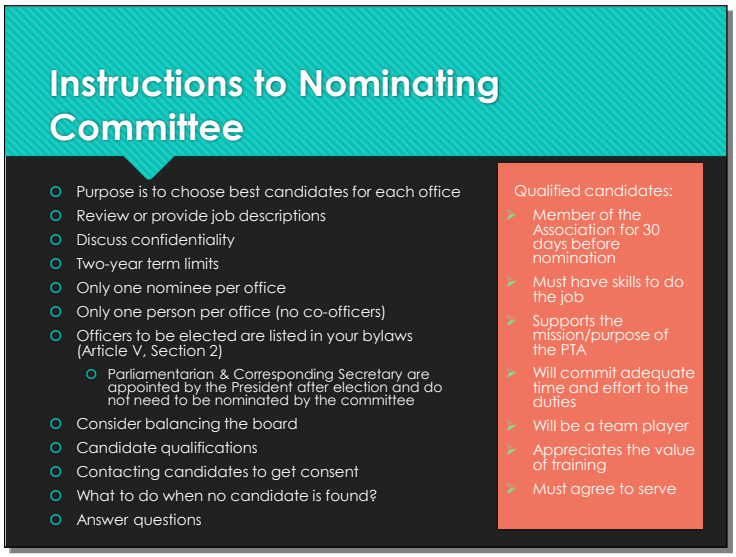
Have an election of committee chairperson

- Chairperson will:
    - lead the discussion,
    - schedule follow-up meetings,
    - ensure a slate is created,
    - have the report completed & signed
    - Arrange to have slate posted 28 days in advance of election

Parliamentarian reminds president to give notice of the upcoming election at least 30 days prior (includes time, date, place and business to be conducted)

Parliamentarian can be elected to the nominating committee under the same rules as everyone else. If not elected to the committee, you will leave after you have given instructions and a chair is named.

Slide 23



What do you tell the committee?

Instruct the committee (sample packet you can give to your nominating committee is on the website)

- Purpose is to choose the best candidates for each office
- Review the job descriptions so that they know what is entailed (or provide copies)
- Candidates must be members of the Association for 30 days before nomination
    - If not in your unit, but member of another unit, the candidate must purchase a membership when nominated
    - This applies particularly to middle schools and high schools who may recruit incoming freshmen parents
- Discuss confidentiality – this is a closed committee, and all information shared should be confidential so that frank discussions can be had regarding candidates
    - If a committee member is being considered for an office, they are excused from the discussion and can rejoin to vote on the nominee
- Consider having a balance of experienced and new officers
- Nominees must agree to serve
    - Not advisable to try to coerce someone

- Qualified candidates will:
    - support the mission/purpose of the PTA
    - commit adequate time and effort
    - Appreciate the value of training
- **A person is elected to office for ONE YEAR**. They may be elected again to serve 2 years.
    - Two-year term limits – no one can serve more than 2 years in any one office (can come back after a year)
    - **Provide a list of current officers and indicate which are in 2nd term**
- **Only ONE nominee per office**
- **Only ONE person per office - No Co-Officers**
- **Check your bylaws to see which offices need to be elected**
    - Note: Corresponding Secretary and Parliamentarian are NOT elected. These are appointed after election by the president-elect.
    - If you want to add officers, they have to be added into the bylaws. Once in the bylaws, they need to be elected every year.
        - So if you want to add someone to your board, it is better to add a committee chair (can make a standing committee with a vote, but may also change quorum)
- **What if you can't find a candidate**:
    - Post nominees 28 days in advance with the position shown "OPEN"
    - Continue to work on finding someone until the election
        - If nominees are found, read updated report at the association meeting
    - Nominations will be called for from the floor at election
    - Any unfilled positions after elections will be filled by the executive board

- Give advice on procedures as needed

Slide 24

Can make calls during your meeting to ask a candidate you are very interested in

When calling, inquire if they are interested in the job, but do not guarantee or imply the position is theirs until the committee has decided. Let them know that deliberations are being held and their name came up.

May meet multiple times as needed.

Chair will arrange any further meetings
Chair arranges to have the slate posted 28 days prior to election

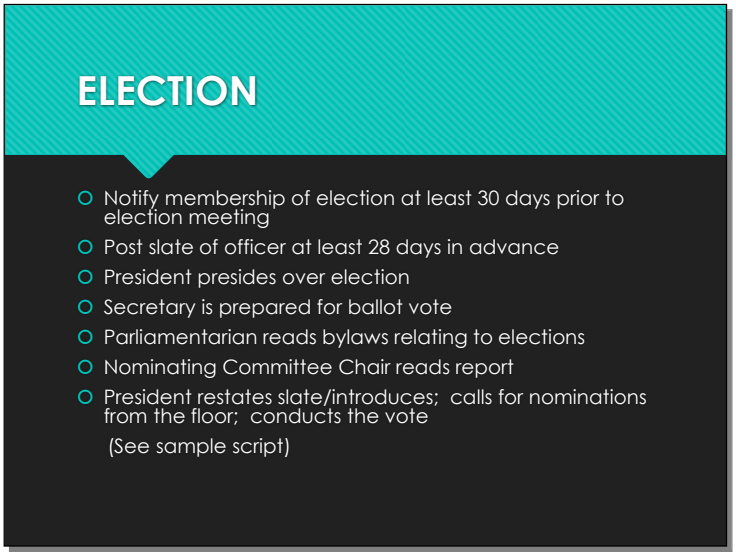
Slide 25

Check bylaws to see what month your election meeting is held (many are in February)

Parliamentarian reads bylaws Article V, sections pertinent to election of officers (Section 1, 2, 3, 4, 5, 6, 7, 8, 9, 11)

Secretary should have a current copy of the members list and ballots in case of a contest

I have included information in the packet, along with a fillable script for your Association meeting



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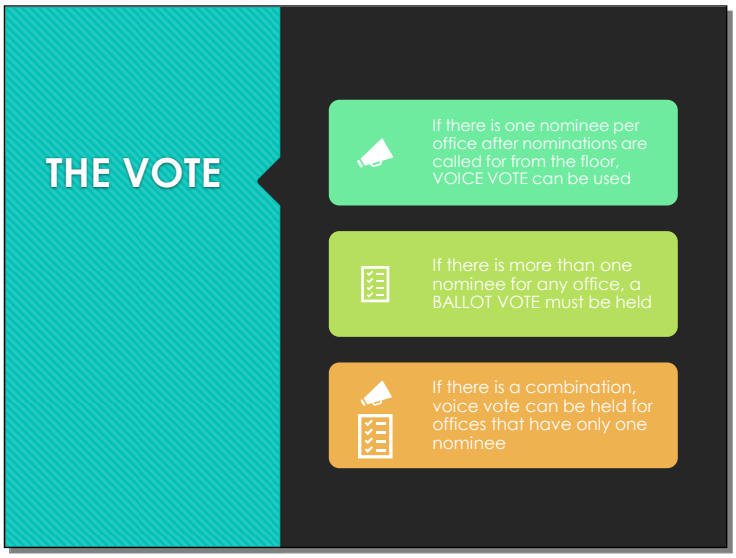
Most often, we only have one candidate for each office, so vote can be taken by voice vote.

However, if there are nominations from the floor and there is more than one candidate for an office, a ballot vote must be taken for that office.

There is a process for this – please contact Council if you anticipate a ballot vote and we can assist
More on the Voting Process in our January training



Tellers are appointed by the President
(3 – a chair and 2 tellers)
Tellers distribute, collect and count the ballots
Nominees may not be a teller, but can have one person observe the tellers
President asks all members to rise – members are counted (# members eligible to vote)

Counting ballots:

- # of ballots – all are counted towards votes cast
- Illegal ballots do not count for either nominee – unintelligible, name of nonmember, ballots folded together
- Majority vote needed

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Conclusion:

- Council is here to support you, to be a resource for you, and to help you navigate the ins and outs of what is required of us as a part of California PTA to make sure that you are able to continue to be a PTA. So please don't hesitate to reach out to us if you have questions.