



Unit Parliamentarian's Guide Year-At-A-Glance

AUGUST

- ☐ Read the bylaws (make notes of suggested changes and questions)
- ☐ Request login access to E-bylaws (capta.org)
<https://capta.org/pta-leaders/services/ebylaws/>
- ☐ Your unit President needs to appoint a bylaws review committee at the first association meeting.
You are the chair.
(You can make a motion to ratify the President's Appointment in the Association Meeting)
- ☐ Ensure all members of exec board have copy of current bylaws and standing rules.
(this can be put in the google drive for exec to access with redacted signatures)
- ☐ Get name and email address of council parliamentarian.
- ☐ Attend Burbank LIST training.

SEPTEMBER

- ☐ Make sure your President has appointed a bylaws review committee, if not already done in August.
Earlier is better when it comes to bylaws review.
- ☐ Bylaws must be reviewed every year, double check when your bylaws were last sent up through channels with edits and changes. Every five years you MUST send your bylaws up through channels.
- ☐ Meet with bylaws review committee. Make sure everyone has a copy of the current bylaws and standing rules.

OCTOBER

- ☐ Complete bylaws review and send up through channels if necessary.

NOVEMBER

- ☐ Make sure nominating committee is elected at Association meeting.
- ☐ Check in with your President to get “Report of the Nominating Committee” form. Council Parliamentarian will e-mail you a copy as well.
- ☐ Prepare list of Exec positions which will definitely need to be filled.
- ☐ Contact members of Association nominating committee to arrange first meeting
- ☐ Attend first meeting of nominating committee. Give instructions to the committee about what they need to do – open but confidential discussion about qualifications.
- ☐ Make sure the committee elect a chair and note the name. Give the nominating committee chair a paper copy of the “Report of the Nominating Committee”. When they have completed the slate, chair will fill out the report and all members will sign.

DECEMBER

Take a breath and enjoy the holidays!



JANUARY

- ☐ Reminder: Slates must be presented in February prior to election in March

FEBRUARY

- ☐ Association nominating committee chair presents the report of the nominating committee at the exec meeting and then at association
- ☐ Check in with your President to get the election script from Council Parliamentarian. Email from council parliamentarian with script will arrive also.

MARCH

- ☐ During association election, read the parts of the bylaws as directed in the election script
- ☐ After the association election, complete the exec new officer roster sheet. Give to president.
- ☐ At March exec meeting – give/send out the New officer contact sheet to new exec board

APRIL /MAY

- ☐ CAPTA Convention (Great resource for new information) OPTIONAL
- ☐ Attend Burbank Council LIST training in May

JUNE

- ☐ Attend First District training (adds more info) OPTIONAL
- ☐ Make sure procedure book and bylaws files are up-to-date.

Thank you for all of your hard work!!! You have made a difference this year in the lives of our Burbank students. Sincerely, Your Council Parliamentarian