

**Torrance Council of PTAs  
Spring Training Workshops 2021**

# **Parliamentarians**

## **Parliamentary Procedure Nominating Committee and Elections**

Please feel free to contact Torrance Council of PTAs  
for questions or assistance

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Important information can be found in your unit bylaws, and at  
Torrance Council of PTAs website: [www.torrancecouncilofptas.org](http://www.torrancecouncilofptas.org)  
California State PTA website: [www.CAPTA.org](http://www.CAPTA.org)  
CAPTA PTA Toolkit: [www.toolkit.capta.org](http://www.toolkit.capta.org)

# Checklist for a Healthy PTA

Each board member is responsible for ensuring that a PTA stays healthy and remains in good standing. If the answer is 'yes' to the following, your PTA will continue to thrive.

## **Bylaws**

- Are bylaws reviewed yearly and updated (sent through channels for approval) every five years?
- Does the PTA understand and follow PTA bylaws, policies and procedures?
- Is a nominating committee elected each year at least 60 days before the PTA election?

## **Membership Enrollment**

- Is an initial membership campaign held toward the beginning of the school year?
- Are continuing opportunities provided for parents and staff to join? (Membership is year-round.)
- Is membership growing each year?
- Is membership per capita sent through channels at least monthly and by deadlines?

## **Minutes**

- Are minutes and an attendance record kept for all meetings?
- Are all action items recorded as motions, including approval of the proposed programs for the year, the budget, all fundraising activities and all expenses?

## **Annual Reports**

- Are volunteer hours being recorded? At meetings? At events?
- Are annual historian reports, with the number of volunteer hours for the year, filed by the deadline?

## **Leadership**

- Do members of the executive board work well together?
- Does the PTA attract qualified candidates and encourage/mentor new leaders?
- Do leaders attend council/district PTA meetings and take advantage of training opportunities?
- Do leaders communicate effectively with members?

## **Financial Procedures**

- Are financial procedures in accordance with recommended PTA policies and procedures?
- Is a member, who is not a check signer, appointed to review the monthly bank reconciliation?
- Are blank checks never signed and two people always count cash?
- Is the budget approved and actual revenues and expenditures compared at least quarterly?
- Is the insurance premium and the workers' comp form/remittance sent in by deadline?
- Are all checks signed by two authorized officers? And are all expenditures properly authorized?
- Is a Year-End Financial Report prepared after the end of the fiscal year to assist in preparing of tax filings?
- Are tax filings – an RRF-1 and some form of a 990 and a 199 – submitted in a timely manner?

## **Treasurer's Reports**

- Are written reports presented/ filed monthly? Are balances, receipts and disbursements recorded in the minutes each month? Are questions welcomed and replied to with sufficient detail to assure transparency?
- Are receipts provided for each check before the expense is approved/ratified and listed?
- Are the reports presented at both executive board and association meetings?

## **Audits**

- Are audits conducted at least twice a year? And whenever there is a change in check signers?
- Are audits prepared and adopted in accordance with the bylaws and PTA financial procedures?
- Is the audit report, the audit checklist and any recommendations/findings submitted to the district PTA?

<b>SAMPLE PTA AGENDA WITH PHRASES TO USE</b>	
<b>CALL TO ORDER:</b> <i>(on time!)</i> President stands and calls meeting to order.	<ul style="list-style-type: none"> <li>• <i>The meeting will please come to order.</i></li> </ul>
<b>OPENING CEREMONIES:</b> Pledge of Allegiance	<ul style="list-style-type: none"> <li>• <i>_____ will lead us in the Pledge of Allegiance. Please stand.</i></li> </ul>
<b>APPROVAL OF MINUTES:</b> Secretary stands, addresses chair and reads Minutes. Or, with approval of group, Minutes may be assigned to a committee for approval or correction. Or, if Minutes are distributed before the meeting, the chair starts by asking if there are any corrections.	NO MOTION NEEDED <ul style="list-style-type: none"> <li>• <i>The secretary will read the minutes of the meeting on _____ (date).</i></li> <li>• <i>Are there any corrections?</i></li> <li>• <i>The minutes are approved as presented. OR</i></li> <li>• <i>The minutes are approved as corrected.</i></li> </ul>
<b>FINANCIAL REPORTS:</b>	NO MOTION NEEDED <ul style="list-style-type: none"> <li>• <i>_____ will present the treasurer's report.</i></li> <li>• <i>You have heard the report of the treasurer. Are there any questions?</i></li> <li>• <i>The report will be filed for the auditor.</i></li> </ul>
<b>AUDIT REPORT:</b> <i>(semi-annual)</i>	MOTION NEEDED TO ADOPT <ul style="list-style-type: none"> <li>• <i>It has been moved and seconded that the audit report be adopted. (Follow steps for a motion)</i></li> </ul>
<b>PRESENTATION OF BILLS:</b> Bills are presented and payment is voted on. (Bills should be itemized in Minutes as to the amount, who is to be paid and what payment covers.)	MOTION NEEDED TO PAY BILLS <ul style="list-style-type: none"> <li>• <i>The treasurer will read the bills.</i></li> <li>• <i>It has been moved and seconded that the bills be paid. (Follow steps for a motion.)</i></li> </ul>
<b>REPORT OF EXECUTIVE BOARD:</b> <i>(for association meetings)</i> A summary report (not the minutes) is read for the information of the members. Recommendations are voted on one at a time with the secretary moving the adoption of any of the recommendations.	MOTION REQUIRED BUT A SECOND IS NOT, WHEN A MOTION COMES FROM A COMMITTEE/ BOARD
<b>REPORTS OF COMMITTEES:</b> President calls for the 'report of the committee'. Person making the report moves the adoption of any recommendations.	<ul style="list-style-type: none"> <li>• <i>_____ will present the report of the committee.</i></li> <li>• <i>Are there any questions about the report?</i></li> <li>• <i>If not, the report will be filed OR</i></li> <li>• <i>You have heard the recommendations. (Follow steps for a motion.)</i></li> </ul>
<b>UNFINISHED BUSINESS:</b>	<ul style="list-style-type: none"> <li>• <i>The first item of unfinished business is _____</i></li> </ul>
<b>NEW BUSINESS:</b>	<ul style="list-style-type: none"> <li>• <i>The first item of new business is _____</i></li> </ul>
<b>ADJOURN:</b>	NO MOTION IS NECESSARY <ul style="list-style-type: none"> <li>• <i>The meeting is adjourned.</i></li> </ul>

## EIGHT STEPS TO A MOTION

<b>1. Obtain Floor</b>	<b>Member – Rises or raises his/her hand and waits to be recognized before speaking further.</b>
<b>2. Recognition By Chair</b>	<b>Chair – Grants member right to speak by a nod or by saying the member’s name.</b>
<b>3. Make Motion</b>	<b>Member – States the motion, ‘I move ...’</b> <ul style="list-style-type: none"> <li>• Motions are always in the affirmative.</li> <li>• Chair has the right to request that the motion be in writing, unless the rules indicate otherwise.</li> </ul>
<b>4. Motion Seconded</b>	<b>Another member says, ‘I second the motion’ or simply, ‘Second!’</b> <ul style="list-style-type: none"> <li>• Indicates that more than 1 person wishes to consider the subject.</li> <li>• If there is no second, chair says, ‘Motion fails for lack of a second.’</li> <li>• Motions coming from a committee do not need a second.</li> </ul>
<b>5. Chair Restates Motion</b>	<b>Chair – Repeats motion, ‘It has been moved and seconded that...’</b> <ul style="list-style-type: none"> <li>• Only the chair can formally place a motion before the assembly.</li> <li>• The motion is now pending. Once stated by the chair, it cannot be changed or withdrawn without consent of the members.</li> </ul>
<b>6. Debate   Discussion</b>	<b>Chair – Asks, ‘Is there discussion?’</b> <ul style="list-style-type: none"> <li>• Maker of the motion has the right to speak first.</li> <li>• Discussion must remain relevant to the pending question.</li> <li>• Chair should endeavor to alternate pro and con speakers.</li> <li>• Maker of the motion may vote against it, but may not speak against it.</li> </ul>
<b>7. Putting The Question: The Vote</b>	<b>Chair – When discussion appears to be concluded asks, ‘Are you ready for the question?’</b> <ul style="list-style-type: none"> <li>• If discussion has been long or amendments made, chair restates motion as it presently stands by saying: ‘The question is on the adoption of the motion that ...’</li> </ul> <b>Chair – Calls for a vote by saying, ‘All those in favor of the motion say Aye’ and pauses for response. “All those opposed say No.’</b> <ul style="list-style-type: none"> <li>• Always call for the negative vote, no matter how unanimous the affirmative vote may appear.</li> </ul>
<b>8. Chair Announces Result</b>	<b>Chair – Says, ‘The ayes have it and the motion is adopted.’ or. ‘The nos have it and the motion is defeated.’</b> <ul style="list-style-type: none"> <li>• In a counted vote, chair should first announce the count, then the result of the vote. The chair then states the effect of the vote.</li> <li>• No motion is complete until the chair announces result of the vote.</li> </ul>

## Items to be Approved

5/23/2021

(These items MUST be recorded in the minutes of the appropriate meeting - include name of maker of motion, wording and result)

	Executive Board	Association	President	Committee	Timeline
<b>PROGRAMS/ACTIVITIES/FUNDRAISERS</b>					
Programs/ Activities/ Fundraisers	Approve & Recommend Program to Association. Approve Committee Program Plan of Action.	Approve Program/Activity	Participate in committees ex-officio. Assists/guides	Recommend plan of action including budget to Board. Carry out work approved. Report to Board.	Spring and/or First Meeting of year
Committees & Chairs	Ratify Chairs/Committees. Appoint Audit Committee & Bank Reconciliation Reviewer	Ratify appointments of audit committee & Bank Rec Reviewer	Appoint Chairs/ Committees		Spring or First Meeting; As needed
Contracts	Approve & Recommend approval of contract to Assoc.	Approve contracts for programs	Sign contract w/another officer, include titles to avoid liability		Prior to signing, As needed
<b>FINANCIAL</b>					
Budget	Approve & recommend to Association Approve/recommend revisions	Approve Budget Approve revisions to budget	Appoint committee, Serves ex-officio Ensure current budget approved	Chaired by Treasurer, Prepares budget Review/recommend changes	Spring meeting AND First meeting of year As needed
Release funds	Recommend release of funds	Releases funds for programs	Ensure funds are released		Prior to expenditures
Expenditures	Authorize payments. Approve bills to be paid. Ratify checks.	Authorize payments and/or Ratify checks. "Approve pay bills until next meeting."	Sign checks w/treasurer & payment authorizations w/secretary		Each Meeting
Audit	Approve Audit	Adopt Audits (July-Dec and Jan-June)		Audit Committee reviews. Auditor presents audit.	Mid-Year, Beg of year
Financial Reports	Review & Receive	Review & Receive	No Motion Needed "Any Questions? The report will be filed for Audit"	Treasurer & Financial Secretary prepare & present reports for each meeting	Each Meeting
<b>ADMINISTRATIVE</b>					
Minutes	Review, Correct & Approve minutes of Board	Review, Correct & Approve minutes of Association	No Motion Needed "Any Corrections? The minutes are approved as presented/corrected."	President can appoint committee to review minutes	Each Meeting
Bylaws	Approve any changes to bylaws prior to sending to council	Adopt Bylaws after approved by CAPTA	Appoint bylaws committee; serve ex-officio; Give 30 day notice of meeting & post changes; sign adopted bylaws w/secretary	Bylaws committee chaired by Parliamentarian recommends changes to Board; return signed copy to Council Parliamentarian	Review every year. Update at least every 5 years, or as needed
<b>REPRESENTATION</b>					
Nominating Committee	Parliamentarian to convene nominating committee	Elect Nominating Committee	DOES NOT serve ex-officio	Prepares a slate of officers; Post slate 28 days prior to election	At least 60 days prior to election meeting
Elected Officers	Elect officers to fill any vacancies after election	Elect Officers at Annual Election meeting	Give 30 day notice of mtg. Ensure slate is posted 28 days prior		Check bylaws for election month
Council Delegs.		Appoint/elect Council delegates	Give names to Council Parliam.		September
Conv. Delegs.	Consider candidates	Elect addl.Convention delegates	President-elect is delegate		Prior to May

# Unit Bylaws Information Summary

INSTRUCTIONS: Use your bylaws to fill in the blanks and create your own quick reference guide.

**Unit Legal Name:** \_\_\_\_\_

**PTA Council:** \_\_\_\_\_ **District:** \_\_\_\_\_

**PTA Organization Date:** \_\_\_\_\_ **Fiscal Year Starts:** \_\_\_\_\_ **Fiscal Year Ends:** \_\_\_\_\_

**National PTA ID #:** \_\_\_\_\_ **California PTA ID #:** \_\_\_\_\_ **EI #:** \_\_\_\_\_

**FTB #:** \_\_\_\_\_ **CT #:** \_\_\_\_\_ **Incorporated Unit - Corporation #:** \_\_\_\_\_

**Membership Dues:** \$\_\_\_\_\_ per member | \$2.25 National PTA | \$2.00 California State PTA  
\$\_\_\_\_\_ District | \$\_\_\_\_\_ Council | \$\_\_\_\_\_ (This amount remains in unit.)

**Officers:** President, Secretary, Treasurer, Parliamentarian, Historian & (check all your board positions):

Executive Vice President | EVP serves notice of president's vacancy?  Yes  No

VPs - How many? \_\_\_\_\_  Corresponding Secretary  Financial Secretary  Auditor

**Nominating Committee:** # of members: \_\_\_\_\_ # of alternates: \_\_\_\_\_

Date officers assume duties (month/day - e.g. July 1): \_\_\_\_\_

**Association Meetings** (week/day - e.g. 3rd Monday): \_\_\_\_\_

Months: \_\_\_\_\_

Months: \_\_\_\_\_

Annual Meeting/Election Month: \_\_\_\_\_ | Quorum: \_\_\_\_\_

Special Meetings called at written request of \_\_\_\_\_ (number) of board members

**Board Meetings** (week/day - e.g. 1st Tuesday): \_\_\_\_\_

Amount authorized for unbudgeted items between association meetings: \$\_\_\_\_\_

Special Meetings called at written request of \_\_\_\_\_ (number) of board members | Quorum: \_\_\_\_\_

**Council Membership:** Council Assessment (if any): \_\_\_\_\_ Due to council on: \_\_\_\_\_

# additional delegates for regular meeting: \_\_\_\_\_  Elected OR  Appointed in (month): \_\_\_\_\_

Length of term: \_\_\_\_\_ year(s) | # of additional delegates for Annual Meeting: \_\_\_\_\_

**Vice Presidents:** (Add title/role for VPs- e.g. 'Programs Chairperson')

1st Vice President serves as \_\_\_\_\_

2nd Vice President serves as \_\_\_\_\_

3rd Vice President serves as \_\_\_\_\_

4th Vice President serves as \_\_\_\_\_

5th Vice President serves as \_\_\_\_\_

6th Vice President serves as \_\_\_\_\_

**Due Dates** - Send to council/district:

Board Roster \_\_\_\_\_

Annual Budget \_\_\_\_\_

PTA Insurance \_\_\_\_\_

Annual Financial Report \_\_\_\_\_

Adopted Audits \_\_\_\_\_

Gov't Filings: IRS 990 \_\_\_\_\_

FTB 199 \_\_\_\_\_

AG RRF-1 \_\_\_\_\_

**Additional Check Signer:** (Elected officer not residing in the same household as president, treasurer, financial secretary, or auditor. Also, cannot be the secretary or auditor): President, Treasurer and \_\_\_\_\_

**Standing Committees** (List committees that function all year):

Membership  Programs  Fundraising  Safety  Hospitality  Family Engagement