



PTA PARLIAMENTARIAN

HOW-TO GUIDE 2021

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WORKSHOP OVERVIEW

- Parliamentary Role/ Duties
- Parliamentary Law
- Motions
- Voting
- Bylaws/E-Bylaws
- Year At-A-Glance

PARLIAMENTARIAN

- Appointed Officer
- A consultant/advisor (to President and Membership)
- Has the same rights and privileges as any member, can vote and participate fully.

**“Know the rules well, so you can
break them effectively.”**

~Dalai Lama XIV



PARLIAMENTARIAN: AS AN ASSISTANT

Parliamentary Procedure



- Resource for how to run meetings and the organization, based on Robert's Rules of Order.
- Helps get business done.

Meeting Preparation



- Specifically for Elections Meetings and Bylaws Meetings.
- Can also aid the President in laying out the guidelines for a meeting.

Tracks Speakers



When a motion is on the floor, you track the number of speakers. You encourage fairness for all.

Listens to Proceedings



Always listening to make sure that everyone is being heard and that the president feels fully supported.

PARLIAMENTARY DUTIES



Justice Matters

Make sure everyone understands,
emphasis on fairness

Assists President to manage meetings

Advises on Robert's Rules of Order

Reviews Bylaws and Standing Rules

Serves as Bylaws Committee Chairman

Instructs the Nominating Committee

PARLIAMENTARY LAW BASICS

OR

ROBERT'S RULES OF ORDER

- **ORDER**
- **EQUAL OPPORTUNITY**
- **JUSTICE**
- **RIGHT OF MINORITY TO BE HEARD**
- **RIGHT OF MAJORITY TO DECIDE**



MOTIONS: EIGHT STEPS

1: OBTAIN THE FLOOR

2: RECOGNITION BY THE CHAIR

3: MAKE THE MOTION

4: MOTION IS SECONDED

5: CHAIR RESTATES THE MOTION

6: DEBATE OR DISCUSSION

7: TAKE THE VOTE

8: CHAIR ANNOUNCES THE RESULTS

JUST FOR LAUGHS...

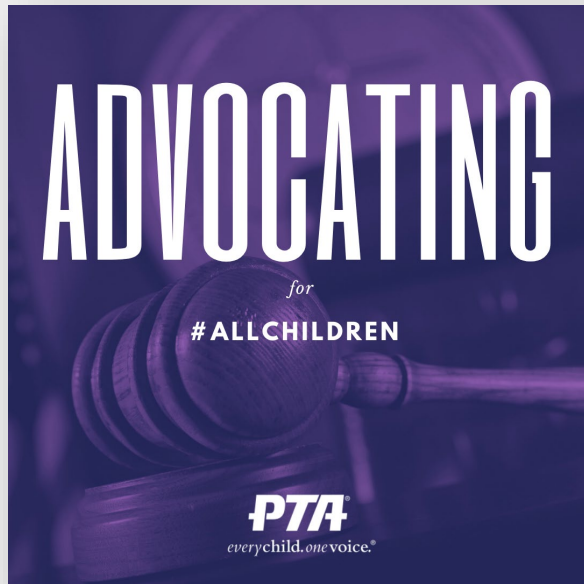


"Just make it up as you go along, like everybody else!"



"WHAT LUCK!"

MOTIONS: AMENDING A MOTION



Insert or add words

Strike words

Strike words and insert others

Substitute one paragraph for
another

MOTIONS: VOTING METHODS

Voice vote

Show of hands vote

Roll call

Ballot

General Consent



MOTIONS: VOTING

- Voting by proxy is prohibited
- **Actions taken in violation of the Bylaws are null and void**
- Non-members may not make motions, debate, or vote





"Well, let's get started now we've got a quorum."

COMMITTEES

Nominating Committee: Instructs and Attends the First Meeting

Bylaws Committee: Chairperson

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NOMINATING COMMITTEE

- **FIRST MEETING**
- **NOMINATING COMMITTEE**
CHAIRMAN ELECTION
- **COMMITTEE**
PROCEDURE/INSTRUCTION

BYLAWS COMMITTEE ANNUAL REVIEW PROCESS

STEPS	WHEN	NOTES
READ THE BYLAWS	ASAP	Write down questions/suggestions
BYLAWS COMMITTEE APPOINTED	August Association Meeting	PTA President appoints this committee, the president also serves on this committee.
BYLAWS COMMITTEE RATIFIED	August Association Meeting	You can make this motion: “I move to ratify the appointment of the following people to the Bylaws Review Committee: (list people)”
SCHEDULE MEETING TO REVIEW THE BYLAWS	September/ ASAP	Reference your notes and update your bylaws.

BYLAWS COMMITTEE ANNUAL REVIEW CONTINUED

STEPS	WHEN	NOTES
PRESENT BYLAWS CHANGES TO EXECUTIVE BOARD	After you meet with the committee and notate changes	You must present the suggested changes to the Executive Board for approval before printing and sending up through channels. This needs to be in the minutes.
PRINT AND DELIVER BYLAWS/CHANGE FORM TO COUNCIL PARLIAMENTARIAN	Once approved by executive board	You will print four (4) copies of the bylaws, you keep one (1) copy and send three (3) copies to council. Include four (4) copies of the Signature page. Also fill out Change Form.
BYLAWS COME BACK FROM CAPTA, SIGNED	Once they are approved	Council Parliamentarian will contact you with a copy of your bylaws, signature pages and instructions.

BYLAWS COMMITTEE ANNUAL REVIEW CONTINUED

STEPS	WHEN	NOTES
NOTIFY THE ASSOCIATION OF CHANGES TO THE BYLAWS	30-90 days before the Association Meeting	You can email all members or post a copy of the bylaws changes at school, notifying them the date of the meeting where the new bylaws will be approved and proposed changes.
PRESENT BYLAWS CHANGES TO ASSOCIATION MEMBERS	At Association Meeting	You go over changes to the bylaws with association. You can make a motion: "I move to adopt the bylaws and standing rules as amended."
SIGN SIGNATURE PAGES AND APPROVE AT ASSOCIATION	At/Right after meeting where vote to adopt was held	You will have the President and Recording Secretary Sign all four signature pages. The Parliamentarian and Recording Secretary keep originals and two additional pages get sent back to Council.

BYLAWS: WHAT ARE THEY?

- **Legally binding document**
- **Rules that cannot be changed**
- **Rules that cannot be suspended**

BYLAWS CONTENT

I. NAME OF ORGANIZATION

II. PURPOSES

III. POLICIES

IV. MEMBERSHIP

V-VI. OFFICERS

VII. ASSOCIATION MEETINGS

VIII. EXECUTIVE BOARD

IX. COUNCIL MEMBERSHIP

X. CHARTER PROCEDURE

XI. STATE PTA/NATIONAL PTA

XII. ARTICLES OF ORGANIZATION

XIII. ID NUMBERS, FISCAL YEAR

XIV. PARLIAMENTARY AUTHORITY

XV. AMENDMENTS AND SIGNATURES

STANDING RULES & ADDITIONAL STANDING RULES

BYLAWS: EVEN MORE!

- **WHO GETS A COPY?**
 - Originals to Recording Secretary, Parliamentarian
 - Copies to Executive Board Members
 - Any Member upon request
- **WHEN TO UPDATE**
 - Review Annually
 - Update **at least** every 5 years



TELECONFERENCING 2021-2022

IMPORTANT INFORMATION:

WAIVER:

California State PTA has extended the waiver for the use of teleconference meetings for Executive Board/Committee and Association meetings to **December 31, 2021**.

HYBRID MEETINGS:

It is acceptable for units that wish to use a hybrid platform for their meetings as long as they can figure out how to make sure that everyone can hear and vote.



YEAR AT-A-GLANCE OR YAAG

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.

YAAG CONTINUED...

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.



YAAG, CONTINUED...

NOVEMBER

- Nominating Committee is elected at Association meeting. “I move to elect the following members to serve on the NC...”
- Prepare list of exec positions which will need to be filled.
- Contact members of Association Nominating Committee to arrange first meeting.
- Provide “Report of the Nominating Committee” form to your NC Chairperson. Council Parliamentarian will e-mail you a copy as well.



- 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 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.

YAAG, CONTINUED...

DECEMBER

- ☐ Take a breath and enjoy the holidays!

JANUARY

- ☐ Reminder: Slates must be presented in February prior to election in March, **28 days before meeting, notify your members** that an election will be held. (Email or posted at school.)

FEBRUARY

- ☐ 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.



YAAG, CONTINUED.

MARCH

- During Association election, read the parts of the bylaws as directed in the election script (Article V).
- 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/ JULY

- Attend First District training (adds more info) OPTIONAL
- Make sure procedure book and bylaws files are up-to-date. A shared unit google drive is helpful.



THANK YOU! QUESTIONS?

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