



Parliamentarians and Presidents

Bylaws, Elections & Parliamentary Procedure

June 2023 Workshop

BYLAWS FOR LOCAL PTA/PTSA UNITS

_____ National PTA Identification Number	_____ California State PTA Identification Number
_____ Name of Association	
_____ Torrance Council of PTAs Council PTA	
_____ Thirty-Third District California Congress of Parents and Teachers, Inc. District PTA	
_____ Address of School - Street	
_____ Torrance, 9050- City - Zip Code	
_____ Grades In School	
_____ Organization Date of This Association	

REVISED JANUARY 2022

California State
PTA
everychild.onevoice.

Bylaws

Bylaws are the legally
binding document of
your PTA as a California
nonprofit corporation



- I Name**
- II Purposes**
- III Basic Policies & Principles**
- IV Membership & Dues**
- V Officers & Elections**
- VI Duties of Officers & Chairs**
- VII Association Meetings**
- VIII Executive Board**
- IX Council Membership**
- X Charter Procedure**
- XI Relationship with National PTA & CAPTA**
- XII Articles of Organization**
- XIII Identifications Numbers & Fiscal Year**
- XIV Parliamentary Authority**
- XV Amendments**
- Signature Page**
- Standing Rules**

**What's
in the
bylaws?**



Who we are: PTA Structure

(Article I)

National PTA

California State PTA (CAPTA)

33rd District PTA

Torrance Council of PTAs

Local PTA UNIT (School PTA)

According to our bylaws, we are basically governed by four sets of rules

Bylaws

Standing Rules

- CAPTA
- 33rd District
- Torrance Council of PTAs
- Unit

CAPTA.org - Toolkit

- Article XI

Robert's Rules of Order

- Article XIV

Our Mission Is to positively impact the lives of all children and families.



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



To advocate for fiscal responsibility regarding public tax dollars in public education funding.



OUR PURPOSES



Who we are:

- ▶ Charter of CAPTA & National PTA
- ▶ Non-profit 501c3
- ▶ Membership organization

Policies:

- Noncommercial
- Nonsectarian
- Nonpartisan
- Committed to Inclusiveness & Equity



What does this mean for us?



All our ACTIONS are CONSISTENT with our MISSION and PURPOSE



Our FOCUS is on PROGRAMS. Fundraising supports our programs (3 to 1 rule)



Committed to inclusiveness & equity



No part of our income is distributed to our members or officers - NO GIFTS or Gift Cards

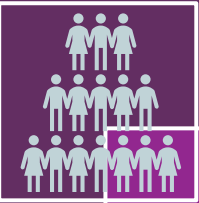


We do not endorse any businesses, religion or political candidates



Governed by our members. Association approves all our actions

PTA Roles and Organization



Association

- **DECIDES WHAT WE DO:**
 - *Approve Programs & Activities*
 - *Approve Fundraisers & Contracts*
 - *3 to 1 Rule*
 - *Adopts Bylaws*
- **HOW MONEY IS SPENT**
 - *Adopt Budget*
 - *Releases funds*
 - *Approves/Ratify Expenditures*
 - *Adopt Financial Review*
- **CHOOSE REPRESENTATION**
 - *Elect Officers*
 - *Elect Nominating Committee*
 - *Elect Convention Delegates*
 - *Council Delegates*



Executive Board

- **CARRY OUT BUSINESS DIRECTED BY ASSOCIATION**
 - *Develop plans for programs/events*
 - *Create committees*
 - *Review/approve committee recommendations*
- **PROTECT ASSETS & REPORT TO ASSOCIATION**
 - *Recommend actions*
 - *Financial review & transparency*
 - *Pay Bills*



President

- **OFFICIAL REPRESENTATIVE OF ASSOCIATION**
 - *Preside at meetings*
 - *Sign contracts, checks, payment authorizations*
 - *Review/approve communications*
 - *Meet with site administrator*
- **COORDINATE & OVERSEE THE WORK**
 - *Appoint chairs and committees*
 - *Ex-officio member*
 - *Ensure compliance with requirements*



The Association (Article VII)

is responsible to:



▶ DECIDE WHAT WE DO

- Approve PROGRAMS and ACTIVITIES
- Approve FUNDRAISERS
 - 3 to 1 Rule
- Approve any CONTRACTS to be signed
- Adopts bylaws

▶ DECIDE HOW TO SPEND MONEY

- Adopt BUDGET
- Release Funds
- Approve/Ratify Expenditures
- Adopt Financial Review (formerly Audit)

▶ CHOOSE REPRESENTATION

- Elect OFFICERS
- Elect NOMINATING COMMITTEE
- Elect Convention Delegates
- Elect or appoint Council Delegates
- Ratify Financial Review Committee and Bank Reconciliation Reviewer



Executive Board

(Article VIII)

is responsible to:



▶ CARRY OUT BUSINESS DIRECTED BY ASSOCIATION

- Develop plans for programs/events
- Create committees
- Review/approve committee recommendations
- Fill vacancies on the board

▶ PROTECT ASSETS & REPORT TO ASSOCIATION

- Recommend actions
- Financial review & transparency
- Pay Bills
- Keep permanent records
- File appropriate documentation



The President

is responsible to:



▶ OFFICIAL REPRESENTATIVE OF ASSOCIATION

- Preside at meetings, develop agenda
- Sign contracts, checks, payment authorizations
- Review/approve communications
- Meet with site administrator

▶ COORDINATE & OVERSEE THE WORK

- Appoint chairs and committees
- Ex-officio member
- Ensure compliance with requirements
- Give reports to association



Meetings: Who & What

Three types of meetings:

Association - Officers, all PTA members

Executive Board - Officers, Principal, Teacher Reps, Standing committee chairs, student reps

Committees - Chairs, committee members, president ex-Officio

What is needed?

- ▶ **Notice of Meeting**
 - ▶ Includes date, time, location
- ▶ **Agenda** - prepared by the chair
 - ▶ Ask officers/chairs for agenda items in advance
 - ▶ Share the agenda with the appropriate group in advance
 - Note: Association agenda should be sent 10 days before meeting
- ▶ **Quorum** - can be found in bylaws
- ▶ **Minutes for each meeting** (Board & Association)
 - ▶ This is your official record.
- ▶ **Financial reports** from officers
- ▶ **Committees report to the board** - verbally or written
- ▶ **Board reports to the association**

(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
PROGRAMS/ACTIVITIES/FUNDRAISERS					
Programs/ Activities/ Fundraisers	Approve & Recommend Program to Association. Approve Committee Event Plan	Approve Programs/Activities/ Fundraisers	Participate in committees ex-officio. Assists/guides	Recommend plan of action including budget to Board. Carry out work AFTER approved. Report to Board.	Spring and/or First Meeting of year; As needed
Committees & Chairs	Ratify Chairs/Committees. Appoint Financial Review Committee & Bank Reconciliation Reviewer	Ratify appointments of Financial Review committee & Bank Rec Reviewer	Appoint Chairs/ Committees Participates in committees ex-officio (except nominating committee)		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	Review & recommend vendor, secure contract & present to board	Prior to signing, As needed
FINANCIAL					
Budget	Approve & recommend to Association	Approve Budget	Appoint committee, Serves ex-officio	Chaired by Treasurer, Prepares budget	Spring meeting AND First meeting of year
	Approve/recommend revisions	Approve revisions to budget	Ensure current budget approved	Review/recommend changes	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.	Sign checks w/treasurer & payment authorizations w/secretary	Submit payment authorization requests as needed.	Each Meeting
Financial Review (formerly audit)	Approve Financial Review	Adopt Financial Reviews (July-Dec and Jan-June)		Financial Review Committee reviews and signs. Financial Reviewer presents to Board & Association.	Mid-Year, Beg of year
Financial Reports	Review & Receive	Review & Receive	No Motion Needed "Any Questions? The report will be filed for Financial Review"	Treasurer & Financial Secretary prepare & present reports for each meeting	Each Meeting
ADMINISTRATIVE					
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; submit through channels; return signed copy to Council Parliamentarian	Review every year. Update at least every 5 years, or as needed
REPRESENTATION					
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



The Parliamentarian

is responsible to:



- ▶ Advise on parliamentary procedure
- ▶ Assist the president in keeping order
- ▶ Know the bylaws & rules
 - Provide bylaws to board & members if requested
- ▶ Chair the bylaws committee
 - Review bylaws annually, revise every 5 years
- ▶ Instruct & advise the nominating committee



Running your Meetings: Why Parliamentary Procedure?

Order

Equal Opportunity

Justice

Right of Minority to be Heard

Right of Majority to Decide



Motions:

All actions taken should have a motion recorded in the minutes

Eight Steps to a Motion

Obtain the Floor

Chair Recognizes

Make Motion: “I move...”

Motion Seconded

“Is there a second?”

Chair Restates Motion

“It’s been moved and seconded to...”

Asks for Discussion

“Is there any discussion?”

Motion can be amended

Chair Calls for a Vote

All those in favor say aye. Any opposed?

Chair Announces Result

Motion carried/approved or denied



Streamlining Meetings: General Consent

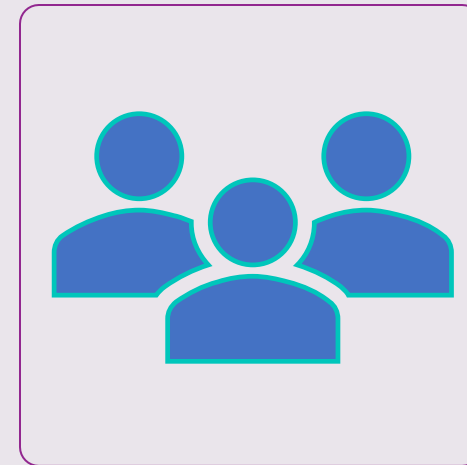


- ▶ General consent: “If no objection, ...”
- ▶ Can be used for ROUTINE business
 - Matters not of importance
 - Where no objection is expected
- ▶ **MUST NOT BE USED** for Important Decisions
- ▶ If anyone objects, you **MUST** go back to the 8 steps for a motion
- ▶ Provide opportunity for discussion
- ▶ Hold a full regular vote
 - ▶ All in favor say aye
 - ▶ Any opposed say nay



Conducting Meetings

- Make meetings meaningful
- Set Ground Rules - Parliamentarian to help enforce
- Prepare a script ahead of time
- Determine who will bring motions needed ahead
- Allow for discussion
- Vote on all important decisions
- Record all actions taken (motions approved) in the minutes (official record)





Presidents & Parliamentarians Working together

- ▶ Meet to discuss how you'll work together
- ▶ Parliamentarians don't correct presidents, they advise
- ▶ Parliamentarians can be called on when there are questions about the rules or procedure
- ▶ Often parliamentarians sit near the president in meetings so they can be easily consulted
- ▶ Parliamentarians can help keep order by keeping track of time, persons wishing to speak, reminding of ground rules

Questions??





Nominating Committee and Elections

(Article V)





Set Annual Election Meeting Date

Check Bylaws for month (Article V.7 or VII.2) and day (SR 7)

Elect Nominating Committee at Association Meeting

At least 60 days before Election Mtg # of members in Bylaws Article V.4c

Parliamentarian Calls 1st Meeting of the Nominating Committee

Give instructions & Elect Chair Committee selects Nominees

Nominating Committee Report Submitted to Members

Post at least 28 days prior to election (*no signatures*)

Notice of Election to Members

Give written notice of the meeting 30 days prior to election

Election Meeting

Present Slate Call for Nominations from floor

Submit Signed Nominating Committee Report

Original to Recording Secretary Copy to Council Parliamentarian

ELECTION PROCESS



Timeline

- Elected by Association at least 2 months prior to annual election meeting (date in bylaws)

Choosing Members

- Number of members & alternates in bylaws (Article V)
- Principal is advisor (unless elected as a member)

Qualifications of Nominees:

- Must be PTA member
- Cannot serve 2 consecutive years
- Should be knowledgeable about PTA & qualified potential officers

President Role

- President does NOT serve on nominating committee
- President conducts election under New Business at Association Meeting on Agenda

Elect Nominating Committee

Nominating Committee Election Meeting

Agenda

- Elect Nominating Committee listed under New Business
- **“We will now elect the nominating committee.”**

Read Bylaws Article V, Section 3 or 4

- **“The Parliamentarian will now read the section of the bylaws pertaining to the Nominating Committee”**
- Parliamentarian reads the section

Nominations

- The board may recommend nominees
- Nominations must be taken from the floor
 - **“The floor is now open for nominations for the Nominating Committee”**
- President will call on anyone who raises hand
- Confirm acceptance of nominations. **“Do you accept the nomination?”**
- When no further nominations, say **“The nominations are now closed.”**

Vote

- If there are only enough nominees to fill spots, the vote can be taken by voice, saying **“If there are no objections, the ballot will be dispensed with and the vote taken by voice vote. “All those in favor say aye. Any opposed say no”**
- If there are more than needed, a ballot vote must be taken.



Straw Ballot

Gives Members a voice
in choosing nominees

Can help identify
people who want to
serve

Confidential

Distribute to your
members before
Nominating Committee
meets

Parliamentarian
collects straw ballots
and provides results to
the nominating
committee

Use is Optional

Link for google form: <https://docs.google.com/forms/d/1ZH6yO-XreaSEsesN5NGVGN2C55t7P8Gg5WQukqaX5Yc/edit?usp=sharing>



Parliamentarian & Nominating Committee

Parliamentarian Duties:

- ▶ Arrange the first meeting
- ▶ Call alternate as a replacement if a member cannot make the first meeting
- ▶ Instruct the nominating committee
 - ▶ process, job descriptions
 - ▶ confidential discussions
 - ▶ inform committee of officers who have termed out
- ▶ Conduct an election of committee chairperson
- ▶ Stay only if elected to the nominating committee
- ▶ Be available to consult and answer questions if needed

Chairperson duties:

- ▶ 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



Instructions to Nominating Committee

- ▶ Purpose is to choose best candidates for each office
- ▶ Review or provide job descriptions
- ▶ Discuss confidentiality
- ▶ Two-year term limits
- ▶ Only one nominee per office
- ▶ Only one person per office (no co-officers)
- ▶ Officers to be elected are listed in your bylaws (Article V, Section 2)
 - ▶ Parliamentarian & Corresponding Secretary are appointed by the President after election and do not need to be nominated by the committee
- ▶ Consider balancing the board
- ▶ Candidate qualifications
- ▶ Contacting candidates to get consent
- ▶ What to do when no candidate is found?
- ▶ Answer questions

Qualified Board candidates:

- Member of the Association for 30 days before nomination
- Must have skills to do the job
- Supports the mission/purpose of the PTA
- Will commit adequate time and effort to the duties
- Will be a team player
- Appreciates the value of training
- Must agree to serve



Duties of Nominating Committee

CONTACT CANDIDATES

- Provide info on the duties of the job
- **Confirm they are capable, willing and eligible**
- Do not confirm nomination until the committee has agreed

VOTE TO CHOOSE NOMINEES

CHAIRPERSON RESPONSIBILITIES:

- Contact any nominees that were called to let them know the committee's decision
- Advise nominees to attend the election meeting
- Complete the Report of Nominating Committee and secure signatures
- Reconvene to fill any open positions (up to election)
- Submit report to members 28 days prior to election



REPORT OF THE NOMINATING COMMITTEE

SUBMIT REPORT AT LEAST 28 DAYS PRIOR TO ELECTION MEETING

- Use most effective way to reach ALL members
- Post on Website or on Campus
- Email or Put it in Newsletter

ENSURE THAT CANDIDATES ON THE SLATE ARE ELIGIBLE

- Two year term limits
- Only one nominee per office, Only one office per person
- President, financial officers & check signers may not be related
- Candidates have given consent
- Candidates are members of the Association for 30 days before nomination

WHAT TO DO WHEN NO CANDIDATE IS FOUND FOR A POSITION?

- Post slate with position(s) as “OPEN”
- Nominating Committee continues to look for people to fill the slate until the election
- Nominations are called for from the floor
- Any open positions after the election are filled by election by the Executive Board-Elect

ANNUAL ELECTION MEETING

At least **30 days** prior to election, written notice of election to membership

At least **28 days** prior to election, submit Report of Nominating Committee to members

President presides over election

Election on Agenda as New Business

Secretary is prepared for ballot vote (member list, ballots)

Parliamentarian reads bylaws relating to elections

Nominating Committee Chair reads report & gives signed copy to Recording Secretary

President restates slate/introduces nominees;

President calls for nominations from the floor

President conducts the vote (see sample script)

Ballot Vote is required if more than one nominee for an office

Any vacant offices will be filled by election of the Board-Elect

Use the fillable pdf for the Election Script

Section 2:
Line out the offices that your school doesn't have.

Page 2:
When you fill in your nominees in the Report of the Nominating Committee on page 2, it will populate the names in the rest of the document.

Any positions that you do not have can be crossed out.

Election Script for Units

Fill in the hi-lited sections with info from your unit bylaws. Fill in the slate of officers and other blanks with the information from your unit.

President: We will now conduct our election.

The parliamentarian, _____, will read the sections of the bylaws pertaining to elections.

Parliamentarian: I will now read portions of the bylaws pertaining to elections.

<Note: read bylaws Article V, Sections 1, 2, 4a, 4e, 5-8, 11 (2019 version as below) OR Sections 1, 2, 3a, 3b, 3c, 3d, 3g, 4, 5, 6, 7, 11 in older versions>

ARTICLE V – OFFICERS AND THEIR ELECTION

SECTION 1.

Each Officer or board member of this Association shall be a member of this Association.

SECTION 2.

The Officers of this Association shall be a president, executive vice president, _____ (# of) vice president(s), recording secretary, corresponding secretary, treasurer, financial secretary, auditor, historian and parliamentarian. These officers shall be elected annually with the exception of the corresponding secretary and the parliamentarian, who shall be appointed by the president subject to the ratification of the executive board.

SECTION 4.

- a. Nominations for office shall be made by a nominating committee which shall be elected by the Association.
- e. The report of the nominating committee shall be submitted to the membership at least twenty-eight (28) days prior to the annual election meeting. At the annual election meeting, additional nominations must be called for from the floor.

SECTION 5.

- a. The privilege of holding office shall be limited to members of the association whose dues are paid and who have been members of the association for at least thirty (30) days previous to nomination.
- b. Individuals who are current members in any PTA or PTSA in good standing must pay dues to this association upon nomination to office in order to qualify as members at the time of election.

SECTION 6.

- a. Only those persons who are eligible and who have signified their consent to serve if elected shall be nominated for or elected to office.
- b. Nominees for the offices of president, treasurer, financial secretary, auditor, or any elected officer authorized to sign checks shall not be related by blood or marriage or reside in the same household.

SECTION 7.

Election shall be held by ballot at the annual election meeting in [_____] month]. If there is but one nominee for any office, the ballot for that office may be dispensed with and the election held by voice vote.

SECTION 8.

- a. Officers shall serve for a term of one (1) year.
- b. No Officer shall be eligible to the same office for more than two (2) consecutive terms or hold more than one (1) elected or appointed office.
- c. Officers shall assume their duties on July 1.
- d. No officer shall serve past the start of the next term unless elected to serve in that term. A person who has served in an office for more than six months of a full term shall be deemed to have served a full term in such office.

SECTION 11.

If an office remains unfilled after election, it is considered a vacant office to be filled by the board-elect.

President: Will the chairman of the nominating committee, _____, please present the committee report?

Chairman of Nominating Committee: <Reads the report, and notes if updated from publicized slate>
On behalf of the nominating committee, I present the following slate of officers:

President: _____
Executive Vice President: _____
1st Vice President Director of _____ : _____
2nd Vice President Director of _____ : _____
3rd Vice President Director of _____ : _____
4th Vice President Director of _____ : _____
5th Vice President Director of _____ : _____
6th Vice President Director of _____ : _____
Recording Secretary: _____
Treasurer: _____
Financial Secretary: _____
Auditor: _____
Historian: _____

The nominating committee report was posted on _____ [date]
The nominating committee members are: _____

President: Thank you to the nominating committee for their report.
According to our bylaws, nominations from the floor are now in order.
I will restate the nominees. Please stand as your name is called.

_____ has been nominated for President. Are there any further nominations for President?
_____ has been nominated for Executive Vice President. Are there any further nominations for Executive Vice President?

_____ has been nominated for 1st Vice-President. Are there any further nominations for 1st VP?
_____ has been nominated for 2nd Vice-President. Are there any further nominations for 2nd VP?
_____ has been nominated for 3rd Vice-President. Are there any further nominations for 3rd VP?
_____ has been nominated for 4th Vice-President. Are there any further nominations for 4th VP?
_____ has been nominated for 5th Vice-President. Are there any further nominations for 5th VP?
_____ has been nominated for 6th Vice-President. Are there any further nominations for 6th VP?

_____ has been nominated for Recording Secretary. Are there any further nominations for Recording Secretary?
_____ has been nominated for Treasurer. Are there any further nominations for Treasurer?
_____ has been nominated for Financial Secretary. Are there any further nominations for Financial Secretary?
_____ has been nominated for Auditor. Are there any further nominations for Auditor?
_____ has been nominated for Historian. Are there any further nominations for Historian?

Are there further nominations for any of these offices?
Hearing none, I declare the nominations closed.

The bylaws state that where there is but one nominee for an office, the ballot may be dispensed with and the election held by voice. Is there any objection to this procedure? < PAUSE>

Hearing none, the following are presented for election <read slate>

President: _____
Executive Vice President: _____
1st Vice President: _____
2nd Vice President: _____
3rd Vice President: _____
4th Vice President: _____
5th Vice President: _____
6th Vice President: _____
Recording Secretary: _____
Treasurer: _____
Financial Secretary: _____
Auditor: _____
Historian: _____

All those in favor say aye < PAUSE>

Those opposed say no. < PAUSE>

The ayes have it. Congratulations to the elected officers!

Note: Enter the names of your nominees once, and pdf will fill in the rest.

NOMINATIONS FROM THE FLOOR

According to our bylaws, Nominations must be taken from the floor.

Qualifications:

- ▶ Nominating person must be a paid member (at least 30 days) to nominate
- ▶ May nominate self
- ▶ Second is not required
- ▶ Nominees must meet eligibility as required by bylaws:
 - ▶ member at least 30 days
 - ▶ signify consent either in person or in writing
 - ▶ have not met 2 year term limit
 - ▶ If president or financial officers, not related

Procedure:

President:

- ▶ Acknowledges member
- ▶ Asks for name of eligible nominee
- ▶ Confirms consent of nominee
- ▶ Calls for ballot vote

(script provided)



THE VOTE



If there is one nominee per office after nominations are called for from the floor, VOICE VOTE can be used



If there is more than one nominee for any office, a BALLOT VOTE must be held



If there is a combination, voice vote can be held for offices that have only one nominee

HOLDING A BALLOT VOTE

PROCEDURE:

President conducts the vote:

- ▶ Appoints a tellers committee (1 chair and 2 tellers)
- ▶ Call for Count of the house (ask eligible members to raise hand to be counted)
- ▶ Instruct voters how to complete the electronic ballot

Tellers:

- Count eligible voters
- Distribute & collect ballots
- Count ballots

Voter Eligibility:

- ▶ Only members may vote (one vote per person)
- ▶ If no member list available, all adults present may vote
- ▶ Officers, including president may vote

Counting the Vote:

- ▶ Nominees may not be tellers
- ▶ Each nominee may have one observer of the counting

**If you anticipate having need of a Ballot Vote due to contention, please contact TCPTA for support and assistance in conducting your ballot vote.*

Tellers Duties & Report

Tellers:

- ✓ Count the number of eligible voters (count of the house)
- ✓ Distribute ballots to eligible voters
- ✓ Collect ballots or use ballot box
- ✓ Count ballots
- ✓ Illegal ballots do not count in tally, but count as votes cast
- ✓ Illegal votes are:
 - ✓ unreadable or symbols
 - ✓ Nominee is not a member,
 - ✓ ballots folded together (not tallied but count as 1 vote cast)
- ✓ Blank ballots not counted
- ✓ Chair gives written report to president.

Tellers Report includes:

- ▶ Total eligible voters: _____
(*count of the house*)
- ▶ Total votes cast: _____
(*includes illegal ballots*)
- ▶ Number needed to elect: _____ (*majority=1/2 eligible voters+1*)
- ▶ Nominee [name] votes received: _____
- ▶ Nominee [name] votes received: _____

Tellers Report must be included in the minutes

Conclusion of Vote

- ▶ President announces who is elected. Number of votes for each nominee is not announced unless requested.
- ▶ After the announcement of the vote, chairman of tellers moves to destroy the ballots.
- ▶ Challenges must occur during the election meeting.
- ▶ If no nominee receives a majority vote, the ballot is repeated.
- ▶ Procedure is repeated for each contested office.



Questions??





BYLAWS

- ▶ Bylaws are the governing rules for your organization
- ▶ Basic form cannot be changed or suspended
- ▶ All * items automatically apply
- ▶ President, Rec Secretary & Parliamentarian keep original copy with wet signature
- ▶ Every officer has a copy
- ▶ Must be shown to members if requested (don't give copy or distribute)
- ▶ Do not post on website
- ▶ Amendments must be approved by CAPTA, Board and Association
- ▶ Should be reviewed annually
- ▶ Must be updated at least every 5 years

STANDING RULES

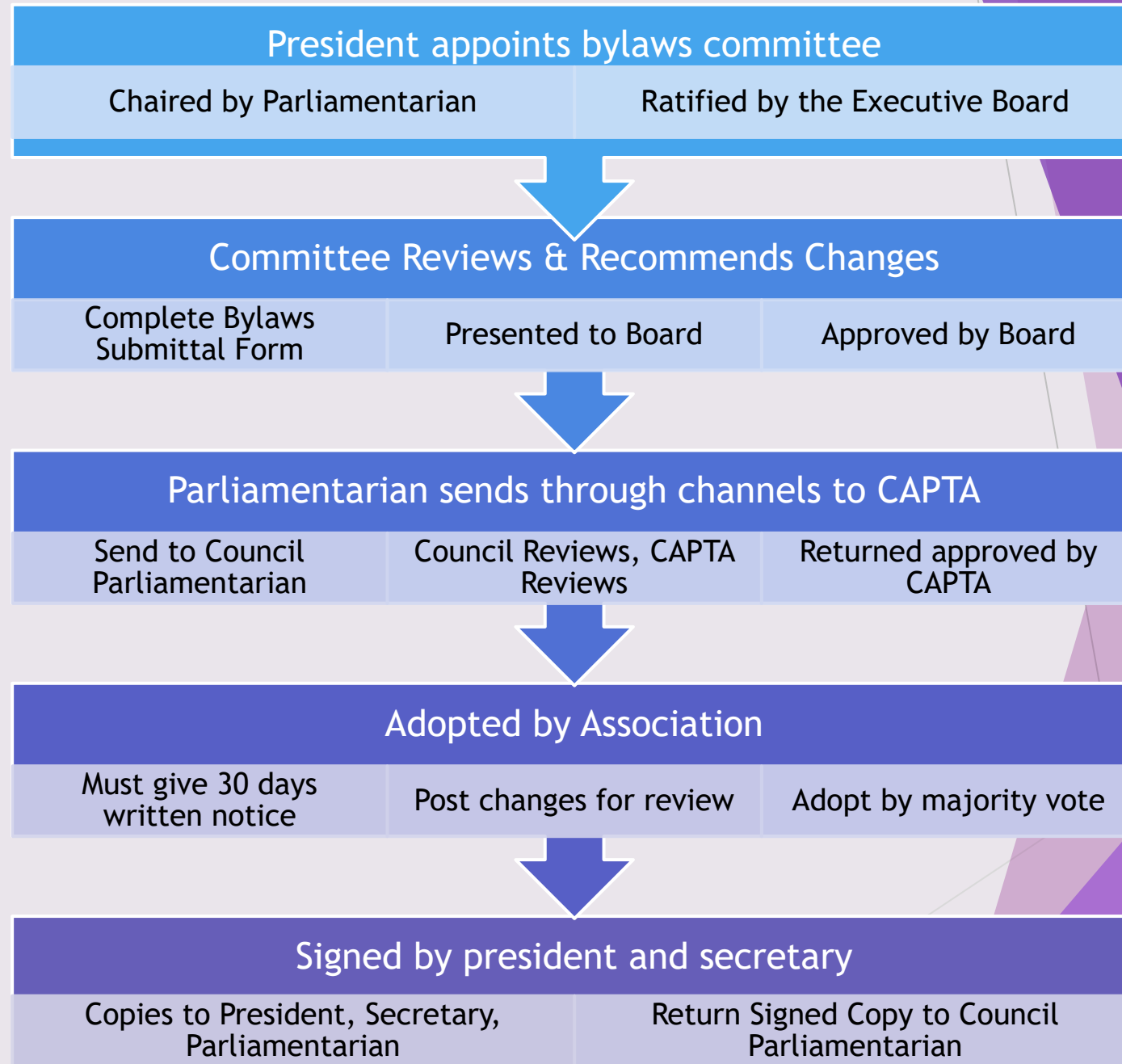
- ▶ Standing Rules provide the procedures/details of the work
- ▶ Cannot contradict Bylaws
- ▶ Units should have these
 - ▶ From CAPTA (included in form)
 - ▶ From 33rd District
 - ▶ From Torrance Council
 - ▶ From Your Unit
- ▶ Changes can be made as needed.
- ▶ Approve at board meeting.
- ▶ Amendments can be adopted at any association meeting with a majority vote/30 day notice (2/3 vote with no notice)
- ▶ Submit a copy to Council Parliamentarian

Bylaws & Standing Rules Basics



Bylaws Update Process

(Article XV: Amendments)





Bylaws Cheat Sheet

Bylaws Information Summary

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

PTA legal name: _____

PTA Council name: _____ **PTA District Name:** _____

PTA Organization date: _____ Fiscal Year starts: _____ Fiscal Year ends: _____

National PTA ID #: _____ California PTA ID #: _____ EI #: _____

FTB #: _____ CT #: _____ Incorporated Units - Corporation #: _____

Membership dues: \$ _____ per member | \$2.25 National PTA | \$2.00 California State PTA
\$ _____ District | \$ _____ Council | \$ _____ (this amount remains in unit)

Officers: (check all your board positions) President Secretary Treasurer Parliamentarian Historian
 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: _____

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 _____

Government 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

_____ _____ _____ _____ _____ _____

eBylaws

- ▶ When updating bylaws, you will need to use ebylaws to print the form
- ▶ Fill out the Bylaws Worksheet ahead of time to help you fill in the information
- ▶ You can update and download as many times as you'd like
- ▶ Completing ebylaws does NOT submit them



Go to CAPTA.org
Choose ⇒ “PTA LEADERS”
⇒ “RUN YOUR PTA”
⇒ “BYLAWS AND
STANDING RULES”

Find Info on bylaws here &
a link to ebylaws

The screenshot shows the California State PTA website (capta.org) with a navigation menu open. The menu items are: PTA LEADERS, PROGRAMS + EVENTS, FOCUS AREAS, RESOURCES, and JOIN. The 'PTA LEADERS' menu is expanded, showing sub-items: RUN YOUR PTA, PROGRAMS, SERVICES, and PTA STORE. The 'RUN YOUR PTA' sub-menu is further expanded, showing: LEADERSHIP MADE EASY, TOOLKIT, JOB DESCRIPTIONS, FORMS, TRAINING CENTER, FINANCE, BYLAWS AND STANDING RULES (highlighted), TIPS FOR LEADERS, BUILDING MEMBERSHIP AND MARKETING PTA, NOMINATIONS AND ELECTIONS, PARLIAMENTARY PROCEDURE, and ADVOCACY FOR PTA LEADERS. The main content area features a banner for 'Demand Arts Education for All Students' and a section for 'CA's largest children's advocacy association, working to improve the lives of all children and families.' with a 'JOIN YOUR LOCAL PTA' link. The URL in the browser is https://capta.org/pta-leaders/run-your-pta/bylaws-and-standing-rules/.

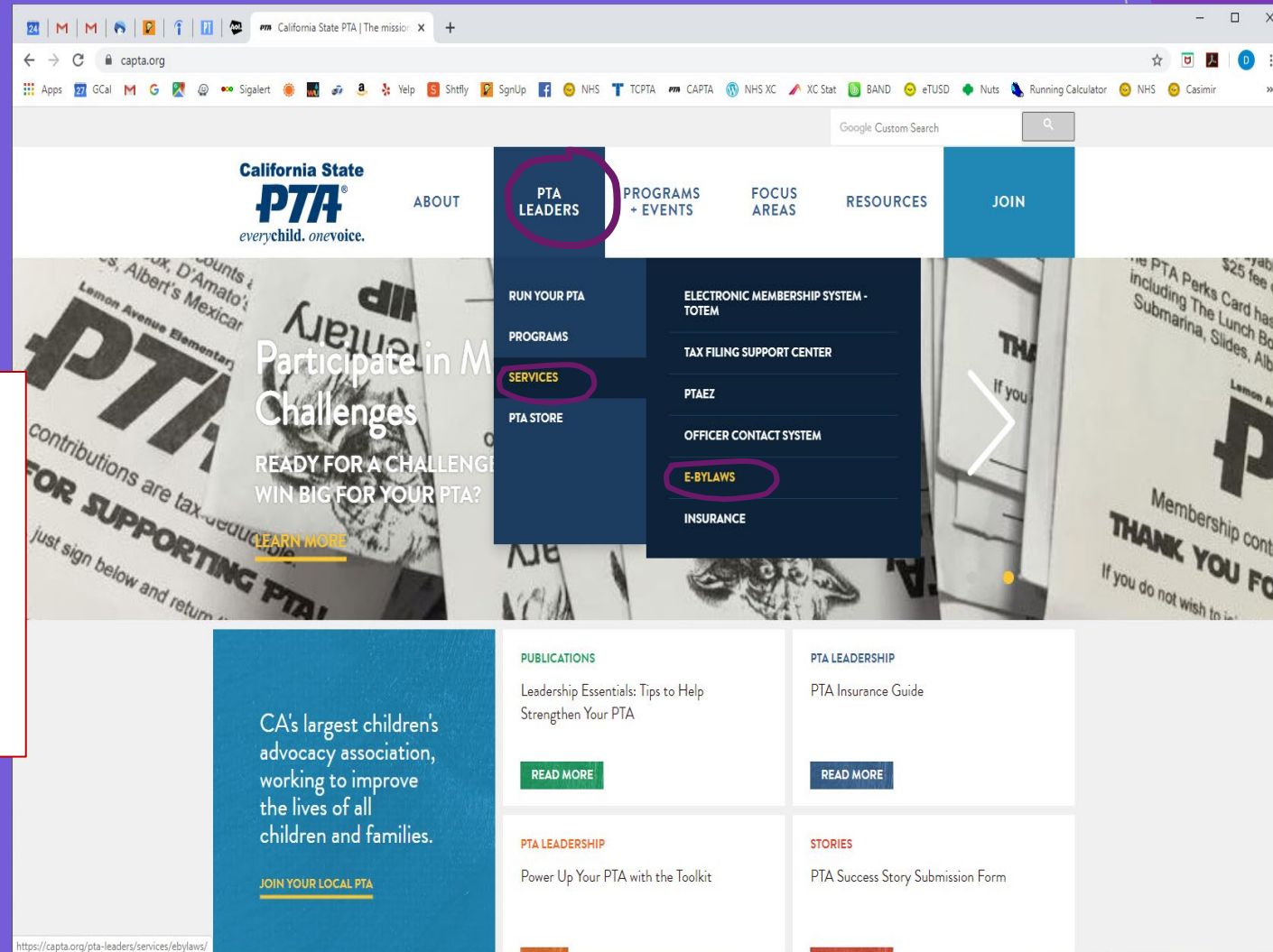
getting started with ebylaws

ebylaws

Or go DIRECT to ebylaws:
Choose ⇒ “PTA LEADERS”

- ⇒ “SERVICES”
- ⇒ “E-BYLAWS”

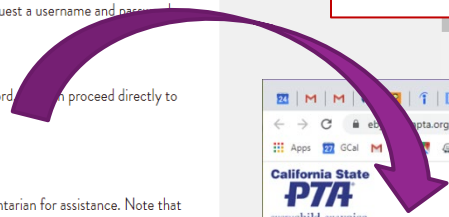
This will take you directly
to the ebylaws page



The screenshot shows the California State PTA e-Bylaws website. The header includes the PTA logo with the tagline "everychild. onevoice." and navigation links for ABOUT, PTA LEADERS, PROGRAMS + EVENTS, FOCUS AREAS, RESOURCES, and JOIN. A secondary navigation bar contains "Run Your PTA", "Programs", "Services", and "PTA Store". The main content area features a "Welcome to e-Bylaws" section with a "REQUEST USERNAME & PASSWORD" button and an "ACCESS E-BYLAWS" button. A sidebar on the left lists services like "Electronic Membership System - TOTEM" and "Tax Filing Support Center". A "Join our Mailing List" form is also present.

Choose "REQUEST USERNAME & PASSWORD" if you have not signed up.

"ACCESS E-BYLAWS" if you have already signed up



This screenshot shows the login page of the e-Bylaws system. It features a "Login" form with fields for "Username" and "Password", and a "Login" button. The page includes the California State PTA logo and the eBylaws logo, which is noted as being "Powered by GRAY STEP SOFTWARE". A security seal in the top right corner indicates the site is "VERIFIED & SECURED".

ebylaws sign in



What should be changed when bylaws are revised?

(The following is done for you if you use ebylaws, based on your input)

Fill in any Blanks.

Words in *italics* are options or instructions to be followed.

Some apply to out-of-council or incorporated units

Line out with a single horizontal line sections not applicable

Write in any changes needed.

Items with *s cannot be changed. These are required for CAPTA.

Most items in the bylaws are there to ensure compliance with rules for non-profit status or to follow procedure for CAPTA, District or Council

Standing Rules should be updated to reflect your current practices

Bylaws Changes



Some things to consider:

DUES CHANGES - must be made in your bylaws and approved by CAPTA, then by your association, before being implemented.

Special rules apply to student, teacher or family dues.

ELECTION OF OFFICERS

Changing elected officers must be made in your bylaws and approved by CAPTA

Co-officers are NOT allowed. If you would like 2 people to share the responsibilities, one should be elected and the other can be appointed an assistant or standing chair. If you want the assistant to be a voting member of your board, you must include it in your bylaws standing rules.

STANDING COMMITTEES

Function year round and chairs are considered members of your board, count in your quorum and have a vote.

STANDING RULES

Consider creating them for your unit if you don't have them yet

Bylaws Changes



Standing Rules

Your bylaws should have 4 sets of Standing Rules

- ▶ CAPTA generated (included in standard form)
- ▶ 33rd District
(get from Council)
- ▶ Torrance Council
(get from Council)
- ▶ Unit (your PTA)
(created or revised by your unit)

- ▶ Standing Rules are consecutively numbered
- ▶ Each section's SR's should start with the number following the last one from the section before
- ▶ Any pages left blank should be numbered and say "This page was left intentionally blank"

2022 Bylaws



TELECONFERENCING: FOR ASSOCIATION MEETINGS IS ALREADY ADDED. IF YOU'D LIKE TO USE TELECONFERENCING FOR YOUR BOARD OR COMMITTEES, BE SURE TO CHECK THE BOX IN EBYLAWS



IF YOU UPDATE YOUR BYLAWS, YOU WILL NEED TO CHANGE "CHAIRMAN" TO "CHAIR"



STANDING COMMITTEE CHAIRS NO LONGER INCREASE YOUR QUORUM FOR BOARD, AND ONLY FOR ASSOCIATION IF YOU HAVE MORE THAN TEN

Submitting Bylaws

Submit Updated Bylaws to Council Parliamentarian via email with:

- ▶ Coversheet from 33rd District
- ▶ List of Amendments
- ▶ Standing Rules
 - ▶ CAPTA generated SR
 - ▶ 33rd District SR
 - ▶ TCPTA SR
 - ▶ Unit SR

(Fees and copies are no longer needed)



PO BOX 1235, LAKEWOOD CA 90714 • 562-804-4519 • FAX 562-804-5460 • PTA33rd@aol.com • www.33rdpta.org

BYLAWS SUBMITTAL FORM FOR UNITS AND COUNCILS

PLEASE ATTACH THIS FORM TO EACH SET OF BYLAWS SUBMITTED FOR APPROVAL

In-council units **SUBMIT TO:** Your council parliamentarian
Council parliamentarian and out-of-council units **SEND TO:**
Linda Morgan, Parliamentarian
Thirty-Third District PTA
PO Box 1235 Lakewood, CA 90714
Email: pta33rdparliamentarian@gmail.com

BYLAWS FOR: Unit: _____
Council: _____

District: Thirty-Third District PTA, Inc.
Organization Date: _____
California State PTA ID #: _____
National PTA ID #: _____
EIN #: _____ FTB #: _____
Incorporation # (if applicable): _____
Registry of Charitable Trust #: _____
Fiscal Year: July 1st to June 30th

ENCLOSED IS:

ONE (1) ORIGINAL DOUBLE-SIDED SET OF BYLAWS WITH STANDING RULES,
FOUR (4) DOUBLE-SIDED COPIES OF THE SIGNATURE PAGES, AND
A \$5.00 CHECK PAYABLE TO "THIRTY-THIRD DISTRICT PTA" (bylaws copying charge)

FOR: (check all that apply)

- New unit New council Organization Date: _____
- Update to most current edition without changes
- Change of Status/Name Change (District PTA to attach COS form signed by district president)
- Mandatory update required to reinstate charter/recognition
- Proposed amendments as listed on page 2 of this form
- Additional standing rules attached as required Unit/council has no additional standing rules

FROM: Unit parliamentarian's name: _____
Address: _____
Phone: (____) _____ Email: _____

Council parliamentarian's Name: Diane Wang
Address: 18005 Ardath Avenue, Torrance, CA 90504
Phone: (310) 292-4727 Email: tcptaparliamentarian@gmail.com

Date Submitted to Council (for unit use only): _____ Date Submitted to District (for council use only): _____

Adopting Bylaws

- ▶ Bylaws will be reviewed by CAPTA Parliamentarian
- ▶ Approved bylaws will be returned to you by Council
- ▶ Once received, vote to adopt at next Association Meeting
- ▶ Give 30 days written notice to Association
 - ▶ Include date and time of the meeting
 - ▶ Notice of changes proposed (can post amendments list)
- ▶ Vote to adopt changes at Association meeting
 - ▶ Recording Secretary & President sign all signature pages
 - ▶ Return signature page to Council Parliamentarian
- ▶ Bylaws do not go into effect until adopted by Association

SECTION 3.

After the California State PTA parliamentarian has approved and signed the amended Bylaws, the process of adoption by the Association must be completed. The Association shall by a two-thirds (2/3) vote of the members present adopt amended Bylaws at any Association meeting provided written notice of the meeting was given at least thirty (30) days prior to the date of the meeting to each member who, on the record date for the notice of the meeting, is entitled to vote at such meeting. (Note: If notice is provided by mail and the notice is not mailed by first-class, registered, or certified mail, such notice shall be given not less than twenty (20) days before the meeting.) The notice shall contain the place, date and time of the meeting and the general nature of the business that the board, at the time of the notice, intends to present for action by the members, but any proper matter may be presented at the meeting for action.

***SECTION 4.

The adoption of an amendment to any provision of the Bylaws of the California State PTA identified by a triple star (***) shall serve automatically and without the requirement of further action by this Association to amend correspondingly the Bylaws of this Association. Notwithstanding the automatic character of the amending process, this Association shall promptly incorporate such amendments in its Bylaws.

***SECTION 5.

The adoption of an amendment to any provision of the Bylaws required by California Corporations Code and identified by a double star (**) by the California State PTA shall serve automatically and without the requirement of further action by this Association to amend correspondingly the Bylaws of this Association. Notwithstanding the automatic character of the amending process, this Association shall promptly incorporate such amendments in its Bylaws.

SIGNATURES

BYLAWS OF:

(Full Legal Name of Association)

Council of PTAs

District PTA

APPROVED BY:

California State PTA Parliamentarian

Date

ADOPTED BY THE ASSOCIATION:

Association Secretary

Date of Adoption by the Association

Association President

Questions??



Helpful Resources

- ▶ California PTA website/Toolkit: CAPTA.org
- ▶ Torrance Council of PTAs website:
<https://www.torrancecouncilofptas.org/>
- ▶ Torrance Council of PTAs Parliamentarian:
parliamentarian@torrancecouncilofptas.org
- ▶ Torrance Council of PTAs President:
president@torrancecouncilofptas.org
- ▶ Your Torrance Council Mentor



Thank you for coming!

*Evaluation/
Feedback*



Please share your feedback so that we can make our trainings more effective.