

**Torrance Council of PTAs  
Fall Training Workshops 2019**

# **Presidents and Parliamentarians**

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

Please feel free to contact Torrance Council of PTAs

Parliamentarian: Diane Wang  
[tcptaparliamentarian@gmail.com](mailto:tcptaparliamentarian@gmail.com)  
(310) 292-4727

for any questions about parliamentary procedures, bylaws, elections, etc.

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?

SAMPLE PTA AGENDA WITH PHRASES TO USE	
<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>• _____ will lead us in the Pledge of Allegiance. Please stand.</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>• _____ will present the treasurer's report.</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>• _____ will present the report of the committee.</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>

## HOW TOS – AMENDING A MOTION

**MAIN MOTION:** I move that we have a parenting program at the park.

**This main motion may be amended by making a motion:**

☐ **To strike a particular word or phrase:**

I move to amend the motion by striking the words, 'at the park.'

OR

☐ **To insert a particular word or phrase:**

I move to amend the motion by inserting in October after the word 'program.'

OR

☐ **To strike and insert a particular word or phrase:**

I move to amend the motion by striking 'at the park' and inserting in November on the school grounds.

OR

☐ **To substitute the entire motion:**

I move to substitute the following: That we have an ice cream social.

**In Addition:**

A motion may be made to amend the amendment following the same procedure:

- *To strike, or*
- *To insert, or*
- *To strike and insert, or*
- *To substitute*

For example, if the amendment is to insert in the substitute motion:

I move to amend the amendment by inserting in October in the park.

**NOTE** – A vote must be taken on the motion to amend the amendment before any other amendments may be proposed. The main motion must be voted upon after all amendments have been addressed.

# Running an Event AND other Insurance and Legal Aspects of PTA

Torrance Council of PTAs Training Workshops, January 2019

## Event Planning (and Budgeting) Worksheet (Fillable Form from TCPTA)

See [www.CAPTA.org](http://www.CAPTA.org) Toolkit, Or [www.TorranceCouncilofPTAs.com](http://www.TorranceCouncilofPTAs.com) Council Fillable form

## Fiduciary Agreement ([www.TorranceCouncilofPTAs.org](http://www.TorranceCouncilofPTAs.org)) to use with donations to schools;

Donation checks should be written to/delivered to TUSD, NEVER made out to your school.

PTAs may pay for school staff via a donation to TUSD, earmarked for identified school staff.

## TUSD Requirements; available at [www.TUSD.org](http://www.TUSD.org), AND [www.TorranceCouncilofPTAs.org](http://www.TorranceCouncilofPTAs.org)

- Facilities Use permit
- Banner permit
- Food trucks – procedure & list
- Flyer approval process
- TB Screening Form and procedures
- Volunteer form w/Code of Conduct
- Depts/Nutritional Services**
- Wellness Policy/Nutrition Standards

## PTA Insurance ([www.capta.org](http://www.capta.org) and [www.TorranceCouncilofPTAs.org](http://www.TorranceCouncilofPTAs.org))

Provided through CAPTA: Comprehensive General Liability with Extended Medical Payments, Professional Liability (Directors & Officers Liability), Fidelity Bond:

PTA Insurance Broker: **Changes in insurance; In effect as of 1/5/2019**

AIM Association Insurance Management, Inc.

8144 Walnut Hill Lane Suite 900 Dallas Texas 75231

(800) 876-4044, FAX (214) 360-0801

Email: [CAPTA@aim-companies.com](mailto:CAPTA@aim-companies.com)

DO NOT sign a hold harmless agreement (unless get permission from insurance company).

Insurance only covers your unit if proper procedures, financial and safety, are followed.

Insurance & Loss Prevention Guide--CAPTA Red light/Green light guide (on [www.CAPTA.org](http://www.CAPTA.org)):

- Red Light: activities and events that are prohibited
- Yellow Light: Activities and events which may require additional clearances; call insurance
- Green Light: approved activities and events
- Excess crime bond application
- TCPTA Addendum: Added TUSD limited events; [www.torrancecouncilofptas.org](http://www.torrancecouncilofptas.org)
- Hold Harmless Agreement
- Incident Report
- Parent's Approval and Student Waiver Form and Participant's Waiver Form

Do not use the Insurance version of these forms. Use the ones on the TCPTA website.

## Vendors/Concessionaires/Service Providers: **Must approve all contracts at Association Mtg**

- Vendor/concessionaire/service provider must sign PTA hold harmless agreement (found on insurance website and in CAPTA toolkit.)
- Evidence of insurance (\$1M policy required)
- Pre-approved vendor list, extensive listing, on [www.CAPTA.org](http://www.CAPTA.org) AIM Insurance info

## Contracts; See CAPTA toolkit [www.capta.org](http://www.capta.org) and [www.TorranceCouncilofPTAs.org](http://www.TorranceCouncilofPTAs.org)

- Conflict of Interest (Whistleblower) Forms for all Executive Board members annually
- Authorization from executive board before negotiating

# Running an Event AND other Insurance and Legal Aspects of PTA

Torrance Council of PTAs Training Workshops, January 2019

- Approval by PTA membership (association) before signing
- Signed by two elected officers, one of whom must be the president
  - “ABC PTA by Jane Smith, President and John Doe, (officer title)”
- Length of contract limited to current membership year

## Forms specific to TUSD/TCPTA ([www.TorranceCouncilofPTAs.org](http://www.TorranceCouncilofPTAs.org))

- TCPTA Addendum to PTA insurance guidelines: TUSD exceptions to Insurance Guidelines.
- TUSD-PTA Media Release Form: Combines TUSD and CAPTA media release forms. Use only version on TCPTA website.
- TUSD – TCPTA Fiduciary Agreement: Adapted from CAPTA form in CAPTA toolkit. Use ONLY version on TCPTA website.
- TUSD-PTA Student Participation Permission/Waiver Form: Combines the TUSD and CAPTA permission/waiver forms. Use this form for each individual event that requires a waiver. This form is distributed by principals and teachers and is available to them from TUSD. (Form revision in progress in conjunction with TUSD; New form to be available ASAP.)

## Raffles Forms and information on conducting a legal raffle: [www.ag.ca.gov/charities/raffles.htm](http://www.ag.ca.gov/charities/raffles.htm) And [www.TorranceCouncilofPTAs.org](http://www.TorranceCouncilofPTAs.org)

- A completed registration form and registration fee must be submitted by September 1 (or at least 60 days before your raffle) of each year (September 1 through August 31) during which a raffle is expected to be conducted.
- A Nonprofit Raffle Report must be completed for the raffles conducted during a reporting year (September 1 through August 31). Reports are due on or before October 1.

## Alcohol and PTA Events Approval and permission must be given by the Supt., or designee, prior to any alcohol being brought onto any TUSD school campus.

- **Selling Alcohol:** In accordance with the California State PTA insurance program, PTAs may not engage in the sale of alcoholic beverages. Donated alcohol may be used as auction items provided the auction is held at a non-school site location and the contents are not decanted during the event or on the premises.
- **Serving of Alcohol at PTA Events:** The California State PTA strongly urges PTAs to refrain from serving alcoholic beverages at PTA functions. Any alcoholic beverages must be provided and served by a licensed establishment or catering company that has the appropriate permits and insurance. The PTA may not collect for the cost of the alcoholic beverages through ticket sales. This cost must be paid separately to the licensed establishment.

## Advertising

Do not advertise or endorse any product or service, though you can recognize and thank donors. TUSD Wellness Policy limits publicizing food-related fundraisers at school sites.

## Accepting contributions

Your PTA is a 501(c)3 nonprofit. Any donation/gift may qualify as a charitable donation for federal income tax purposes; be careful NOT to say definitively that, ‘your contribution is tax deductible.’

## EVENT PLANNING WORKSHEET

PRIMARY EVENT INFORMATION	
Chairperson	Contact Information
Activity	Date
Location	Time

APPOINTED COMMITTEE MEMBERS	
Name	Contact Information
1	
2	
3	
4	
5	
6	
7	

### CHECK WHEN COMPLETED

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> OK with insurance        | <input type="checkbox"/> OK with PTA budget      | <input type="checkbox"/> Program approved by unit   |
| <input type="checkbox"/> Received staff input     | <input type="checkbox"/> OK with school calendar | <input type="checkbox"/> Funds allocated by unit  |
| <input type="checkbox"/> Hospitality arranged     | <input type="checkbox"/> Volunteers confirmed    | <input type="checkbox"/> Handouts collected from non-participating service providers        |
| <input type="checkbox"/> Parental permission slip | <input type="checkbox"/> Parking logistics       | <input type="checkbox"/> Publicity materials  |
| <input type="checkbox"/> Developed                | <input type="checkbox"/> Signage                 | <input type="checkbox"/> Developed  |
| <input type="checkbox"/> Duplicated               | <input type="checkbox"/> Crossing guards         | <input type="checkbox"/> Duplicated   |
| <input type="checkbox"/> Distributed              | <input type="checkbox"/> Special requirements    | <input type="checkbox"/> Letters/fliers to parents & staff                                  |
| <input type="checkbox"/> Evaluation form(s)       | <input type="checkbox"/> Flag                    | <input type="checkbox"/> PTA newsletter distributed   |
| <input type="checkbox"/> Developed                | <input type="checkbox"/> Judges                  | <input type="checkbox"/> Press releases and/or Public Service Announcements (PSAs) to media |
| <input type="checkbox"/> Duplicated               | <input type="checkbox"/> Custodian               |   |



PROGRAM EXPENSES					
Facility use permit	\$	Custodian	\$	Refreshments	\$
Fliers	\$	Handouts	\$	Signs	\$
Postage	\$	Nametags	\$		\$

PUBLICITY					
Fliers	Due date	Newsletter articles	Due date	Media releases	Due date

EQUIPMENT & AUDIOVISUAL REQUIREMENTS					
Item	Quantity	Location	Item	Quantity	Location

SPECIAL CONTACTS (JUDGES, SPEAKERS, SERVICE PROVIDERS)	
Name	Contact Information
1	
2	
3	
4	

## NOTES

---



---



---



---



---

## EVENT PLANNING WORKSHEET

Attach separate sheet(s) if more space is required for any section

\* Item must be approved by the executive board.

\*\* Item must be approved by the association.

<b>EVENT / FUNDRAISER / PROGRAM TITLE:</b>	
Chairperson(s):	
Email & Cell:	
Location:	Date and time:
Description:	

EVENT INCOME AND EXPENSES			
Budgeted income: \$ _____		Is this a self-funding event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Budgeted expense: \$ _____			
List income and expense categories and estimates. Include things such as facility use permit, flyers, handouts, copy fees, nametags, refreshments, signs, presenter, publicity, audio/visual, etc.			
Income		Expenses	
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
Total estimated income:	\$	Total estimated expenses:	\$

CATERING	
Name of Company:	Contact Information:
Cost per person:	Tip Amount:
Tax Amount:	Delivery Charge:
Menu Options:	

COMMITTEE MEMBERS	
<i>Committee members are appointed by the president and ratified by the executive board</i>	
1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

SPECIAL CONTACTS (JUDGES, SPEAKERS, SERVICE PROVIDERS)	
Name	Contact Information

CHECK WHEN COMPLETED (if applicable)

- ☐ Program approved by council
 ☐ OK with PTA budget
 ☐ OK with council/TUSD calendar
 ☐ OK with insurance
 

☐ Vendors need hold harmless and liability insurance

☐ Received staff input
 ☐ Facility Use Permit
 ☐ Special requirements
 

☐ Podium/Microphone
 ☐ Flag
 ☐ Custodian
- ☐ Volunteers confirmed
 ☐ Judges confirmed
 ☐ Hospitality arranged
 ☐ Parking logistics
 

☐ Signage

☐ Publicity/Invitation materials
 

☐ Developed
 ☐ Copied
 ☐ Email notification sent
 ☐ Posted on social media
 ☐ Press release via TUSD
- ☐ Parental permission slip
 

☐ Developed
 ☐ Copied
 ☐ Distributed

☐ Evaluation form(s)
 

☐ Developed
 ☐ Copied

☐ Other (list)
 

☐ \_\_\_\_\_
 ☐ \_\_\_\_\_
 ☐ \_\_\_\_\_

CHECK AND DATE WHEN COMPLETED

- ☐ Date funds allocated by council: \_\_\_\_\_
- ☐ Date event plan approved by executive board: \_\_\_\_\_
- ☐ Date contract approved by association (write N/A if not applicable) : \_\_\_\_\_

NOTES (include items to be finalized):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## COMMITTEE REPORT

Please write a committee report for all PTA activities. Attach any detailed information as requested or needed. Report to be filed with president, secretary, treasurer, historian, auditor, committee chairman and others if requested.

### Activity Details

Name of activity \_\_\_\_\_ Date held \_\_\_\_\_ Time \_\_\_\_\_  
 Location \_\_\_\_\_ Approved by PTA membership on: (date) \_\_\_\_\_  
 Presented in cooperation with (list group, agency or organization) \_\_\_\_\_

### Goals

Money to be used for \_\_\_\_\_

### Committee Details

Chairman \_\_\_\_\_ Secretary \_\_\_\_\_  
 Members (including students) \_\_\_\_\_  
 Consultants \_\_\_\_\_

### Meetings

Date(s) meetings were held: (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_ (4) \_\_\_\_\_ (5) \_\_\_\_\_

### Financial Details

Proposed budgeted income	\$ _____	Actual income	\$ _____
Proposed budgeted expense	\$ _____	Actual expense	\$ _____
		Net income	\$ _____

### Volunteer Details

Number of volunteers needed to conduct activity adequately: \_\_\_\_\_ Total volunteer hours: \_\_\_\_\_

### Recommendations

☐ Do again ☐ Do NOT do again ☐ Do again, but modify (explain in #11 below)

### Report Details. Attach any detailed information as requested.

1. Was insurance company contacted prior to planning? ☐ Yes ☐ No  
 Was extra coverage required? ☐ Yes ☐ No  
 Cost? \_\_\_\_\_
2. Was the *Insurance and Loss Prevention Guide* reviewed prior to event? ☐ Yes ☐ No
3. Was a written contract required? ☐ Yes ☐ No  
 Association approval? ☐ Yes ☐ No Signed by president and one elected officer? ☐ Yes ☐ No
4. Was the timing of the activity appropriate? ☐ Yes ☐ No  
 If not, suggest more appropriate date(s): \_\_\_\_\_
5. Attach a detailed timeline to report.
6. Were there any special requirements? ☐ Yes ☐ No  
 Explain: \_\_\_\_\_
7. How was activity publicized? \_\_\_\_\_  
 Attach any articles or fliers \_\_\_\_\_
8. Specify equipment needs: \_\_\_\_\_
9. Special contacts/contact information (Speakers, judges, service providers): \_\_\_\_\_
10. Attach a detailed financial report. Attach copies of all inventory reports and cash verification forms for auditor.
11. Additional comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### NOTE

The California State PTA strongly suggests that any fundraiser be audited immediately if a large amount of monies was raised.

Prepared by \_\_\_\_\_ Date \_\_\_\_\_

**Report due 30 days after completion of activity.**

## PTA NOMINATING COMMITTEE CHECKLIST – QUICK TIPS

- 1) **Elect Nominating Committee At Association Meeting:**
  - ☐ Must be elected at least 60 days prior to annual election meeting
  - ☐ Check number of members and alternates to elect as stated in Bylaws
  - ☐ Verify eligibility of committee member nominees by checking:
    - ☐ PTA membership
    - ☐ Did not serve on last year's nominating committee
- 2) **Schedule Nominating Committee Meeting:**
  - ☐ Parliamentarian arranges date
  - ☐ Principal, or faculty representative appointed by the principal, included as advisor
  - ☐ Alternate(s) called as replacement, if elected member unable to attend first committee meetings
- 3) **Nominating Committee Meets – At the first meeting, the parliamentarian:**
  - ☐ Gives information on committee's work and nominating process (See: Bylaws, Standing Rules)
  - ☐ Conducts an election for committee chairperson
  - ☐ Reviews officer positions and duties
    - ☐ See: Job Descriptions, California State PTA Toolkit and Unit Bylaws and Standing Rules
  - ☐ Stays only if elected to the nominating committee

### **Key Activities – Recruits and identifies potential nominees to prepare slate of officers:**

#### **Contacts potential candidates and:**

- ☐ Provides information on duties, expectations and skill sets of a board position
- ☐ Checks that he/she is a PTA member (for at least 30 days before nomination)
- ☐ Confirms that he/she:
  - ☐ Supports the mission, purposes and principles of PTA
  - ☐ Will commit adequate time and effort to carry out duties, as a team player, if elected
  - ☐ Appreciates the value of training and learning more about PTA board responsibilities, if elected
- ☐ Agrees to be nominated and to serve as a board member, if elected

#### **Assesses potential candidates with the chairperson:**

- ☐ Reminding everyone that all discussions are confidential
- ☐ Leading an open discussion of possible nominees
- ☐ Scheduling a follow-up meeting, if needed
- ☐ Ensuring a slate of nominees is created
- ☐ Completing the Report of Nominating Committee for the Election Meeting
  - ☐ Signed by nominating committee members
- ☐ Arranging to notify membership of slate of nominees at least 28 days before Election Meeting

**Fig. R-3 PTA Nominating Committee Checklist - Quick Tips**

# Electing the Nominating Committee

 [toolkit.capta.org/running-your-pta/nominations-and-elections/electing-the-nominating-committee/](https://toolkit.capta.org/running-your-pta/nominations-and-elections/electing-the-nominating-committee/)

Information about when and how a nominating committee is elected is found in your PTA Bylaws. For example, Bylaws provide details on who is eligible to serve as well as how many members and alternates are on the nominating committee.

Keep in mind that the election of the nominating committee takes place, each year, at least two months before the annual election meeting for board members.

## **Qualities of Nominating Committee Members**

A member of the nominating committee is expected to understand and appreciate:

- Duties and eligibility requirements of board positions
- Skill sets and time commitment needed for each position
- Consideration of potential nominees based on abilities as well as capacity for leadership growth
- Selection of a slate of officers that reflects a school community
- Importance of keeping all deliberations confidential

## **Responsibilities of the Committee**

The nominating committee is tasked with choosing the best candidates to serve as officers to run your PTA next term.

Its meetings are scheduled to provide adequate time to consider all suggestions for potential nominees.

Setting aside time to create a balanced slate of experienced and new officers, representing the school community, is also part of the process.

Keep in mind that the nominating committee:

- Elects its own chairperson at its first meeting
- Receives information and advice from the parliamentarian on procedures and next steps
- Reviews requirements for nominees and officers' duties (See: Job Descriptions in Toolkit)
- Engages in open discussion on potential nominees
- Selects only eligible nominees who agree to serve
- Operates until the annual election meeting

Remember, too, that a committee member is not excluded from consideration as a nominee for an elected board position.

If a nominating committee member is being considered, he/she is excused from the meeting during discussion on the position. The individual can rejoin the meeting to participate in the ballot vote, required in this instance, for determining the nominee for an office.

## **Responsibilities of Chairperson**

The chairperson for a nominating committee has administrative duties to ensure that the committee runs smoothly and completes its work on time.

Additional responsibilities include arranging to:

- Provide the agenda and schedule for meetings
- Contact potential nominees and share the outcome with the committee (See: Contacting Nominees)
- Advise nominees to attend the election meeting and the installation of officers
- Submit a slate of nominees to the membership 28 days before the election meeting
- Reconvene the committee if a nominee withdraws before the election

At the election meeting, the chairperson reads the nominating committee report with the slate of nominees and gives a written report, signed by the committee, to the secretary to include in the Minutes.

## **Alternates to the Nominating Committee**

An alternate is elected by the membership and receives information about the date, time and place of the first meeting of the nominating committee.

However, he/she only participates in nominating committee meetings when there is a vacancy on the committee. If an elected member is unable to attend the first meeting, the first alternate is asked to replace that person as a permanent member of the nominating committee.

## **The Role of the Parliamentarian**

For the election process, the parliamentarian acts as a facilitator for elections and as a mentor to the nominating committee.

For example, at the association meeting that elects the nominating committee, the parliamentarian shares information on the election process by reading parts of Article V, Section 3 to 4 in Unit Bylaws.

Providing support for the nominating committee includes scheduling its first meeting. Notifying the first alternate, if an elected member cannot attend this meeting, is a task assigned to the parliamentarian.

At the first meeting of the nominating committee, the parliamentarian conducts the election of the chairperson and supplies advice and information on:

- Nominating procedures and timelines
- Committee responsibilities and chairperson duties
- Unit Bylaws, Standing Rules and Membership List
- Officer positions and Job Descriptions

For subsequent meetings, the parliamentarian only attends if elected to serve on the nominating committee.

< [PTA Leaders \(https://capta.org/pta-leaders/\)](https://capta.org/pta-leaders/)

## STRATEGIES FOR FILLING BOARDS

**Start early by being inclusive and welcoming.**

- At the beginning of the term, ask current board members to identify people who show strengths, skills and enthusiasm.
- Be aware of that person who is always early, willing to help in any way, is just behind-the-scenes everywhere. That kind of enthusiasm is a good trait in a PTA leader.
- Develop a list with short descriptions of the positions at your site (including time commitment) so that people know what they are being asked to do. Publicize these on websites and in newsletters. If you have sign-up sheets, do the same on them and in directories.
- Do an interest survey in which you ask what skills people have, what they want to be involved with, etc.
- Give a clear indication of the responsibilities of all positions and how much time may be involved.
- Promote training, resources and counterpart assistance so that volunteers know they will be supported.
- Encourage council/district officers to sit in or assist with presentations at workshops.
- Include any expectation of officer representation at leadership training workshops, council and PTA district meetings and/or the California State PTA annual convention. Have job descriptions available at training events.
- Always encourage board members to mentor others. Encourage board members to ask for assistants and delegate well so that others get a sense of what effort is involved in tasks and events.
- Ask the principal and teachers to recommend people who have shown interest in being involved at school or in the classroom who may not have been approached by PTA.
- At middle/junior highs and high schools, be sure to be in touch with your feeder schools on a regular basis so that they know what your PTA/PTSA does. Then ask them to identify potential volunteers.
- Be sure to make clear when elections take place and the need to have people on board in spring and what a PTA misses if there are no officers in spring for the following year.
- Reach out to other groups to share information about how those leaders can be involved in PTA.
- Be positive about the personal benefits of the job: marketable skills, great leadership training, community respect, increased self confidence, computer skills, public speaking training, support and friendship from a great group of people, etc.
- Don't try to talk a reluctant individual into accepting a nomination.
- Don't whine or beg, and remember that no one wants a job where the incumbent complains about their job.
- Never try to "fill the board" just to have names in place. A vacancy at the time of the election may be filled by a nomination from the floor or later can be elected by the newly elected executive board.

**Other things to consider:**

- Take an honest look at what you do and how you represent PTA. Is this why some might not join?
- Don't be afraid of change, encourage it.
- Consider one-time event chairs instead of a "programs vice president" who is in charge of all events.
- Consider that one-time volunteers may get hooked.
- Use interest or job skills surveys

## PTA ELECTION CHECKLIST – QUICK TIPS

- **PRESIDENT – VERIFIES DATE FOR ELECTION MEETING IN BYLAWS:**
  - ☐ Notify membership of election date at least 30 days before meeting
  - ☐ Publicize slate of officers at least 28 days before meeting
- **PRESIDENT – PRESIDES AT ELECTION MEETING:**
  - ☐ Secretary – Brings current membership list and ballots to meeting
  - ☐ Parliamentarian – Reads Bylaws Sections related to nominations and elections at meeting
  - ☐ Nominating Committee Chairperson – Reads Nominating Committee Report with officers' slate
  - ☐ President – Restates slate of nominees and asks each person named to stand
- **PRESIDENT – CONDUCTS ELECTION:**
  - ☐ Asks for nominations from the floor for each office
    - Nominations do not require a second, only a nominee's consent
  - ☐ Conducts election by voice vote if there is only one nominee for any office
  - ☐ Calls for a ballot vote for any office with two or more candidates
- **HOW TOS – BALLOT VOTE:**
  - ☐ Required if there are two or more nominees for an office
  - ☐ Eligibility to vote is verified by checking current membership list
  - ☐ President appoints a Tellers Committee and its chairperson:
    - Tellers – Distribute, collect and count the ballots
    - Count eligible voters to determine total number of ballots
  - ☐ Note: Nominees may not serve as tellers, but may designate a person to observe the ballot count
- **TELLERS COMMITTEE – COUNT VOTES AND PREPARE REPORT WITH:**

Total eligible voters = \_\_\_\_\_ Total votes cast = \_\_\_\_\_

Number needed to elect (majority vote – ½ plus one) = \_\_\_\_\_ Number received by each nominee = \_\_\_\_\_

  - ☐ If a nominee does not receive a majority vote, the ballot is repeated
  - ☐ Tellers Report is given to president and included in the Minutes
- **PRESIDENT – ANNOUNCES RESULT OF VOTE AND NAMES OF ELECTED OFFICERS**
- **TELLERS COMMITTEE CHAIRPERSON – MAKES A MOTION TO DESTROY BALLOTS**

Fig. R-4 PTA Election Checklist – Quick Tips



## The Election

Each year, PTAs elect officers for the next term at an association meeting. The month to hold the annual election meeting is listed in a unit's Bylaws and is usually no later than the second week of April.

This date helps ensure a smooth transition for incoming board members. It provides time for them to receive materials and talk about the scope of their new position with their predecessor. And, it lets members of the board-elect get started to plan for the upcoming PTA year.

As well, the date gives the president-elect time to register and attend the California State PTA Convention.

The annual election meeting is planned and run by the president. Here are some tips to prepare for an effective election meeting:

- Agenda – Put 'Election of Officers' under 'New Business' on the Agenda.
- Notice – Distribute written notice of the election meeting thirty (30) days in advance to the unit's members as stated in Bylaws.
- Membership List – Secretary brings a current Membership list to the meeting to verify eligibility to vote and to be nominated.
- Voting – Only unit members attending the meeting, who have been members for at least thirty (30) days, and whose dues are paid, are eligible to vote at an election.
- Nominations at Meeting – After presenting the slate of nominees, additional nominations must be called for from the floor as indicated in Bylaws. These nominations do not require a 'second' and eligible members can nominate themselves.
- Elected Officers – To be elected requires a majority vote of those present and eligible to vote, providing the meeting quorum, as stated in Bylaws, is met.

How a PTA election is conducted is based on standard, parliamentary procedure. After giving some opening remarks, the president:

- 1) Asks parliamentarian to read parts of the Bylaws
  - o Nominations and Elections (Article V, Sections 1, 2, 4a, 4e, 5 to 8 and 11)
- 2) Asks for Report of the Nominating Committee
  - o Chairperson reads report and notes any changes to publicized slate, if a nominee withdraws before the election
- 3) Restates slate of nominees:
  - o Asks each one to stand as name is called
- 4) Asks for and takes nominations from the floor
  - o Says, "Are there any further nominations?"... Ends process by saying, "Hearing none, the nominations are closed".
- 5) Conducts election of officers:
  - o With one nominee for each board position, use a voice vote, saying:

"Bylaws state that if there is one nominee for an office, a ballot may be dispensed with and the election held by voice vote."

"Any objection to this procedure?"... "Hearing none, the following are presented for election" and reads list of positions and nominees."

"All those in favor, say 'aye,' those opposed say 'no'. The ayes have it. Congratulations, you have elected the officers for next term as presented."

If only one candidate has been nominated for an office, the president may declare the nominees elected by acclamation.

(See: Fig. R-4 PTA Election Checklist- Quick Tips)

### Voice Vote

When there is one nominee for a position, the election may be held by voice vote. But, a member may make a motion to vote by ballot. This motion is then voted on immediately without debate. It requires a majority vote to be adopted.

### Ballot Vote

Written ballots are used to vote in an election when there are two or more nominees for an office. They are also used if a motion to vote by ballot is presented, voted on and adopted at an election meeting.

For an election, both a voice vote and a ballot vote may be used with the voice vote for uncontested offices and a ballot for those positions with two or more nominees.

Here are some tips for handling a ballot vote:

1. Verify Eligibility To Vote – Check the current membership list vote before handing out ballots.

If you know before the election meeting that there are two or more nominees for any office, ballots can be given out at a registration table as members arrive and present their membership cards.

Please Note: If a current membership list is not available, all adults present are allowed to vote.

2. Appoint Tellers Committee – The president appoints a tellers committee, with a chairperson and at least two tellers. Tellers distribute, collect and count ballots.

Ballots can also be collected in a ballot box. Nominees for office may not serve as tellers.

3. Count the House – Before voting, count the house to determine the number of ballots to be tallied. The president asks eligible members to stand and be counted.

If another vote is necessary, recount voting members to determine the number of ballots to be tallied. If an eligible member missed the original ballot vote, but arrives in time for another vote, he/she is entitled to vote.

4. Handling Ballots – Illegal ballots are counted only to determine the number of votes cast. But, they are not applied as a vote for or against a nominee.

Ballots are considered illegal if they are handed in with:

- Unreadable words or symbols
- A nominee's name who is not a member
- Two or more filled out ballots folded together, which are then recorded as one illegal vote

Blank ballots are not counted.

In a contested election, each nominee may designate a person as an observer for counting ballots.

6. Voting Results – The results are reported in writing by the tellers committee chairperson and given to the president with the following information:

- Total eligible voters =
- Total votes cast =
- Number needed to elect (majority vote –  $\frac{1}{2}$  plus + 1) =
- Number received by each nominee:  
(Nominee) Votes Received =  
(Nominee) Votes Received =

The president announces the voting results and who is elected. But, the number of votes cast for each nominee is not announced, unless requested. However, for the Minutes, the complete Tellers Report is recorded.

The chairperson of the tellers committee then makes a motion to destroy the ballots.

7. Election Challenges – With few exceptions, challenges to the election procedure or outcome must be made during the election meeting.

An election must be declared “null and void” when it is discovered that an individual elected did not meet the eligibility requirements for office as stated in Bylaws.

To learn more, refer to: Roberts Rules of Order Newly Revised, latest edition, ‘Contesting the Announced Results of an Election and Point of Order’.

For assistance and more information about elections, contact your district PTA parliamentarian or president.

## Voting Rights of Officers

All PTA officers, including the parliamentarian, have the same voting privileges as other members. The president's impartiality is protected by voting only when the vote is by ballot.

## Previous Nominating Committee Members

Make a list of nominating committee members and the year(s) in which they served. This will serve as a written reference for the PTA. The names of the nominating committee members must be placed in the PTA minutes as the official record.

## Questions and Answers

Q. *Can the nominating committee fill one position with two people who are willing to share the duties of the office?*

- A. No. A position may be filled by only one person. If unusual circumstances exist that require more than one person to handle the duties of a particular position, then an assistant or deputy position may be created.

*Caution:* If the assistant or deputy position is included by amending the bylaws, that position will then be required on all future boards. Alternatively, an assistant or deputy position with a clear description of the job duties may be added to the standing rules to allow for the position without requiring it on all future boards.

Q. *Can one person be nominated for more than one office?*

- A. Yes. However, a member can serve in only one capacity at a time. In such a case, if the person elected to two or more offices is present, he/she can choose which office he/she will accept. If he/she is absent, the assembly should decide by vote the office to be assigned, and then elect others to fill the other office(s).

Q. *Can a vacant position on the proposed nominating committee report be filled after the report has been submitted and posted?*

- A. Yes. If a nominee withdraws before the election, the committee must reconvene as soon as possible to agree upon another nominee. If an office is vacant after the election because an officer-elect resigns or because no one was elected to fill the office, it shall be considered a vacant office to be filled by the board-elect according to the bylaws.

Q. *How does the nominating committee handle the acceptance of the nomination for a position after the report has been submitted?*

- A. If someone accepts a nomination after the report has been submitted (at least 30 days prior to the election meeting), the nominating committee chairperson will read a revised report that includes the new nominee for office to the executive board and to the membership at the annual election meeting.

Q. *Can an association member be nominated to serve a third consecutive one-year term for any office?*

- A. No. An individual who has already served two consecutive one-year terms in any elected or appointed office is not eligible to be nominated, elected or appointed to serve an additional consecutive term in the same officer position. The individual may serve in a different officer position. (See *Unit Bylaws*, Article V, Section 8.) An individual serving as an officer of a council or district for one two-year term is not eligible to be nominated, elected or appointed to serve an additional consecutive term in the same officer position. At least one full term must elapse before an officer who has served the maximum number of terms is eligible for nomination and election or appointment to the same office.

# Script for conducting elections

It can be nerve-racking to stand in front of your membership and conduct elections. What do you say and, how do you say it? Consider the following.

**PRESIDENT:** “We will now conduct our elections. Would the parliamentarian please read the sections of the bylaws pertaining to elections?”

**PARLIAMENTARIAN:** *(The parliamentarian reads aloud the following sections of the unit bylaws: Article V, Sections 1, 2, 3a, 3b, 3d, 3g, 4, 5, 6, 7 and 11.)*

**PRESIDENT:** “Will the chairman of the nominating committee please present the committee report?”

**CHAIRMAN:** *(The chairman reads the prepared report that states the slate of nominees, the nominating committee members and the date of the report. The chairman’s part in the elections is concluded.)*

**PRESIDENT:** “Thank you.” *(The president then rereads the report of the nominating committee and asks each nominee to stand.)* “According to our bylaws, nominations from the floor are now in order. For president, \_\_\_\_\_ is nominated. Are there further nominations from the floor?” *(Give a few moments for response.)* “Seeing none, the nominations for president are closed.” “\_\_\_\_\_ has been nominated for executive vice president. Are there further nominations from the floor?” *(Give time for response.)* Seeing none, the nominations for executive

vice president are closed.”

The president then goes through each elected position as specified in the bylaws asking for nominations from the floor. Should a nomination be received for an office that has no candidate, that election can be held by voice vote. Should a nomination be received for an office with a candidate, a ballot election must then be held for that office or offices; a ballot election must also be held at the request of any member of the association. See section below for information regarding a ballot.

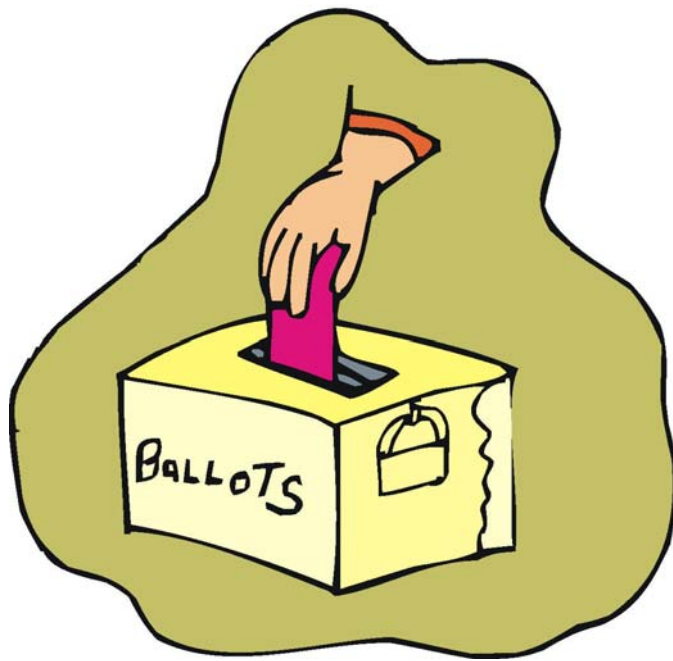
**PRESIDENT:** *(The president then reads the candidates and offices.)* “As there are single candidates for each office (if there are), we will conduct the elections by voice vote. Is there any objection to this procedure? *(If no one has called for a ballot vote, elections continue.)* All those in favor of electing \_\_\_\_\_ as president, \_\_\_\_\_ as executive vice president ... *(reads all the names)* say ‘Aye.’ Those against, say ‘No.’ The ayes have it and you have elected the following officers.” *(The president then restates the names and offices of those elected. The “voice vote” election is concluded.)*

---

## If a ballot vote is necessary

1. When there are two or more nominees for an office or when a member requests it, the election is held by ballot. To verify eligibility to vote, the membership list must be checked before ballots are distributed. The secretary should have the official membership list. If a membership list is not available, all present must be allowed to vote. The secretary should have ballot slips available. If it is known prior to the election meeting that there will be two or more nominees for any office, ballots may be distributed at a registration table as members arrive for the meeting and present their membership cards.

2. The president appoints a tellers committee, including a chairman and at least two (2) tellers, whose duties are to distribute, collect and count the ballots. Ballots may also be collected in a ballot box.
3. The president requests all members eligible to vote to rise and be counted. This count will determine the number of ballots to be tallied.
4. A nominee for an office cannot be involved in the election procedure as a teller who collects ballots and counts votes.
5. When a ballot vote is cast, a candidate must be chosen, or the ballot will be disqualified.
6. Illegal ballots are counted to determine the number of votes cast, but are not applied as a vote for or against any nominee. Ballots are considered illegal if:
  - They are unintelligible;
  - They contain the name of a nominee who is not a member; or
  - Two or more filled-out ballots are folded together. (These are recorded as one illegal vote.)
7. In a contested election, where there is more than one candidate on the slate, each nominee may designate a person as an observer at the time the ballots are counted.
8. If another vote is necessary, the voting members must be recounted to establish the number of ballots to be tallied. If a member eligible to vote was not present when the original ballot was cast but arrives in time for another vote, the member is entitled to vote.
9. The results of the voting are reported by the chairman of the tellers, in writing, to the president, as follows:



<i>Number of members eligible to vote:</i>	_____
<i>Number of votes cast:</i>	_____
<i>Number needed to elect:</i>	_____
<i>(Nominee)</i>	_____
<i>Received</i>	_____
<i>(Nominee)</i>	_____
<i>Received</i>	_____

10. This procedure is repeated for each contested office. The president announces who has been elected to office. Unless requested, the president does not have to announce the number of votes cast for each nominee, but the complete Tellers' Report must be recorded in the minutes. Following the announcement of the vote, the chairman of the tellers moves that the ballots be destroyed.
11. It is permissible to use these two procedures in one election by using voice vote for uncontested offices and a ballot for those that have two or more nominees.
12. A challenge to the election procedure or outcome must be made during the election meeting.
13. For additional information, see *Robert's Rules of Order Newly Revised, Tenth Edition* – "Point of Order" section.