

PTA Management

Table of Contents

2.1 Association Meetings	33
2.1.1 Compliance with Americans with Disabilities Act	33
2.1.2 Program Planning	33
2.1.3 Suggestions for Program Format	34
2.1.4 Announcements and Materials	34
2.1.5 Conducting PTA Meetings	34
2.1.6 Parliamentary Procedure	37
2.1.7 Steps to Making a Motion	37
2.1.8 Amendments	37
2.1.9 The Agenda	38
2.1.10 Evaluation	38
2.2 Nominations and Elections	38
2.2.1 Electing the Nominating Committee	38
2.2.2 Selecting Nominees	40
2.2.3 Contacting Nominees	40
2.2.4 The Election	40
2.2.5 Questions and Answers	42
2.3 Guide to Executive Leadership	42
2.3.1 Executive Board	43
2.3.2 Conflict of Interest Policy	43
2.3.3 Brainstorming	44
2.3.4 Goal Setting	44
2.3.5 Procedure Book	45
2.3.6 Annual Historian Reports	46
2.3.7 PTA Records	46
2.3.8 Involving School Administrators and School Community	46
2.3.9 Responsibilities of Officers and Chairmen	48
2.3.10 Professional Governance Standards	48
2.3.11 Whistleblower Policy	49
2.3.12 Recommended Officers and Chairmen	50
2.3.13 President	50
2.3.14 Secretary	54
2.3.15 Historian	55
2.3.16 Parliamentarian	55
2.4 Bylaws for PTAs in California	56
2.4.1 Changing Bylaws	56
2.4.2 Standing Rules	56
2.4.3 Conflict Management	57
2.4.4 Controversial Issues in Association Meetings	58
2.4.5 Violations of PTA Bylaws, Policies, or Procedures	59
2.5 Committee Development and Guidelines	61
2.5.1 Required Officers	61
2.5.2 Additional Officers/Chairmen	61
2.5.3 Committee Member Selection	61
2.5.4 Committee Meetings	62

2.6 Delegating	62
2.6.1 Tips for Success	62
2.7 Community Organizations, Co-sponsorship, and Coalitions	63
2.7.1 Cooperating with Other Organizations	63
2.7.2 Other Organizations	65
2.7.3 Joining, Building, and Making Coalitions Work	65
2.8 Attending Conventions and Conferences	67
2.8.1 State Convention	67
2.8.2 National PTA Convention	68
2.8.3 Outside Conferences	69
2.9 Convention Resolution Process	69
2.9.1 Criteria for Resolutions	69
2.9.2 Submitting Resolutions	69
2.9.3 California State PTA Resolutions Committee Review and Recommendation	70
2.9.4 Presentation of Resolutions at Convention	70
2.9.5 Emergency Resolutions	70
2.9.6 Action Following Convention	71

Figures

2-1 SAMPLE AGENDA AND MEETING PLANNER	35-36
2-2 PTA AND BOY SCOUTS OF AMERICA CHARTER	64

2.1 Association Meetings

The officers and chairmen of a PTA have the responsibility to plan the PTA meetings and programs and to oversee the operations of the organization. PTA leaders should utilize the standard job descriptions and tools provided in the *Toolkit* as well as updated information as provided by the California State PTA and the National PTA.

The PTA association/membership is the only group with authority to:

- elect the nominating committee;
- elect officers;
- approve/ratify all PTA expenditures;
- approve all contracts for PTA programs, events and projects;
- adopt the budget;
- adopt the audit reports;
- authorize an individual to represent the PTA;
- authorize a position to be taken on an issue after a study; and
- elect convention delegates.

All parents and community members are encouraged to attend association meetings. It is recommended that a program be presented as an addition to the meeting.

“Whenever members are required or permitted to take any action at a meeting, a written notice of the meeting shall be given, not less than 10 days nor more than 90 days before the date of the meeting, to each member, who, on the recorded date for the notice of the meeting, is entitled to vote at such meeting.” (See *Bylaws for Local PTA/PTSA Units, Council Bylaws and District Bylaws*.) The written notice must include the date, time, location and proposed business to be considered at the meeting. Written notice for the proposed bylaw amendments and election of officers must be given at least thirty (30) days in advance.

Federal Communications Commission rules require that associations must obtain the signed, written consent of a recipient, even association members, in order to fax meeting notices (Facsimile Consent Form, Chapter 9).

Suggestions for Year-Round Schools

Elect vice presidents from each track or appoint track chairmen who can serve as communicators with members in their respective tracks.

Review and revise job descriptions to meet the needs of a year-round school.

Establish a workable method of communicating timely information to the executive board.

Schedule association meetings so that each track does not miss more than one meeting during the year.

Encourage all families to attend meetings, whether or not they are on a scheduled attendance track.

Hold informational meetings for different tracks in addition to association meetings.

Prepare fliers announcing scheduled events in advance and give to the students going off track.

2.1.1 Compliance with Americans with Disabilities Act

The Americans with Disabilities Act requires that disabled persons must be reasonably accommodated by modifying policies, making physical changes, and obtaining equipment to assist their participation in any activity.

For PTA meetings, this could include seating to accommodate an attendant accompanying a member or reserved seating in a location to accommodate a member’s special need, providing written handouts to supplement discussion, and/or providing qualified readers or interpreters for members having a hearing or sight impairment.

2.1.2 Program Planning

Programs should be planned in advance to meet the needs and interests of the members in their concern for children and youth. The program plan should be kept flexible in order to meet situations and conditions that

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According to *California State PTA Bylaws – Unit, Article VIII, Executive Board, Section 6; Council, Article IX, Executive Board, Section 6; District PTA, Article X, District PTA Board, Section 6*, “...Special meetings of the executive board may be called by the president. The president must call a special meeting upon the written request of _____ (number) members.”

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- adopt the budget;
- adopt the audit reports;
- authorize an individual to represent the PTA;
- authorize a position to be taken on an issue after a study; and
- elect convention delegates.

may arise during the year. An observance of Founders Day is recommended. The program committee submits the program plan to the executive board for approval. The executive board recommends the program plan to the membership, which must give the final approval (Creating an Event 7.3).

Ways to Make PTA Programs More Productive

The PTA meeting must be important and meaningful.

Survey the members in writing, by email, or by phone to find out what they would like presented at the meetings, such as what they want or need to know about the school, the community or their children. Provide presentations on those topics or activities that bring the whole family to the meeting.

Suggested Program Topics

Parenting workshops based on National PTA Family School Partnerships. Contact your council or district PTA to arrange a presentation.

Making the most of parent-teacher conferences

How to help with homework

Creating a peaceful home

Why youth become involved in gangs

Teaching children to be responsible

To include the whole family at the same time, PTA could offer classes for specific age groups taught by members with skills they can share, such as:

Art, including pottery or photography

Cake decorating

Computer training

Needlecrafts

Cooking

Creative writing

Family game night, where families bring their favorite games and teach others

Music appreciation

Square dancing

Other parenting workshops as outlined in California State PTA's *PEP (Parents Empowering Parents) Guide*

Encourage the development of and then promote to PTA members daytime/evening classes presented by the school district, including English as a Second Language (ESL), General Education Diploma (GED) class, or Cardio-Pulmonary Resuscitation (CPR) course.

2.1.3 Suggestions for Program Format

Audio-visual presentations

Guest speaker or panelists

Student panels

Brainstorming groups

In planning programs look for sources of free speakers and materials; check with your state and county agencies; approach professional organizations; or contact your local, county, and state education community.

2.1.4 Announcements and Materials

Units are frequently asked to schedule announcements of meetings, presentations, or fundraising activities sponsored by outside organizations, and may need to limit such announcements. This can be done by establishing a policy or standing rule that all announcements from outside groups or individuals be presented in writing to association president at least one day prior to the meeting and that such announcements may be shortened to fit the time available.

Only printed materials that support the Purposes and basic policies of the PTA and are pre-approved by the president may be made available or distributed in connection with any PTA activity. (See unit bylaws and standing rules.)

2.1.5 Conducting PTA Meetings

When planning a meeting, consider the goal of the meeting and how the meeting can be structured to accomplish that goal. The president and the executive board plan the meeting ahead of time:

- Prepare the agenda and distribute written notice to members, as required (The Agenda 2.1.9; Sample Agenda Fig. 2-1).
- Make the necessary preparations.
- Attend the meeting themselves to demonstrate their commitment.
- Create a way to evaluate the meeting to improve future meetings.
- Productive meetings include information, instruction, and/or inspiration. When developing a program, keep these three "I's" in mind. The content will meet the group's needs and provide benefits for participants, their children, school staff, or the community.
- Always keep meetings as brief as possible.
- Conduct committee work in committee well before the meeting. Have chairmen provide written reports unless action is required by the association.
- Give members an opportunity to participate in the decision making.
- Streamline minutes and financial reports. Duplicate and distribute or post, wherever possible.

A National PTA parent survey found the top three things parents say PTA does best.

- PTA is effective in improving my child's education.
- PTA works to make schools safer for children.
- PTA has positive impact for all children, not just my own.

(Your PTA Name)

PTA[®]

(Your PTA Address) _____ (Your PTA telephone and e-mail address)

(Date of Meeting)
(Meeting Location/Time)

I. Call to Order (on time, quorum met)
The president stands, raps the gavel once and calls the meeting to order.
“The meeting will please come to order.”
The president will review the meeting’s ground rules.

II. Opening Ceremonies
Pledge of Allegiance (if held in public facility).
“_____ will lead us in the Pledge of Allegiance. Will you please rise?”
“Thank you, _____.”
Optional: Inspirational message, song, other.
“_____ will present an inspirational song.”

III. Reading and Approval of Minutes – Action Items
The secretary addresses the chairman and reads the minutes.
(Or with the approval of the group, the minutes may be posted, distributed in advance or assigned to a committee of three or more for approval or correction, especially for the last association meeting.)
“The secretary will read the minutes of the ___(date) meeting.”
OR “The minutes are posted at the entrance/were distributed at the door.”
“Are there any corrections?” (Note corrections.)
“The minutes stand approved as read/printed,”
OR “The minutes stand approved as corrected.”

IV. Financial Report. (Treasurer’s Report 5.3.3b; Treasurer’s Report Sample, Fig. 5-2; Forms, Chapter 9)
No motion is needed for adoption of the reports.
“_____ will present the Treasurer’s Report.”
“You have heard the report. Are there any questions?”
“The report will be filed for the audit.”

V. Audit Report (semi-annual) (Audit Report 5.3.3d, 5.8.5; Fig. 5-4 or Forms, Chapter 9) – Action Items
A motion is needed for adoption of this report.
“It has been moved and seconded that the audit report be adopted” Vote.
(Follow the steps of a motion, Parliamentary Procedure 2.1.6.)

VI. Presentation of Bills
Since the approval of the budget does not authorize the expenditure of funds, bills must be presented, and their payment voted upon. Bills should be itemized as to amount, whom to pay, and what payment covers. Any association bills authorized and paid by the executive board must be ratified and recorded in the association minutes. Ratified bills should be itemized as to amount, who was paid, and what the payment covers (Payment Authorization/Request for Reimbursement 5.3.3h; Fig. 5-9 or Forms, Chapter 9).
“The treasurer (or the person assigned) will read the bills.”
“It has been moved and seconded that we pay the bills. Is there discussion?” Vote.
“It has been moved and seconded that we ratify payment of bills since last meeting”
Vote. (Check Request System: Payment Authorization/Request for Reimbursement 5.7.1)
“It has been moved to authorize the Executive board to pay necessary Summer bills up to the budgeted amounts.” Vote.
(Check Request System: Payment Authorization/Request for Reimbursement 5.7.1)
(Follow the steps of a motion, Parliamentary Procedures, 2.1.6.)

VII. Reading of Communications
Communications are read by the (corresponding) secretary and may be acted upon as read, if action is required.
“The (corresponding) secretary will read the communications.”

This agenda is a guide only, adaptable to meet unit’s needs.

The agenda should be made in triplicate. Give copies to the (recording) secretary and to the parliamentarian.

Distribute or post for the membership, the proposed budget and proposed annual programs with the agenda.

Fig. 2-1 Sample Agenda and Meeting Planner

Continued

VIII. Report of the Executive Board – Action Items

At association meetings a summary report (not the minutes) is read for the information of the members. Recommendations should be voted on one at a time, the secretary moving the adoption of each one.

“The secretary will present the report of the executive board.”

“You have heard the recommendations such as a motion

to approve proposed programs (Preliminary Planning, 7.3.1);”

to approve the budget (Approving the Budget 5.5.4; Budget Sample, Fig. 5-1 or Forms, Chapter 9).”

to approve fundraising activities (Standards for PTA Fundraising 5.5.8).”

for the president and one additional elected officer to sign the following

contract...” (Contracts 5.1.6).

(Follow the steps of a motion, Parliamentary Procedure, 2.1.6.)

A second is not required when a motion comes from a committee/board. Vote.

IX. Reports of Committees (Officers and chairmen, including the principal, faculty representatives, and student representatives on the secondary level) Bylaw Committee, Library Committee – Action Item, Convention Committee, Fundraising Committee – Action Item
President calls for the report of the committee. The person making the report moves the adoption of any recommendations.

“_____ will present the report of the _____ committee.”

“Are there any questions regarding the report?”

“If not, the report will be filed,” or “You have heard the recommendation such as a motion to release funds up to the budgeted amount for programs through the next meeting (Preliminary Planning, 7.3.1):”

(Follow the steps of a motion. Parliamentary Procedure, 2.1.6.) Vote(s).

X. Unfinished Business

The president presents each item of unfinished business as indicated in the minutes. He/she should not ask “Is there any unfinished business?”

“The first item of unfinished business is _____.”

Report of school district acceptance of donated funds, goods, or materials.

XI. New Business

A motion is necessary before discussion and vote on any new business. All proposed business to be considered at the meeting must have been properly noticed to be acted upon. (See bylaws.)

“The first item of new business is _____.”

XII. Program (optional)

The president introduces the chairman to present the program.

“_____ will present the program.”

“Madame/Mister President, this concludes the program.”

XIII. Announcements

Date of the next meeting and important activities should be announced. If there is a social time following the meeting, this should be announced.

“The next meeting will be _____.”

“Please join us for refreshments.”

XIV. Adjournment

No motion is necessary to adjourn. President raps the gavel once.

“The meeting is adjourned.”

A newly-elected president may want to write everything out in detail. Check off each item as it is completed and nothing will be forgotten. The presiding officer stands while conducting business and sits (unless unable to be seen by the audience) while others are participating.

Begin and end on time!

When conducting business at the meeting, be aware of which individuals are **voting members**. The privilege of making motions, debating, and voting is limited to qualified members. Only qualified voting members count toward the quorum. It is the responsibility of the secretary to have an updated membership list.

If there is no business to conduct at the meeting, you may consider study groups, grade-level gatherings, special information sessions, or work parties (e.g., to prepare materials). The most important consideration is whether or not the planned meeting will increase involvement in the organization and ultimately serve the goals of the PTA.

Tips for Chairing a Meeting

The attitude of the president sets the tone for accepting everyone at the meeting. Attitude “messages” are sent in nonverbal ways:

- How the president stands and holds his/her head;
- The tone of voice used; and
- Facial expressions and gestures.

Encourage PTA board members not to sit together but to scatter among the audience.

Look at everyone, not just those who are known to you or who are friends.

Keep a calm voice, even when being questioned or challenged.

Face straight ahead and make sure not to turn away from any part of the audience.

Be careful using humor. What one person may think is funny might offend another. Even innocent teasing between friends might be overheard by others and misunderstood.

2.1.6 Parliamentary Procedure

A parliamentarian can assist the president when questions of procedure arise. If a parliamentarian is not appointed and ratified, the president should appoint one (pro tem) for each meeting to assist the president in conducting an orderly meeting.

Parliamentary law is an orderly set of rules for conducting meetings of organized groups for the purpose of accomplishing their goals fairly.

Principles of parliamentary law are

- Justice and courtesy to all;
- Rights of the minority protected;
- Rule of the majority reflected;
- Partiality to none; and
- Consideration of one subject at a time.

Robert’s Rules of Order Newly Revised is the parliamentary text that governs the PTA where the bylaws do not apply. *Bylaws for Local PTA/PTSA Units* always take precedence over *Robert’s Rules of Order*.

2.1.7 Eight Steps to Making a Motion

A motion to take action is introduced by a member, seconded, discussed, and is voted upon. Only persons who have been members for at least 30 days are legally qualified to make motions, discuss, and vote. The steps are:

1. Member stands and waits to be recognized.
2. Chairman recognizes the member.
3. The member presents the motion by stating, “I move...”
4. The motion is seconded by another member. This shows that more than one person is interested in bringing the business before the group for discussion.
5. The chairman restates the motion. This ensures all members understand what is to be discussed.
6. Discussion is held on the motion. During discussion, all members participate fully.
7. The chairman puts the motion to a vote by stating, “All those in favor say ‘aye.’” (Pause for vote.) “Those opposed say ‘no.’”
8. The chairman announces the result of the vote to assure all members know whether the motion carried or failed.

2.1.8 Amendments

An amendment is a way to change a motion already on the floor before the vote is taken on a motion. It may be amended by:

- Inserting or adding words.
- Striking words.
- Striking words and inserting others.
- Substituting one paragraph or resolution for another.

Meetings must be held to vote on issues. Voting by **proxy** is prohibited. This means no absentee voting or voting by mail, e-mail, or phone.

voting member: To be qualified to vote, a member must have paid annual per capita dues and been a member of the association for at least 30 days.

A **quorum** is specified in the bylaws and is the minimum number of qualified voting members that must be present at a meeting to legally conduct business.

Amending Examples

Main motion: “I move we have a parenting program at the park.”

Inserting: “I move we have a parenting program in October at the park.”

Striking: “I move we have a parenting program in October.” (striking “at the park.”)

Striking and inserting: “I move that we have a parenting program in November on the school grounds.” (striking “October” and inserting “November on the school grounds.”)

Substituting: “I move we have an ice cream social.”

2.1.9 The Agenda

The president is responsible for conducting meetings effectively. A delicate balance is often required to follow the agenda and remain sensitive to members’ needs (Sample Agenda and Meeting Planner Fig. 2-1).

“Model” agendas are available as resources, but the agenda is determined by the president. Be creative and plan it to achieve an orderly process for conducting the meeting.

The president should consult with officers and committee chairmen before the agenda is prepared to determine which reports need to be made (Association Meetings 2.1). The (corresponding) secretary distributes the agenda in writing to the membership in accordance with the bylaws, a minimum of ten (10) days prior to the meeting. Written notice must include the date, time, location, and proposed business to be considered at the meeting. Written notice for proposed bylaw amendments and election of officers must be given at least thirty (30) days in advance.

A PTA meeting should be managed in a manner that allows the business of the organization to be completed in a speedy and effective way.

agenda: written outline specifying the order of items to be addressed in a meeting.

2.1.10 Evaluation

To make future meetings successful, it is helpful to evaluate each meeting. Following the meeting, either verbally or in writing, the president should ask the board, or those attending questions such as:

Did this program help meet the needs of the school community? How?

Was the information presented in an interesting manner, and will it prove useful to the members? In what way?

Did it help parents to understand the issue and related concerns?

Was there some follow-up action to take? (Evaluation Form, Chapter 9).

2.2 Nominations and Elections

The purpose of the nominating committee is to recognize and seek qualified nominees for the elected leadership of the PTA. The members of the committee, therefore, have a tremendous influence on the future of the PTA and should be selected carefully.

Serving on a nominating committee is an honor and a privilege. This committee is the PTA’s most influential internal body, and because it deals with sensitive issues, deliberations of this committee are kept confidential.

Nominating committee members should have a broad acquaintance with the membership and an understanding of the organization’s functions and its purposes. The committee should include both experienced leadership as well as newer members.

2.2.1 Electing the Nominating Committee

The *Bylaws for Local PTA/PTSA Units* state that the nominating committee is elected by the membership at an association meeting at least two months prior to the annual election meeting. The bylaws also specify how many members and alternates are elected and who is eligible to serve on the committee. No member shall serve on the nominating committee for two consecutive years.

Consider including at least one student to serve as a member of the nominating committee if there are student members in the PTA/PTSA. When considering a person for any office, assure the person understands all of the duties of the position. The unit bylaws, standing rules and procedure books should be consulted for further information. It is the responsibility of the nominating committee chairman to fully explain the duties of a position to a prospective nominee.

2.2.1a QUALITIES OF NOMINATING COMMITTEE MEMBERS

Nominating committee members should be:

- Elected on merit and ability.
- Willing to devote adequate time to the responsibilities involved.
- Knowledgeable regarding the eligibility requirements and the qualifications necessary for the offices to be filled as well as the responsibility of each office.
- Aware of the qualifications and abilities of potential nominees.
- Able to give objective consideration to nominees.
- Able to use sound judgment and skill in evaluating nominees.
- Tactful, discreet with integrity.
- Able to keep all deliberations confidential.

2.2.1b RESPONSIBILITIES OF THE COMMITTEE

The *Bylaws for Local PTA/PTSA Units* indicate which officers are elected at the annual election meeting of the PTA. It is not the responsibility of the nominating committee to appoint chairmen for the upcoming term. The president appoints committee chairmen, subject to ratification by the executive board (board-elect).

The nominating committee elects its own chairman. The chairman and the committee should review requirements for nominees and duties of each elected officer as outlined in the *Bylaws for Local PTA/PTSA Units*, Article VI, Sections 1-9. A membership list from the association should be provided to the committee. Only those persons who are eligible and who have given their consent to serve, if elected, shall be nominated for office.

The chairman should ensure that nominating committee meetings are scheduled to provide sufficient time to identify and consider all recommendations and suggestions. Alternates should be advised of these dates and be reminded that, should an elected member be unable to serve at the initial meeting, an alternate will be asked to replace that member.

Selection of nominees for office should be an orderly procedure. Open and frank discussion must be held among members of the committee. Discussions are strictly confidential, and no information should leave the committee meeting, even after the officers have been elected.

Every effort should be made to provide the PTA with a slate of officers that is balanced in terms of new as well as experienced officers, represents the school attendance area, and reflects the diversity of the school population.

The committee is not obligated to nominate the president or any current officer eligible to serve a second term or to nominate automatically the executive/first vice president for president. Each nominee must be evaluated independently and by the same criteria as all other nominees. The committee is obligated to seek out those eligible members who would best serve in a particular office.

Members of the committee are not excluded from becoming nominees for elected office. During nominating committee meetings, if a committee member is being considered, the member should be excused from the meeting during the discussion regarding that office but may return for the vote which shall be by ballot.

The nominating committee continues to serve until the annual election meeting.

2.2.1c RESPONSIBILITIES OF CHAIRMAN

Contact potential nominees, unless this responsibility is delegated to another committee member. Inform committee members of the results of the contacts (Contacting Nominees 2.2.3).

Submit the names of nominees to the membership 30 days prior to the election. This may be done at an association meeting or through a flier or newsletter.

Reconvene the committee in the event a nominee withdraws before the election is held.

Read the nominating committee report to the membership at the annual election meeting.

Advise the nominees to attend the election meeting and the installation of officers.

Give a written report of the nominees to the recording secretary, signed by the members of the nominating committee.

Be discharged of committee responsibilities at the time of the election.

2.2.1d ALTERNATES TO THE NOMINATING COMMITTEE

Alternates, also elected by the membership, do not attend nominating committee meetings unless notified to fill a vacancy on the committee, but should be advised of the date and time of the first meeting.

If an elected member of the committee cannot attend the first meeting, the first alternate is asked to replace that person and the alternate then serves as a permanent member of the committee.

Any elected members who cannot attend the first meeting must immediately notify the parliamentarian and/or the chairman of the nominating committee to ensure that the first alternate is contacted to replace the committee member for that and all future nominating committee meetings.

2.2.1e THE ROLE OF THE PARLIAMENTARIAN

At the meeting to elect the nominating committee, the parliamentarian reads aloud Article V, Section 3, of the *Bylaws for Local PTA/PTSA Units*.

The parliamentarian may be elected to the nominating committee. The president never serves on the nominating committee.

The parliamentarian sets the date for the first nominating committee meeting immediately following its election.

At the first nominating committee meeting the parliamentarian

- Provides instruction in nominating procedures;
- Conducts the election of a chairman;
- Explains the chairman's responsibilities;
- Provides a copy of the bylaws, the standing rules, and a membership list for the committee's use; and
- Provides a telephone number where he/she can be reached to answer questions on procedure.

The parliamentarian attends meetings of the nominating committee only if elected to serve as a member of the committee.

The parliamentarian shall notify the first alternate if an elected member of the nominating committee cannot attend the first nominating committee meeting.

2.2.1f THE ROLE OF THE PRINCIPAL

The principal of the school, if not an elected member of the nominating committee, may serve in an advisory capacity.

2.2.1g SUGGESTIONS FOR YEAR-ROUND SCHOOLS

Include representatives from all tracks on the nominating committee.

Encourage the nominating committee to present a slate of officers representing all tracks.

Request that the president and first vice president be from different tracks.

2.2.2 Selecting Nominees

The responsibility of the nominating committee is to select the best-qualified available person for each office. Submitting more than one nominee for an office is not advisable. If the committee should select two names for the same office, each nominee for that particular office must be advised and informed of the name of the other nominee.

Students who are willing and have the time may serve as officers in the PTA/PTSA. According to California's Corporations Code and civil law, a student may serve in any PTA/PTSA office. All officers, adults and students alike, must perform duties of the office as outlined in the bylaws.

2.2.2a NOMINEE REQUIREMENTS

Nominee:

- Must be a PTA member for at least 30 days at the time of the election;
- Must support the Purposes and basic policies of the PTA and recognize that PTA is an effective organization working for all children and youth;
- Should have effectively carried out previous PTA and/or other organizational responsibilities;
- Should have knowledge of the organization and its role in the school and community;
- Should be willing to give PTA priority and commitment including attendance at meetings;
- Must be fair and objective and concerned for the well-being and best interests of the PTA; and
- Must understand the importance of effective teamwork.

No member shall be eligible for the same office for more than two consecutive one-year terms or hold more than one elected or appointed office.

2.2.3 Contacting Nominees

It is the nominating committee chairman's responsibility to contact each nominee, but any committee member may be asked to make the contact and report to the chairman. It is not advisable to talk a reluctant individual into accepting a nomination.

Consent of each nominee should be obtained, while the committee is in session, in order to place the name in nomination. If consent cannot be obtained during the meeting, the chairman will inform the committee members of the results of contacts made outside of the committee meetings.

Nominees should be given a clear indication of the responsibilities of the office and how much time may be involved. If requested, a printed job description can be provided (Recommended Officers 2.3.12). Individuals considering accepting nomination to an elected office should be advised that responsibilities of the office may include attendance at leadership training meetings, workshops, and/or the California State PTA annual convention.

In the event that no qualified candidate can be found for a particular office, it is better to leave the office vacant than to fill it with a person not able to do the job. After the election, the board-elect may fill any vacant positions according to the unit bylaws.

2.2.4 The Election

1. The election of officers for the ensuing year should be conducted no later than the second week of April. This will afford the president-elect an opportunity to register and attend convention representing the association. Additionally, the transition process for all officers can begin and required reports can be submitted in accordance with due dates established by councils, PTA districts and the California State PTA.
2. Thirty (30) days' advance written notice of the election meeting must be provided to the membership (Association Meetings 2.1).
3. The president presides at the election meeting.
4. The privilege of voting shall be limited to members of the association who are present, whose dues are paid, and who have been members of the association for at least thirty (30) days.
5. Election of officers is held at the annual meeting and will come under "new business" on the agenda. The president calls upon the parliamentarian to read the sections of the bylaws pertaining to nominations and elections. (Article V, Sections 1, 2, 3a, 3b, 3c, 3d, 3g, 4, 5, 6, 7, and 11)
6. After the parliamentarian has finished, the president calls upon the chairman of the nominating committee to read the report of the committee. If a nominee has

withdrawn prior to the election and another nominee has been selected, the chairman will read a revised report to inform the membership of the new nominee.

7. The president restates the slate of nominees and asks each one to stand. The president conducts the election of officers even if (he/she is) nominated for an office. The president thanks the nominating committee for its report and states:

“According to our bylaws, nominations from the floor are now in order.”

The privilege of nominating from the floor is extended to members of the association who are present, whose dues are paid, and who have been members of the association for at least 30 days. A qualified member may nominate his or her self.

Nominations do not require a second, only the nominee’s consent.

The president can:

- a. Ask for additional nominations for all positions in the order in which they are listed in the *Bylaws for Local PTA/PTSA Units*, Article V, Section 2, before closing nominations for all elected offices and then proceed with the election; or
- b. Ask for additional nominations for each position, one at a time, in the order in which they are listed in the *Bylaws for Local PTA/PTSA Units*, Article V, Section 2, and then proceed to elect the officer after nominations are closed on each position.

The president says,

“_____ has been nominated for president, are there further nominations for president?” (Pause.)
 “_____ has been nominated for vice president, are there further nominations for vice president?” (Pause.) This procedure is used for each office.

The president then says,

“Are there further nominations for any of these offices?” (Pause.) “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: _____ for president, _____ for vice president, etc.” After all offices have been presented say the following: “All those in favor say ‘aye,’ those opposed say ‘no.’”

The president says,

“The ayes have it, and you have elected the following officers.” (The president restates names and offices.)

Officers are elected by a majority vote of those present and eligible to vote, providing the **quorum** as stated in the bylaws has been met.

2.2.4a VOICE VOTE

If there is but one nominee for any office, the ballot vote for that office may be dispensed with, and the election held by voice vote, as described above.

A member who wishes to vote by ballot for any office may move that the vote be taken by ballot. The motion to vote by ballot must be recognized and voted upon immediately without debate. A majority vote is required for adoption of the motion to vote by ballot.

2.2.4b TWO OR MORE NOMINEES FOR OFFICE

When there are two or more nominees for an office, the election shall be held by ballot, as stated in the bylaws. The secretary should have ballot slips available. Even if the nominating committee presents only one name for each office, there is the possibility that nominations will be presented from the floor.

2.2.4c BALLOT VOTE

1. When there are two or more nominees for an office, the election is held by ballot. To verify eligibility to vote, the membership list must be checked before ballots are distributed. The secretary has the official membership list. If a membership list is not available, all present will be allowed to vote. 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. Blank ballots are not counted.
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, 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 pre-

sent 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:

Number of members eligible to vote _____

Number of votes cast _____

Number needed to elect _____

(Nominee) _____ Received _____

(Nominee) _____ Received _____

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. For additional information, see *Robert's Rules of Order Newly Revised* – Point of Order section.

2.2.4d 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.

2.2.4e 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.

2.2.5 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 chairman 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 association 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 *Bylaws for Local PTA/PTA Units*, 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.

2.3 Guide to Executive Leadership

In order to remain in "good standing," an association must be composed of not less than fifteen (15) members, of whom at least three (3) must serve in the offices of president, secretary, and treasurer (Recommended Officers 2.3.12).

Depending upon the size of the unit, committees may be helpful to the board in conducting its work (Committee Development and Guidelines 2.5).

True leadership isn't about leading followers; it's really about building new leaders.

Responsibilities of a leader:

- * Listen
- * Participate
- * Allow others to participate
- * Be enthusiastic
- * Develop a team spirit
- * Be positive
- * Be a problem solver
- * Treat all people fairly
- * Reward efforts

“With strong leadership, PTA will have the competent, committed people necessary to be effective advocates for children and youth.”

2.3.1 Executive Board

The executive board meets monthly as specified in the bylaws. The executive board should meet no less than two weeks prior to each association meeting so that members receive advance written notice according to the bylaws of all recommendations to be considered at the association meeting. None of its acts shall conflict with action taken by the association.

Unit bylaws specify members of the executive board and may include:

- officers of the association;
- chairmen of standing committees;
- school principal or representative(s);
- faculty representatives; and/or
- student representative(s).

A unit with a small membership may reduce the number of members on its executive board by following California State PTA procedures for amending the bylaws. While each association is required to include certain positions in the bylaws, the district PTA leadership can provide assistance by making recommendations regarding the positions so that the executive board reflects the needs of the particular PTA.

Executive board meetings and minutes are confidential and attendance is limited to those individuals specifically listed in the bylaws. The president may grant a courtesy seat to a guest for the purpose of bringing information to be shared with the group. Guests do not participate in discussion or voting and should leave the meeting after the information is relayed.

A summary of actions taken by the executive board must be reported to the association at the next association meeting and usually requires further approval or ratification by the association. Actions requiring association approval are stated in the bylaws.

2.3.2 Conflict of Interest Policy

2.3.2a DEFINITIONS

Conflict of Interest (also Conflict) means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust. Persons in a position of trust include staff members, officers, and members of the board of a unit, council or district of the California State PTA. Board means the executive board or executive committee. Officer means an officer of the board of directors, executive board or executive committee. Staff member means a person who receives all or part of her or his income from the payroll of any unit, council or district as well as the California State PTA. Members of the board include any officer or chairman of the executive board or executive committee. Supporter means corporations, foundations, individuals, 501(c)(3) nonprofits, and other organizations which contribute to the California State PTA.

2.3.2b POLICY AND PRACTICES

In accordance with the *California State PTA Bylaws, Article IV, Section 6*: A PTA member shall not serve as a voting board member of a constituent organization at the local, council, district PTA, region, state or national level while serving as a paid employee of, or under contract to, that constituent organization.

Related Party Provision. For purposes of this provision, the term "interest" shall include personal interest, Interest as director, officer, member, stockholder, shareholder, partner, manager, trustee or beneficiary of any concern and having an immediate family member related by blood or marriage or member of the same household who holds such an interest in any concern. The term "concern" shall mean any corporation, association, trust, partnership, limited liability entity, firm, person or other entity other than the organization. No officer or board member of the association shall be disqualified from holding any office in the association by reason of being related to any person that has any interest in any concern. An officer or member of the board of the association shall not be disqualified because they are a related party from dealing, either as a vendor, purchaser or otherwise, or contracting or entering into any other transaction with the association or with any entity of which the association is an affiliate. No transaction of the association shall be voidable by reason of the fact that any officer or member of the board of the association is related to a person that has an interest in the supporter with which such transaction is entered into, provided:

- a. The interest of such officer or member of the board is fully disclosed to the executive board.
- b. Such transaction is duly approved by the board of directors not so interested or connected as being in the best interests of the association.
- c. Payments to the related party of the interested officer or the member of the board are reasonable and do

not exceed fair market value that shall be determined by a three bid process.

- d. No officer or member of the board may vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting at which such transaction may be authorized.
- e. Every officer and member of the board shall complete the annual questionnaire at the beginning of each fiscal year. This document shall be maintained as provided in the document retention policy.

Following full disclosure of a possible conflict of interest, the executive board shall determine whether a conflict of interest exists and if there is a conflict, the

Board shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect the PTA's best interests. Both votes shall be by a majority vote without counting the vote of any interested board member.

An interested member of the board, officer, or staff member shall not participate in any discussion or debate of the board, or of any committee or subcommittee, in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present member of the board.

Anyone in a position to make decisions about spending the PTA's resources (i.e., transactions such as purchases and contracts) – who also stands to benefit from that decision – has a duty to disclose that conflict as soon as it arises or when it becomes apparent; he or she should not participate in any final decisions.

A copy of this policy shall be given to all members of the board, officers, and staff members upon commencement of such person's relationship with the PTA or at the official adoption of this policy. Each board member, officer, and staff member shall sign and date the policy at the beginning of his or her term of service or employment and each year thereafter. Failure to sign does not nullify the policy.

Each member of the board, officer, and staff member shall annually sign a statement which affirms such person (see Conflict/Whistleblower Form, Forms, Chapter 9):

- a. Has received a copy of this conflict of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands that the PTA is a constituent organization of the California State PTA as a nonprofit corporation and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax exempt purposes.

2.3.3 Brainstorming

Brainstorming is a widely used problem-solving tool. It encourages participants to use their imaginations and be creative. It helps elicit many solutions to any given problem or task. When the membership buys into the decision of the group and participates in the decision-making process, a successful PTA year is more likely.

A good brainstorming session should last 15-20 minutes. Have plenty of large paper, marking pens, and masking tape on hand. Divide into small groups — no more than 11 to a group. One person should serve as recorder.

The brainstorming “task” or “problem” should be listed at the top of the paper for each small group. Based on the Purposes of the PTA, list the goals and objectives for (unit, council, and district PTA) for the coming year.

2.3.3a RULES

Everyone participates—including the president.

Participants throw out their ideas to accomplish the task or goal.

Recorder lists all ideas.

Do not discuss. Do not pre-judge.

Repetition is okay.

Encourage participation by all members.

Enjoy silences. It means everyone is thinking.

2.3.3b CONSENSUS

After the group has generated a list of ideas, reorganize those ideas that are similar or related. Have the group go over the list, applying critical and careful judgments to arrive at the group goal. Is the goal feasible and within available resources? Does it fit within the Purposes and basic policies of the PTA?

To help arrive at consensus, the members indicate their top three choices: 3 points for 1st choice; 2 points for 2nd choice; 1 point for 3rd choice. Tally points for each category. The idea with the most points becomes the group's choice.

Remember, achievement of a goal (a desired outcome to be achieved) often requires the completion of several objectives (Develop an Action Plan 7.4.3; Forms, Chapter 9).

2.3.4 Goal Setting

Setting goals for an organization provides a road map that gives a target to strive for, plans for needed change, and something to look back on and measure. Goals allow a PTA to stay focused and on track, especially during conflict or challenges.

Short-range goals: Can be accomplished now (starting today and within two weeks).

Intermediate goals: Can be accomplished in the interim between short- and long-range goals.

Long-range goals: Can be accomplished by the end of the term.

2.3.4a PLANNING

It is better to set one or two goals with ten ways to accomplish each one than to set ten goals with only one or two ways to get there.

When beginning to plan, ask what the members think. Here are some methods:

- Circulate a survey.
- Make phone calls or personal contacts.
- Use “brainstorming” techniques.
- Seek out new ideas.

Officers Should Consider

Is the concern within the framework of the Purposes and basic policies of the PTA?

Does the plan address a real need in the community, or is another organization already working on the problem? Don't re-invent the wheel. Consider joining an existing coalition (Joining, Building, and Making Coalitions Work 2.7.3).

Assess the costs—in terms of time investment, financial resources, PTA member ability—and determine if the goal is cost effective.

Planning Questions

What do the members need or want? (Research.)

What does the unit want to accomplish? (The unit's goal.)

What will it take to achieve that goal? (Objectives.)

Who will assume responsibility for what action, and

How will it be accomplished? (Plan of Action.)

How will the unit know if it has succeeded? (Evaluate Success of the Plan 7.4.5; Forms, Chapter 9)

2.3.4b POTENTIAL GOALS FOR THE YEAR

Implement a California State PTA or National PTA program or a convention resolution.

Increase unit membership.

Publicize PTA activities through newsletters, fliers, personal contacts.

Involve each school family in at least one school PTA activity during the year.

Promote cross-cultural understanding through effective programs and projects.

Set up a telephone or e-mail communication tree to promote advocacy.

Create a website for the membership.

2.3.5 Procedure Book

Because of regular changes in leadership and volunteer personnel, each officer and chairman must have a procedure book to ensure continuity and progress. The procedure book, together with all material belonging to the office or chairman, should be delivered promptly to one's successor.

A procedure book should contain all materials needed to accomplish the work of the office or chairmanship, plus any additional information that a new volunteer would find helpful.

It is recommended that the procedure book contents be placed in a loose-leaf binder, large enough to hold 8-1/2" x 11" paper.

The president may need additional binders to hold the National PTA resource materials, *California State PTA Toolkit*, and additional support material.

A procedure book should include:

1. Title page with
 - Name of office or chairmanship;
 - Name of association, council (if in council) and district PTA;
 - Previous officer/chairman and dates served; and
 - This statement: “This procedure book belongs to the PTA unit and not the individual.”
2. Job description including the summary included in the *California State PTA Toolkit* for the specific position (if applicable) (Recommended Officers 2.3.12; Committee Development and Guidelines 2.5 and Officer and Chairman Job Descriptions in the *California State PTA Toolkit*).
3. Current bylaws and standing rules.
4. Agendas and minutes.
5. Finance section that includes budget, financial reports, and audit report.
6. Calendar of events and/or responsibilities for each month.
7. Reports from current and previous officers/chairmen.
8. Information from conferences, workshops, and correspondence.
9. Newsletters and other unit communications.
10. Executive board roster.

A procedure book is *not* personal property.

2.3.6 Annual Historian Reports

Every PTA is required to prepare an Annual Historian Report. Information from these reports is compiled and forwarded to the California State PTA. Design and distribution of forms for the Annual Historian Report shall be the responsibility of the California State PTA.

Each historian, or someone designated by the president, shall prepare the Annual Historian Report. However, final responsibility remains with each president to see that the report is completed and submitted in accordance with due dates established by the California State PTA. Contact your council or district PTA for the due dates for reports.

2.3.6a ANNUAL UNIT HISTORIAN REPORT FORMS

The Annual Unit Historian Report Form (Forms, Chapter 9) includes instructions to document pertinent information, volunteer hour totals, and brief descriptions about successful PTA program activities from *July 1 and projected through June 30 of the following year*. The California State PTA commissions and committees use the information as guidelines for review and revision of programs, publications, projects, and leadership training. The volunteer hour numbers are used to raise the awareness of legislators, school, and community personnel.

The volunteer hours must be totaled before the end of most school or PTA terms in order for the state office to process the information. Unit and council volunteers should be asked to project ahead and estimate as closely as possible the number of hours they will spend in PTA activities through June 30.

The district PTA report is due in the California State PTA office no later than June 1 each year. Councils and units must set due dates to allow for adequate time for their reports to be received by the district PTA, in order that all hours may be tallied and totals submitted on the district PTA report.

Councils should attach one copy of each unit's submitted report and send them to the district PTA, with the Annual Council Historian Report. Out-of-district units or out-of-council units should submit their reports through channels. District PTAs should send the collected information to meet the state due date and continue to collect any reports outstanding from as many units and councils as possible.

Council and district PTA Annual Historian Report Forms are available from the PTA District President.

For more information on Annual Historian Reports, contact the California State PTA Historian at historian@capta.org or 916.440.1985 ext. 326

2.3.7 PTA Records

Records are a vital part of each association, and the following guidelines must be followed:

The charter, ledger book, and tax forms must be kept permanently.

The minutes are a permanent record (Secretary 2.3.14).

Historical records, including charter membership list, names of all presidents, a record of outstanding projects, and a list of Honorary Service Award recipients, should be kept permanently.

All financial records should be kept for a minimum of seven years, including the current year. Financial records may be kept on a computer as long as PTA procedures are followed and a printed record is kept in a permanent binder.

If it becomes necessary to discard PTA materials, the president should appoint members to a committee to review and condense. This committee must be aware of the requirements above and cautioned against discarding vital documents and records (Records Retention Schedule and Destination Policy 5.1.3).

2.3.8 Involving School Administrators and School Community

Whether at the county, school district, or local school level, administrators can help ensure that a PTA is an informed and contributing part of the school community. PTA leaders and members often take their cues from the administrator's direction. An administrator's active support, cooperation, and inspiration are vital to the success of a PTA.

The administrators should:

- Become familiar with the Purposes and basic policies of the PTA and their interpretation through publications such as the *California State PTA Toolkit*.
- Encourage teachers, staff members, parents, and students to join and participate with the PTA.
- Invite teachers and staff members to contribute ideas for programs and projects.
- Assist the PTA in reaching out to community and local business leaders as potential members for coalition building and as resources.
- Encourage the development of PTA membership and informational packets for distribution to parents of new students enrolling in schools and the community at large.
- Advise the PTA on school district policies regarding classroom visitation, field trips, class parties, parent participation, directory information, etc.
- Attend meetings and events of the PTA.

2.3.8a WORKING WITH THE PTA PRESIDENT

The administrator should:

- Meet with the PTA president or president-elect to establish lines of communication and arrange for meetings on a regular basis throughout the year.

- Invite the president to staff meetings when relevant.
- Review goals and the yearly school/district plan.
- Discuss opportunities for working with PTA together in the areas that are of interest to members and relate to local needs (parenting skills, health, safety, home-school partnerships, and education issues).
- Offer suggestions about presentations, professional speakers, and community resources.

Presidents are encouraged to photocopy and share section 2.3.8 with their school principal or other designated school representatives.

Share “Partners in Education” brochures in Chapter 9, Forms, with respective partners:

- The School Board and PTA
- The Site Administrator and PTA
- The Superintendent and PTA
- The Teacher and PTA

2.3.8b WORKING WITH OFFICERS AND COMMITTEES

The administrators should meet with PTA committees to assist in program and event planning, arranging for meeting places, and using facilities and equipment. PTAs may be required to have school district facility use permits on file.

A Hold Harmless Agreement means that the signer assumes total liability for a facility while the signer is using it. Many school district Facility Use Permits include a Hold Harmless Agreement, which, if signed, would mean that the PTA assumes the total liability for that facility during the PTA’s usage, whether the cause of an injury or accident is due to anything under the control of the PTA or not. If the school district requires the PTA to sign a Hold Harmless Agreement for use of school premises, the PTA should contact the California State PTA insurance broker. If directed by the insurance broker to sign a Facilities Use Permit Addendum, refer to the *Toolkit*. (PTA Use of School Facilities 1.3.4a; Forms, Chapter 9).

The site administrator serves as an advisor to the nominating committee or may be elected to serve as a member of the committee.

The administrators should meet with the budget committee to help develop the PTA budget. The PTA budget should reflect the goals of the PTA, including the PTA’s programs and projects. Therefore, items for schools that should be supplied by the school or school district (curriculum, equipment, etc.) should *not* be reflected in the PTA budget.

2.3.8c PROMOTE FAMILY ENGAGEMENT

The administrator should:

- Promote PTA-sponsored family engagement programs and projects. Use the *Parents Empowering Parents (PEP) Guide* for ideas and guidelines.

- Encourage and promote a PTA volunteer program where needed: library, classroom, art docent, computer labs, etc.
- Encourage PTA members to attend meetings and workshops sponsored by council, district and state PTA.
- Encourage PTA members to attend workshops and training sessions sponsored by school districts, county offices of education, and community organizations to become informed on children’s issues.
- Involve parents/guardians in staff development, planning, and implementation of programs and events.
- Encourage advocacy.
- Encourage PTA participation with school/district groups, advisory committees, and community service groups.
- Encourage PTA to study local governmental and state legislative issues and to be informed about PTA positions on these issues.
- Support family engagement in setting educational goals for the school/district in partnership with the association, council or district PTA.
- Encourage PTA members to attend school board meetings and local governmental meetings to become aware of issues related to children, youth, and families.

2.3.8d FACILITATE COMMUNICATION

It is important for the PTA to communicate regularly with parents. The typical method is a newsletter produced in cooperation with the school administrator. If PTA does not publish a newsletter, arrange for the PTA to share in school-prepared notices or bulletins.

The administrator is responsible for the accuracy of school information, compliance with the State Education Code, and school district policy. The PTA president is responsible for the accuracy of PTA information and compliance with PTA policies.

2.3.8e SELF ASSESSMENT

Principal

Do you attend PTA meetings, including meetings of the executive board?

Do you take time to plan with the PTA president?

Do you let the PTA president know about your school’s plans and needs?

Do you personally feel you know and understand the PTA program?

Do you encourage your teachers to participate in PTA activities and encourage their attendance at meetings?

Are you careful not to dominate the PTA?

Do you make your PTA feel welcome and part of the school?

Do you invite your PTA president to attend some of the staff meetings?

Do you cooperate with the PTA in the use of school facilities?

PTA President

Do you invite the principal to all PTA meetings and activities?

Do you consult the principal on all plans early in the school year?

Do you constantly seek to understand your school better?

Do you build some of your PTA programs around the school programs?

Are you careful not to make excessive demands on the time of your school personnel?

Are you careful not to interrupt or interfere with the school program?

Do you keep personal matters and personality conflicts out of the PTA?

Are you a good manager?

Are you friendly with everyone—school personnel and PTA members?

Do you work well with others and give credit where credit is due?

According to your profile, how are you doing?

It is useful to reflect upon one's performance to identify areas for improvement and acknowledge the development of new skills. Using the numbers 1 through 5, with "5" indicating the "best practice," how would you evaluate yourself or, how would you evaluate each other?

2.3.9 Responsibilities of Officers and Chairmen

To ensure a successful term of office, certain responsibilities begin as soon as officers are elected. All board members and chairmen are expected to:

- Accept office or position only when willing to uphold the policies and procedures of the State and National PTA;
- Accept office only when willing to prepare oneself to fulfill the responsibilities of the office;
- Study and follow unit bylaws and standing rules;
- Attend and participate in meetings;
- Abide by the will of the majority;

- Respect the privacy of the business of the executive board;
- Protect members' privacy by allowing no distribution of membership lists to outside interests;
- Meet due dates and fulfill assignments promptly;
- Give accurate and detailed account of all monies entrusted to them;
- Delegate instead of doing everything;
- Develop and strengthen leadership;
- Attend conferences, workshops and conventions;
- Maintain a procedure book to pass on to one's successor; and
- Resign if unable to perform the required duties of the office.

The California State PTA does not recognize co-officers. "Co-officer" implies two people of equal rank sharing one position. In PTA, only one name may be listed for each office, and only one individual may vote. Bylaws may be amended to include additional officers to share the workload.

The bylaws provide the month for the annual election and the date when the term begins. All officers and chairmen are obligated to study and follow PTA bylaws and standing rules. They are also responsible for reviewing, as well as maintaining while they are in office, the procedure book (Procedure Book 2.3.5) specific to their office.

Officers and chairmen are referred to the following professional governance standards to help in understanding individual and board roles for effective PTA work. See also the Professional Governance Standards in brochure format in the Forms chapter.

2.3.10 Professional Governance Standards

The bylaws and standing rules for each PTA provide a framework for the organization. In order to operate effectively using this framework, PTA executive boards and individual board members will benefit from adherence to professional standards of governance.

Professional governance standards specify principles involved in governing responsibly and effectively and were developed to support PTA boards in their efforts to enhance their membership's and the community's understanding about the responsibilities of the PTA board.

The Individual Board Member

A PTA board member is a person elected or appointed to serve on a PTA executive board. Individual board members bring unique skills, values and beliefs to the PTA board and in order to function effectively, individual board members must work together for the association.

To be effective, an individual board member

- Recognizes and respects differences of perspective and style among the individual board members;
- Acts with dignity and understands the implications of demeanor and behavior;
- Honors the confidentiality of board discussions;
- Is open to new ideas and suggestions;
- Is familiar with the bylaws in respect to the individual position as well as the organization as a whole;
- Understands that authority rests with the board as a whole and not with individuals;
- Understands that the basis for all authority rests with the membership;
- Participates in opportunities for training;
- Commits the time and energy necessary to be an informed and effective leader;
- Assists those with less experience;
- Understands the distinctions between PTA and the school staff and refrains from performing functions that are the responsibility of the school district;
- Values, supports and advocates for public education;
- Represents the PTA only when authorized to do so.

The PTA Executive Board

The members of the PTA executive board work together as a governance team which assumes collective responsibility for building unity and creating a positive climate during term of office.

To operate effectively, the executive board

- Develops a unity of purpose by involving parents/guardians, students, staff and community;
- Communicates a common vision;
- Operates with trust and integrity;
- Remains responsive to input from the school community;
- Governs in a professional manner, treating everyone with civility and respect;
- Fulfills requirements set within bylaws and standing rules;
- Takes collective responsibility for the board's performance;
- Proposes for adoption by the membership a fiscally responsible budget based on the organization's vision and goals;
- Monitors the fiscal health of the association regularly;
- Ensures that safe and appropriate activities are provided to implement the goals;

- Provides community leadership on issues that affect children and youth;
- Works collaboratively with other groups and agencies that share the same concerns on issues that affect children and youth;
- Encourages individual board members to attend available training opportunities;
- Serves as a communication link between the home, school and community;
- Evaluates the activities and direction of the board on a regular basis.

2.3.10a PROCEDURES FOR ADOPTION OF PROFESSIONAL GOVERNANCE STANDARDS

The California State PTA has adopted the Professional Governance Standards and encourages all unit, council, and district PTA executive boards to review and adopt the standards at the beginning of their term as an integral part of their team building and orientation process; however adoption of the standards can take place at any time. The *Toolkit* includes the brochure entitled Professional Governance Standards (Forms 9), which includes a form that a PTA may complete upon adoption by a vote of the PTA board. The brochure can also be downloaded at www.capta.org/sections/basics/downloads/ProfGovStanBrochure.pdf

The PTA shall submit the form in the brochure to the California State PTA office after adoption and include the total number of board members and the expiration date of their term.

Upon receipt of the form completed and signed by the president, a certificate will be mailed to the PTA president by the California State PTA office. A letter of acknowledgement will be mailed to the PTA administrator.

Wallet cards for the number of board members noted on the form will be enclosed with the letter to the PTA president. The wallet card serves as an acknowledgement and reminder of the PTA board's and individual board member's commitment to adhere to the Professional Governance Standards.

2.3.11 Whistleblower Policy

This **Whistleblower Policy** of the California State PTA: (1) encourages directors, officers, staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the association; (2) specifies that the association will protect the person from retaliation; and (3) identifies where such information can be reported.

1. Encouragement of reporting. The association encourages complaints, reports or inquiries about illegal practices or serious violations of the association's policies, including illegal or improper conduct by the association itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or

audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which the association has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via the association's president or the council/district president. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

- 2. Protection from Retaliation.** The association prohibits retaliation by or on behalf of the association against employees or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The association reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

Where to report. Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the basis of the complaints, reports or inquiries. They should be directed to the association president and the council/district PTA president; if the president is implicated in the complaint, report or inquiry, it should be directed to the only to the council/district PTA president. The association or council/district will conduct a prompt, discreet, and objective review or investigation. Officers, volunteers, and staff must recognize that the association may be unable to fully evaluate a vague or general complaint, report, or inquiry that is made anonymously.

2.3.12 Recommended Officers and Chairmen

All PTAs are required to have a president, secretary, and treasurer. Other officers may vary at the unit, council, and district PTA levels. All officers are listed in the bylaws. The president, as an effective leader, will see that officers receive their respective job guidelines promptly.

2.3.12a RECOMMENDED OFFICERS

Vice President(s)
Financial Secretary
Corresponding Secretary
Historian
Auditor
Parliamentarian

2.3.12b JOB DESCRIPTIONS FOR OFFICERS AND CHAIRMEN

The president should provide the officers and chairmen with their respective job descriptions as soon as possible.

Basic job descriptions for all elected and appointed officers are included in PTA bylaws.

In addition, Officer and Chairman Job Descriptions found in the *California State PTA Toolkit*, Job

Descriptions, Chapter 10, have been developed by the California State PTA for use by unit, council and district PTAs. These guidelines are meant to assist officers and chairmen in their duties throughout the term of office. The list includes the required president, secretary, and treasurer officer Job Descriptions and numerous others.

The job descriptions typically are distributed to members of the board-elect following election and are used with the updated procedure books forwarded by the outgoing officers and chairmen. PTAs are encouraged to develop job descriptions and procedure books for all PTA positions to provide continuity and sound leadership practices.

2.3.13 President

Serving as president of a PTA includes the responsibility to lead that PTA toward specific goals chosen by its members. The goals must be consistent with the Purposes and basic policies of the PTA. The president is the presiding officer and the official representative of the association.

Throughout the year, mailings will be sent from the California State PTA and National PTA that contain important material to assist the unit. Distribute and discuss these materials with the appropriate officers, chairmen and membership when appropriate.

PTA presidents should encourage and model legislative advocacy.

For PTA training, counseling, or information, contact the council or district PTA president.

All written materials produced by PTA (e.g., newsletters, fliers, website postings, and print or electronic notices) are to be cleared with the PTA president and school principal before publishing. The principal is responsible for the accuracy of school information and compliance with the State Education Code and school district policy. The PTA president is responsible for the accuracy of PTA information and compliance with PTA policies.

Prior to Taking Office

To ensure a successful term of office, certain responsibilities begin as soon as new officers are elected.

The president-elect should confer with the school principal.

Call meetings as necessary of the board-elect (elected officers and principal) soon after election to ratify appointed officers, fill any vacant offices, and make plans for the coming year. After appointed officers are ratified, they become part of the board-elect.

Hold brainstorming session(s) with the board-elect to establish unit goals. Review unit bylaws, past unit activities, become familiar with National PTA and California State PTA goals, set realistic goals, and prioritize projects. Evaluate current chairman positions and decide which are needed. Ask for suggestions of people to fill chairmanships.

Start recruiting chairmen and committee members. Strive for a balance of experienced and new members, keeping in mind that all areas of the community should be represented. Select first those whose work begins immediately: program, budget and finance, and membership. If the standing rules or bylaws designate some of these duties to the vice president(s) or treasurer, appoint additional members to their respective committees. A special meeting of the board-elect may be called to ratify the appointment of all chairmen, so they can begin their activities. You may also do this at the first executive board meeting when the term begins.

Become familiar with the duties of each chairman by reviewing the *California State PTA Toolkit*. Share job descriptions (Job Descriptions 10) and materials as noted with the chairmen and help them to secure procedure books and materials from their predecessors.

Names and addresses of additional executive board members should be sent to council and/or district PTA for their respective directories.

Attend workshops offered by the council or district PTA and urge incoming board members to attend.

The president-elect is one of the unit's delegates to the California State PTA convention.

Attend the convention orientation meeting held by the district PTA and study materials in order to be a knowledgeable delegate. Be sure to ask the current president for all information regarding convention (State Convention 2.8.1).

Prior to taking office, request the retiring president's procedure book and review it and all material received from previous president.

Coordinate with treasurer-elect to have the signature cards for bank accounts updated with new officers and submitted to the bank at the beginning of the new term.

During Term of Office

Be sure a signed facilities use permit is on file, if required by the school district. A Hold Harmless Agreement means that the signer assumes total liability for a facility while the signer is using it. Many school district Facility Use Permits include a Hold Harmless Agreement, which, if signed, would mean that the PTA assumes the total liability for that facility during the PTA's usage, whether the cause of an injury or accident is due to anything under the control of the PTA or not. If the school district requires the PTA to sign a Hold Harmless Agreement for use of school premises, the PTA should contact the California State PTA insurance broker. If directed by the insurance broker to sign a Facilities Use Permit Addendum, refer to the *Toolkit* (Forms, Chapter 9; PTA Use of School Facilities 1.3.4a).

Appoint a committee to review and/or revise the bylaws.

Work with committees in charge of activities scheduled before school begins, such as student registration and welcome for teachers, new students, and parents.

Meet with the room representative coordinator and principal to plan an orientation meeting for room representatives and/or grade level representatives.

Confer with officers and chairmen regarding plans for the year and progress toward set goals.

Prepare a master calendar that includes executive board meetings, association meetings, PTA special events, and president/principal meetings.

Order PTA materials helpful to officers/chairmen in fulfilling their responsibilities. This is a reimbursable PTA expense. If possible, obtain a subscription for the principal to *PTA in California*, the official newsletter of the California State PTA, and *Our Children*, National PTA magazine. Promote PTA officer/chairmen use of the PTA websites: www.capta.org and www.pta.org.

The *California State PTA Toolkit* is included in the service mailing. Membership enrollment may be planned before the service mailing is received. Arrange to obtain membership envelopes and cards according to procedure of the council or district PTA. The PTA may print its own envelopes but must use the membership cards provided.

Ensure membership enrollment activities are approved by the principal and do not interfere with school activities.

Membership enrollment is ongoing, but a new membership campaign and outreach activities for the upcoming year should be planned as soon as officers are elected.

All members must receive a membership card with the October 31 expiration date.

Coordinate with the treasurer to schedule a budget committee meeting with the principal and officers (treasurer, program chairman, and fundraising chairman) whose input to the budget is important. Verify that programs and fundraising activities comply with insurance guidelines.

Have the proposed budget, including programs, fundraisers, California State PTA convention, and other plans presented to the executive board.

The association must approve the proposed budget, including programs, fundraisers, and other plans before implementation (which includes the signing of contracts). A motion for each fundraiser, including how the money will be used (books for the library, etc.), must be approved by the association. This should be done at the first association meeting of the new term (The Agenda 2.1.9; Sample Agenda, Fig. 2-1).

It is the responsibility of the president and unit delegates to attend the council meetings (if in council) or district PTA meetings (if not in council). Check with your council (if in council) and district PTA for meetings or training programs that may be held throughout the year.

The executive board fills any vacant offices and ratifies additional chairmen and committee members before the school term starts.

Remind the treasurer to send the per capita portion of dues for council (if in council), district, state, and National PTA, through the channels each month with member names and addresses; to submit insurance premiums by council, if in council, and the district PTA due date and to prepare and submit the mandatory Workers' Compensation Annual Payroll Report through channels by the due date (Financial Officers' Reports and Forms 5.3.3; Fig. 5-1 – 5-10 or Forms, Chapter 9).

Remind the treasurer to schedule audits of the financial books twice a year (The PTA Audit 5.8) according to the months designated in the bylaws and to provide a copy of the Annual Financial Report to the council, if in council, and district PTA (Annual Financial Report 5.3.3e; Fig. 5-6 or Forms, Chapter 9).

Work with the program committee to complete plans for Founders Day, typically celebrated in February (Founders Day 7.13). Include an opportunity to collect the Founders Day Freewill Offering in the program. Remind the treasurer to remit any funds collected promptly to council or district PTA.

Appoint an award committee to select local recipient(s) for award(s) (Awards 7.6; Forms, Chapter 9). Be sure a motion is made to authorize the purchase of Honorary Service Awards and emblems, to be ordered from the state office, in time for the presentation. Allow six weeks for delivery (Honorary Service Award [HSA] Program 7.6.3; Forms, Chapter 9).

Forward any proposed resolutions for the California State PTA convention in time for council or district PTA action (Convention Resolution Process 2.9).

Review the California State PTA convention registration information when received. Prepare convention pre-registration and housing materials as instructed by council (if in council) or district PTA.

Prepare for Association Meetings

Check with program and hospitality chairmen about arrangements.

Work with the publications, public relations, and room representative coordinators on meeting notices, publicity, and parent contacts.

Be sure the year's proposed program and budget, including all programs and fundraisers, is presented for adoption at the first fall association meeting (Budget 5.3.3a; Budgeting and Fundraising 5.5).

Prepare the agenda in advance of the meeting and provide copies to the parliamentarian and secretary (The Agenda 2.1.9; Sample Agenda Fig. 2-1).

Provide written notice to the membership at least ten days prior to the meeting. The written notice must include the date, time, location, and proposed business to be considered at the meeting.

Check the bylaws for the procedures to elect the nominating committee and include that election on the appropriate month's agenda.

Check the bylaws for the meeting designated for the election of officers, provide the required thirty (30) days' written notice of the election to the membership, and conduct election.

Conduct election of delegate(s) to the California State PTA convention. The number of delegates is determined by unit membership. Elect an alternate for each delegate (State Convention 2.8.1).

End of Term

Submit a roster that includes the name, title, and contact information for the new officers to council or district PTA by the due date. For presidents, contact information should be personal mailing address.

Give helpful materials to the president-elect immediately following the election (Procedure Book 2.3.5).

Work with the president-elect to plan the installation of new officers.

Invite president-elect to attend meetings of council or district PTA and meetings of community groups.

Continue president's responsibilities until the date in the association bylaws the new officers assume office. Encourage cooperation and sharing of materials between outgoing and incoming board members.

Work with the historian to compile the Annual Historian Report and mail this report by the council or district PTA due date (Annual Unit Historian Reports 2.3.6a; Forms, Chapter 9).

At the last association meeting of the school year, a motion should be made authorizing the executive board to pay necessary summer bills within the limits established in the budget and the bylaws. A motion also may be made to appoint a committee to read the minutes of the last association meeting of the year and report at the next association meeting.

See that outstanding bills have been paid, committee reports have been filed, projects have been completed, and financial books are scheduled for audit. Be certain that any correspondence, including thank you notes and acknowledgments, have been sent.

When the term as president is completed, stay involved, but not in charge.

2.3.13a COUNCIL PRESIDENT'S RESPONSIBILITIES

The council president is an elected officer and serves as a vital link between the district PTA and the member units.

The responsibilities and duties of the council president are substantially similar to those of the unit president. Please review "Unit President's Responsibilities" above, in addition to the tasks listed below.

Prior to Beginning of Term

Meet with liaison from member school districts and/or superintendent's(s') office(s).

Request agenda time to be introduced at a meeting of the school district principals.

Prepare an overview of the council and goals for the upcoming year.

Meet with council program planning and budget committees.

Work with the other incoming council officers to prepare the council calendar for the upcoming year and prepare any required facility use forms. A council may meet in a central school district location or may rotate the council meetings among the member units' sites.

Determine if names and addresses of newly-elected council officers have been sent to the district PTA by the district due date for forwarding to California State PTA and National PTA. If this has not been accomplished, complete the list and mail immediately. All materials mailed from California State PTA and National PTA will be addressed to the council president, who is responsible for sharing them with the appropriate council officers and chairmen.

Determine if names and addresses of newly-elected officers for PTA units within the council have been sent to the district PTA by the due date for forwarding to the California State PTA and the National PTA.

Bylaws stipulate that the council president-elect shall be one of the PTA council's delegates to California State PTA convention, usually held in May. Attend the district PTA convention orientation meeting and study materials to be an informed and knowledgeable delegate. Be sure to ask for all information regarding convention (State Convention 2.8.1).

Attend workshops offered by the district PTA and urge incoming board members to attend. Notify incoming unit officers of the workshops scheduled.

Coordinate with the council treasurer-elect to have the signature cards for the council's bank accounts updated with the new officers.

Encourage and model legislative activity.

Ongoing

Determine procedure with council membership chairman for receiving membership cards from district PTA and review distribution procedure to member units.

Prepare meeting agendas (check with the council secretary and/or minutes for any unfinished business to be included). Provide copies for the parliamentarian and secretary, and provide notice to the executive board and member units. Written notice must include the date, time, location and proposed business to be considered at the meeting.

Attend all meetings of the district PTA as the council representative.

Review service mailings received from the California State PTA and National PTA promptly.

Notify the member units of the cost of insurance premiums for general liability, directors and officers liability, and Workers' Compensation as soon as received from the district PTA. Be alert for the due date to the district PTA and coordinate the council due date with the council financial secretary and treasurer.

Be alert for all due dates that affect the member units. Set reasonable due dates for items to reach the council and to be processed and forwarded to the district PTA (List of Due Dates, Introduction).

Plan workshops for the member units. Ask for any needed assistance from the district PTA officers.

Confer with program chairman to complete plans for Founders Day.

Remind member units of March due date for final remittance of per capita dues through channels. Keep them informed of council and district due dates.

Review bylaws with council parliamentarian for any needed changes and appoint a committee to assist.

Conduct election of delegates to California State PTA convention at least 30 days prior to convention. Each council is entitled to send two delegates. Elect an alternate for each delegate.

Prepare convention pre-registration and housing materials. Notify council delegates of convention orientation date scheduled by district PTA.

Work with council historian to compile Annual Historian Report and mail report to meet district PTA due date. Be available to provide assistance to member units in completing the form by the due date.

Complete Annual Financial Report to meet district PTA due date as required.

2.3.13b DISTRICT PTA PRESIDENT'S RESPONSIBILITIES

The district PTA president is an elected officer and serves as a vital link between the California State PTA and the district PTA.

The responsibilities and duties of the district PTA president are substantially similar to those of the unit president. Please review "Unit President's Responsibilities" above in addition to the following tasks.

Prior to Beginning the Term

Bylaws stipulate that the district PTA president shall represent the district PTA at meetings of the California State PTA Board of Managers.

Meet the liaisons from the county superintendent's office (or offices, if district PTA area covers more than one county).

Request agenda time to be introduced at county school board meetings.

Hold a district PTA orientation for all district PTA officers and chairmen.

Work with incoming district PTA officers to prepare the district PTA calendar for the upcoming year and prepare any required facility use forms. A district PTA may meet in a central school district location, or the county office of education, or it may rotate district meetings among the member councils' or units' sites.

Attend the California State PTA convention and your district PTA's workshops and urge incoming board members to attend. Notify incoming council and out-of-council unit officers of the workshops scheduled.

Review procedures and/or changes with district PTA office manager/staff, if any.

Provide orientation for any new officers or chairmen.

Ongoing

Attend all California State PTA Board of Managers meetings and report information back to appropriate district PTA officers and chairmen and member councils and units.

Prepare written district PTA report for the California State PTA Board of Managers meetings and submit to the Leadership Vice President by due date.

Give an oral report to the California State PTA Board of Managers, as assigned.

Determine who will represent the district PTA at meetings of allied agencies and coalitions.

Be alert for all due dates that affect unit, council, and district PTAs (List of Due Dates, Introduction section).

Serve as liaison for district PTA to California State PTA.

Assist with workshops and training for member councils and units.

Delegate district PTA responsibilities, including the organization of new units, to appropriate officers and chairmen.

Handle conflict situations promptly (Conflict Management 2.4.3).

Review all district PTA communications, including press releases, newsletters, website postings, and print or electronic notices, prior to publication, printing and mailing (Tips for Promoting the PTA 6.2).

Notify the member council and/or units of the amount of insurance premiums for general liability, directors and officers liability, and Workers' Compensation as soon as received from the California State PTA. Set a due date with the district PTA financial secretary and treasurer (Financial Officers' Reports and Forms 5.3.3; Forms, Chapter 9).

Distribute convention pre-registration and housing materials to unit, council, and district PTA members. Notify district PTA and out-of-council unit delegates of convention orientation date (State Convention 2.8.1).

Work with appropriate chairmen to plan Founders Day events (Founders Day 7.13).

Verify units and councils are in good standing and sign California State PTA cover pages for California State PTA Unit Spotlight Award Program (7.6.2; Forms, Chapter 9).

Remind member councils and units of March 31 due date for final remittance of per capita dues through channels (Membership Dues 3.2.1e; Unit Remittance Form, Forms, Chapter 9).

Conduct election of delegates to California State PTA convention at least 30 days prior to convention. Each district PTA is entitled to send three delegates in addition to the district PTA president. Elect an alternate for each delegate.

Confer with district PTA historian to compile the district PTA Annual Historian Report. Be available to provide assistance to member councils and units in completing the form by the due date (Annual Unit Historian Report 2.3.6a; Forms, Chapter 9).

Interview district PTA applicants for the position of California State PTA Board of Managers student representative (Student State Board Members 1.4.1l).

End of Term

Invite president-elect to attend meeting of district PTA and meetings of community groups.

Schedule a time to introduce the incoming district PTA president to the county superintendent(s).

Be sure outstanding bills have been paid, committee reports have been filed, projects have been completed and evaluated, the Annual Financial Report is complete, and financial books are scheduled for audit.

2.3.14 Secretary

The recording secretary is elected and is one of the three officers required for a PTA/PTSA. The secretarial responsibilities may be assigned to one person or divided between a recording secretary and a corresponding secretary as specified in the bylaws. If there is no corresponding secretary, the duties of the corresponding secretary may be combined with the duties of the recording secretary, in accordance with the bylaws. In addition to the bylaws, the duties of a secretary are discussed in the *California State PTA Toolkit*, the *National PTA Quick-Reference Guide* (available from the PTA president), and *Robert's Rules of Order Newly Revised*.

2.3.14a CORRESPONDING SECRETARY

Responsibilities of the corresponding secretary are defined in the bylaws and include other related duties that the president or executive board may assign.

For details on the responsibilities of the Secretary and Corresponding Secretary at the unit, council, and district PTA levels, see "Job Description for Secretary" Chapter 10.

For more information on minutes, contact the California State PTA Secretary at secretary@capta.org or 916.440.1985 ext. 308

2.3.14b RESOURCES

PTA Management, Chapter 2, *California State PTA Toolkit*

Quick-Reference Guide, National PTA

Robert's Rules of Order Newly Revised

2.3.15 Historian

The historian assembles and preserves the record of activities and achievements of the PTA and assists the president in preparing the Annual Historian Report (Annual Unit Historian Report; Forms, Chapter 9).

Historian records, like minutes, should be kept forever.

Collection of hours is important to our association for many reasons. Maintaining federal tax exemption is one of the most important. An organization granted nonprofit charitable status must receive one-third of its support from the general public. Valuation of service hours expended in carrying out the purposes for which it was formed will positively affect the public support ratio of PTA.

Volunteer hours can be reported in the narrative portion of the IRS 990 report and can also be placed on your PTA's financial statements. From information provided by nonprofit charitable organizations, the IRS publishes a figure, adjusted annually, that attributes a dollar value to volunteer hours donated. This enables PTAs to publish an annual tabulation of the collective value of volunteer hours which has been returned as a donation to local communities and statewide.

Advertising the value of volunteer hours expended by PTA can be a valuable marketing and publicity tool and raises the public's awareness of the association. Frequently, foundation grantors request the number of volunteer hours an organization expends annually when considering apportionment of grant funds. The volunteer value helps a foundation understand the extent of a group's parent involvement, support and commitment to their own purposes which aids the grantors in determining the amount of assistance to award.

2.3.15a ANNUAL UNIT HISTORIAN REPORT

It is the responsibility of every PTA unit to prepare a Unit Annual Historian Report. The historian or president, as

designated in the bylaws, is responsible for completing the Unit Annual Historian Report (Unit Annual Historian Reports; Forms, Chapter 9).

Submit the report by council or district PTA due dates through PTA channels, keeping one copy for the procedure book.

Collect and tally members' volunteer hours from the beginning of the PTA year (Volunteer Tally Sheet, Forms, Chapter 9). Advise members to project their volunteer hours for planned PTA activities beyond the Annual Historian Report due date until the end of the PTA year.

Publicize the hours PTA volunteers have provided to the community. One example may be to compute the hours volunteered by members multiplied by an hourly "wage." Prepare a "mock" check and present to your school board or city to bring attention to the needs of your school and its children.

For details on the responsibilities of the Historian see Job Description for Historian, Chapter 10.

Keep a written/printed account of the year's activities and key personnel for the unit's permanent PTA History Book.

For more information on annual report tally sheets, contact the California State PTA Historian at historian@capta.org or 916.440.1985 ext. 326

2.3.16 Parliamentarian

The parliamentarian is an officer usually appointed by the president, subject to ratification by the executive board. A parliamentarian "pro tem" should be appointed in the absence of the parliamentarian.

2.3.16a BYLAWS

The bylaws are specific rules by which the unit is governed, and they supersede any general rule of parliamentary law with which they may be in conflict. They are the "Articles of Organization." They may not be suspended, even by a unanimous vote. Any action contrary to the unit's bylaws is null and void and should be so stated when discovered.

The bylaws of the unit, council, district, State, and National PTA all state that *Robert's Rules of Order Newly Revised* shall be the parliamentary authority. If help is needed in understanding or interpreting *Robert's* or the bylaws, the council or district PTA parliamentarian should be contacted.

Human Relations

The six most important words: "I admit I made a mistake."
 The five most important words: "You did a good job."
 The four most important words: "What is your opinion?"
 The three most important words: "If you please."
 The two most important words: "Thank you."
 The one most important word: "We"
 The least most important word: "I"

The California State PTA bylaws contain “starred” articles and sections that are to be included in the unit bylaws. Do not alter, change, or add to any articles or sections with stars. Several bylaws sections refer to information in the *California State PTA Toolkit* and may not be altered. These are policies or procedures of the California State PTA.

Note: The adoption of an amendment to any provision of the National PTA bylaws or to any provision of the California State PTA bylaws that pertains to unit, council, or district PTA automatically amends the unit’s bylaws and does not require a vote of the unit. Other revisions to the unit’s bylaws may be made only as provided in the bylaws themselves.

2.3.16b POLICIES AND PROCEDURES

Basic policies of the National PTA are included in all PTA bylaws. Parliamentarians often are asked to interpret these policies or give a rationale for them. The *National PTA Quick-Reference Guide* discusses them in detail. The California State PTA and district PTAs also have policies and procedures that must be observed.

2.3.16c NOMINATING COMMITTEE

The statement in the bylaws, “... shall call the first meeting of the nominating committee ... and give instructions in procedure...” means that the parliamentarian should explain the eligibility requirements to hold office, which offices are to be filled, and those sections of the bylaws that pertain to the conduct of the nominating committee, committee voting procedure, etc. The parliamentarian conducts the election of the chairman of the nominating committee. The parliamentarian does not automatically serve as a member of the committee unless elected to it. The parliamentarian, if not a member of this committee, should be available for any questions by telephone or at a specific location.

For details on the responsibilities of the parliamentarian at the unit, council, and district PTA levels see “Job Description for Parliamentarian,” Chapter 10.

For additional information about bylaws, contact the California State PTA Parliamentarian at parliamentarian@capta.org or 916.440.1985 ext. 310

2.4 Bylaws for PTAs in California

Bylaws are designed to help the group function in an orderly manner. The president shall assure that a copy of *Bylaws for Local PTA/PTSA Units* and *California State PTA Bylaws* (8.1) is provided to all officers and board members at the beginning of the term of office. Each member is responsible for making a thorough study of them. A copy of the bylaws must be made available to any member of the association upon request. Do not post PTA bylaws on any website.

If a unit cannot locate the bylaws, a committee should be appointed by the president and chaired by the parliamentarian. Standard bylaws should be obtained from the state office for a nominal fee. Standard bylaws are pre-printed and provide blank spaces to fill in according to a unit’s needs and must be used. Computer printouts or retyped bylaws will not be accepted.

2.4.1 Changing Bylaws

Bylaws and standing rules must be reviewed every year and revised every three years. Appoint a small committee with the parliamentarian as chairman to study them, make recommendations, and forward through channels to the California State PTA parliamentarian. After receiving approval for amendments from the California State PTA parliamentarian, give 30 days’ written notice of proposed amendments to association members. A two-thirds (2/3rd) vote is required to amend the bylaws. (See Association Meetings for meeting notification requirements 2.1.)

2.4.2 Standing Rules

Standing rules outline the procedures of the organization that are not included in the bylaws and must not restate or conflict with the bylaws. Some examples of the differences are:

- *Bylaws* state when the meetings of the association and executive board are held.
- *Standing Rules* tell where and what time these meetings are held.
- *Bylaws* give the primary responsibilities of officers and chairmen.
- *Standing Rules* give the specifics.

For example, if the *Bylaws* state that the first vice president is responsible for the program, then the *Standing Rules* should list the specific responsibilities of each committee and the various chairmen, who work with the vice president under the first vice president’s title.

If the organization has supplies and/or equipment, the *Standing Rules* should state who is responsible for them and where they would be kept.

Standing Rules might also list:

- Who has the responsibility for securing the retiring president’s pin and its inscription.

- If there is to be an installation of officers, who is responsible for selecting the installing officers and when the installation should take place.

In short, *Bylaws* are hard and fast rules that may be amended only with thirty days' prior written notice to the membership.

Standing Rules are the details of monthly PTA work that may be changed from administration to administration or from meeting to meeting. They require a two-thirds (2/3) majority vote without notice and a majority vote with 30 days notice to adopt or amend. Standing Rules must accompany bylaws when submitted to the California State PTA parliamentarian for approval.

2.4.3 Conflict Management

There are basically two types of conflicts which PTA leaders might have to resolve. The first are conflicts that arise when individuals are not able to work together. The second type of conflict occurs when individuals are not in agreement with discussion and/or actions being taken at meetings (Controversial Issues 2.4.4).

2.4.3a WHAT CONSTITUTES A CONFLICT SITUATION?

A conflict situation might be:

Strong differences of opinion between individuals or groups regarding proposed ideas or projects—and ways to affect the outcome.

Disagreements among members regarding what has already taken place.

Personality differences within the group that make it difficult for people to cooperate effectively with one another.

Situations brought about by people who often complain about objectives and activities.

A personality problem between two individuals.

A misunderstanding of assigned responsibilities (Who is supposed to do what?).

A misinterpretation of the group's goals.

A refusal by some members of the group to work with a certain individual—for whatever reasons.

A personal agenda that has been carried to extremes or blown out of proportion.

2.4.3b IS CONFLICT BAD?

No, conflict is not bad. Conflict—and even controversy—are often the catalysts that stimulate a group to reflect on its goals and devise ways to reach them. Progress is made when problems are addressed cooperatively and solutions generated, not only by a mediator, but also by all individuals involved.

Controversy and conflict within a group can have a positive outcome when the leadership is able to develop skills necessary to manage the situation.

2.4.3c WHY DO PEOPLE COMPLAIN OR INITIATE CONFLICT?

Some people have genuine concerns about the progress of the group and sincerely want to improve the situation. By raising the issue, they hope to bring it out into the open for discussion and action.

Others lack self-esteem and may seek confrontation as an outlet. Still others crave power or authority and are testing the group, particularly the leadership, in order to attain it.

Some are reluctant to go along with needed changes, preferring to keep things at status quo (e.g., "we've always done it this way").

2.4.3d HOW CAN LEADERS DEAL WITH THE CONFLICT?

Meeting Disruption

Support the right of the individual to express his/her viewpoint and be receptive to new ideas that may be offered (e.g., "It is important to hear everyone's perspective").

Encourage other group members to hold their comments while the individual is stating his/her point. We need to respect other people and their ideas, even when they may differ from our own.

Instead of meeting that individual "head on," recognize his/her concern (e.g., "I know you are really upset about this.>").

If the situation becomes too difficult to deal with at that meeting, arrange another time to meet and discuss the problem informally and in a more relaxed setting. Allow time for cooling down, and select a meeting location that is non-threatening and neutral to the individual involved.

Consider contacting your council or district PTA leadership for assistance.

At the next meeting, the issue should be brought before the group, and after discussion, the group will come to a consensus.

Handling Disagreements

Maintain the responsibility—and the authority—of the leadership position by not taking sides. Neutrality of the leader is crucial in conflict management.

Focus on the problem or the issue and not on the people or their personalities.

Practice active listening. Rather than trying to minimize the problem, attempt to reduce the anxiety of those involved and focus on acceptable solutions.

Let people know their feelings of anger or frustration are understood, and try to make them feel more comfortable in sharing those feelings.

Meet and talk, one-on-one, with each of the individuals involved before bringing them together to help resolve the problem.

Selecting a good time and place is important and may help to ensure that those involved are relatively calm and not under overt stress.

Point out that there is not necessarily a “right” or “wrong” way to address the concern—sometimes there is a more practical or feasible way.

Find something to agree on, such as basic goals. By so doing, the leader sets the stage for trying to agree on the strategies for achieving them. When people realize they have a common goal, they recognize they are actually on the same side rather than being adversaries.

Help people understand that not everyone will be happy with the decisions made—and that members can learn to accept without always having to give personal approval.

Group decisions should benefit the majority of the organization and the membership it serves.

Outside facilitators may prove useful.

2.4.4 Controversial Issues in Association Meetings

Controversial issues may be brought up and disruptions may occur at PTA meetings. An informed and alert PTA executive board can guard against disruptions, as will consistently applied ground rules. A sense of fair play will help handle most situations.

The president, first vice president, and parliamentarian should possess a good working knowledge of parliamentary procedure and how to apply it effectively.

The president presides during the program presentation as well as during the business meeting, with support from the parliamentarian and other executive board members. The president never turns the meeting over to another member, but calls on another member to make a presentation or introduce a speaker.

When dealing with difficult interruptions, the presiding officer should maintain poise in the face of interruption. An unruffled attitude reflects that the president is in control.

Allow the “interrupter” to make his/her statement, listening carefully to see where the subject might fit into the topic under discussion. If the point made is irrelevant (or not germane) to the motion on the floor, the chairman should point out that fact.

Be courteous in dealing with the interruption. In spite of apparent negative reaction from the audience, the person speaking may have a valid point or a suggestion worth investigating.

If the discussion—and the situation in general—appears to be getting out of hand, the president can decide to recess the meeting for a short time to allow people to calm down or may determine immediately the time and date of a special meeting to focus on the issue.

2.4.4a PEOPLE ARE ENTITLED TO THEIR OPINIONS

PTA has bylaws, policies, and procedures under which it operates.

While PTA respects the rights of individuals, it also has a responsibility to conduct business in a fair and dignified manner.

If the “disruption” goes on and on, the president may use one of the following:

“Ms. _____, your point is well taken, but this issue is not currently on the agenda. We do have a program commitment and an obligation to carry it through. Perhaps we could speak later.” (Then continue with the agenda.)

“Mr. _____, we appreciate your comments on this subject, and if there is no objection, the chairman would like to appoint a committee (now or following the meeting) to study the issue, research the information, and report back at a future meeting.” (It’s a good idea to include that person on the committee.)

“Mrs. _____, the issue you raise doesn’t fall within the nonpartisan (or whatever) policy of PTA. However, we do appreciate your sharing the information with us.”

Remember, no one expects the president to be perfect ... only poised and prepared to carry through. Executive board members should know parliamentary authority – and how to apply it – to help the president handle uncomfortable situations.

2.4.4b WHEN TEMPER FLARE

“The chairman recognizes there are many different opinions, but let’s hope we can disagree ‘agreeably.’ That is, after all, the democratic process, isn’t it?”

When the situation is getting out of hand, don’t pretend everything is all right. Instead of becoming flustered, inject a sense of humor.

“My mother said there’d be times like this!”

-or-

“Let’s call a truce—and look into the problem together.”

2.4.4c HELPFUL PARLIAMENTARY PROCEDURE

The chairman should recognize the privilege of each individual to agree or disagree with the views stated by the speaker. The speaker is stating his/her own opinions and is not asking for conclusions from the audience, so interruptions are inappropriate. Honest differences of opinion may be discussed at the close of the meeting.

Board members with a good background in parliamentary procedure can aid the president with helpful motions at opportune times.

Rules to Keep in Mind

While people other than PTA members may be present at the meeting, the privilege of making motions, debating and voting shall be limited to the members of the association who are present and whose dues are paid and who have been association members for at least the previous thirty (30) days.

At least twenty-four (24) hours' notice, in writing, must be given to the president to request to have an order of business or an announcement placed on the executive board agenda. At least fourteen (14) days' notice, in writing, must be given to the president to request an item of business or an announcement be placed on the association agenda. New items of business or announcements brought to association meetings that have never been considered by the executive board should be referred to a committee or the executive board for study. No action may be taken on any agenda item that has not been properly noticed.

Any non-PTA material distributed at an association meeting must be reviewed and approved by the executive board prior to the meeting.

Unless the association has a special rule, no member can speak more than twice to the same question on the same day (*Roberts Rules of Order Newly Revised*, Section 42).

For additional information, see Parliamentary Procedure 2.1.6.

2.4.5 Violations of PTA Bylaws, Policies, or Procedures

Violations are (1) actions contrary to the good of the organization, and/or (2) actions in violation of the bylaws, policies, or procedures of the organization. Prior to beginning the process of investigating any alleged violation, consult with the council/district PTA president.

2.4.5a ALLEGATIONS AGAINST A MEMBER

Every effort should be made to resolve the allegation(s) at a meeting with those directly involved. Any allegation(s) should be described specifically in writing and brought to the attention of the president or executive board, who should immediately contact the council and district PTA presidents for assistance with the meeting. Proper and tactful handling of the meeting is of prime importance, and care should be taken that all parties and points of view are presented.

When handling an allegation(s), care must be taken to maintain confidentiality at all times and to avoid potentially slanderous statements. Information must be kept with those persons directly involved; they must refrain from making comments or accusations to others.

Informal Solution

Every effort should be made to resolve the allegation(s) at a meeting with those directly involved. Any allegation(s) should be described specifically and brought to the attention of the president or the executive board.

Proper and tactful handling of the meeting is of prime importance, and care should be taken that all parties and all points of view are presented.

If additional assistance or guidance is needed, the council (if in council) or district PTA should be contacted.

Formal Solution

If the matter cannot be resolved in an informal way at a meeting with those directly involved, the following procedure should be followed:

1. Upon the majority vote of the executive board, a letter describing the allegation(s), citing facts and being careful not to make slanderous statements, should be written and signed by three members of the executive board and sent as follows:

If the allegation(s) against a member occurs within a unit, the letter should be sent to the council president if in council, and to the district PTA president. If the allegation(s) against a member occurs within a council, the letter should be sent to the district PTA president. If an allegation(s) against a member occurs within a district PTA, the letter should be sent to the California State PTA president.

-or-

A letter, as described in Number 1 above and signed by five or more members of the PTA, may be sent.

-or-

A letter, as described in Number 1 above and signed by a school administrator, may be sent to the council, district PTA, or California State PTA president.

2. If the allegation(s) against a member cannot be resolved by the council, a letter should be sent to the district PTA president. The letter should include the allegation(s), background information pertaining to the allegation(s), and information regarding steps taken by the council to resolve the allegation(s).
3. If the allegation(s) against a member cannot be resolved by the district PTA, a letter should be sent to the California State PTA president. The letter should include the allegation(s), background information pertaining to the allegation(s), and information regarding steps taken by the council and district PTA to resolve the allegation(s).
4. When the California State PTA president receives a letter regarding all allegation(s), the matter is no longer under the authority of the district PTA. The California State PTA has the responsibility to follow through and bring the matter to a resolution. If necessary, the State president shall refer the matter to the grievance committee of the California State PTA Board of Managers in accordance with the Standing Rules and Procedures of the California State PTA Board of Managers.
5. Allegation(s) referred to the grievance committee shall be reviewed, and that committee shall make a

recommendation to the California State PTA Board of Directors regarding the handling of the allegation(s). In extreme cases, a recommendation may include any of the following penalties:

- a. The member, if currently serving in an elected or appointed position on a PTA board, may be asked to resign that position.
- b. The PTA board on which the member serves may be directed to take action to remove him/her from the elected or appointed position in accordance with the provisions in the bylaws.
- c. The member, in accordance with *The California Corporations Code*, §5341 (3), may be expelled, suspended, terminated, or sanctioned in some other way.

2.4.5b ALLEGATIONS AGAINST A UNIT, COUNCIL, OR DISTRICT PTA

Every effort should be made to resolve the allegation(s) at a meeting with those directly involved. Any allegation(s) should be described specifically in writing and brought to the attention of the president or executive board, who should immediately contact the council and district PTA presidents for assistance with the meeting. Proper and tactful handling of the meeting is of prime importance, and care should be taken that all parties and points of view are presented.

Informal Solution

Every effort should be made to resolve the allegation(s) at a meeting with those directly involved. Any allegation(s) should be described specifically in writing and brought to the attention of the president or executive board. Proper and tactful handling of the meeting is of prime importance, and care should be taken that all parties and points of view are presented.

It is recommended the council or district PTA be contacted.

Formal Solution

If the matter cannot be resolved in an informal way at a meeting with those directly involved, the following procedure should be followed:

1. Upon a majority vote of the executive board, a letter describing the allegation(s), citing facts and being careful not to make slanderous statements should be written and signed by:
 - a. Three members of the executive board; or
 - b. Three members of the association; or
 - c. School administrator.
2. Send the letter to the appropriate PTA level.

Allegation(s) against a unit should be sent to the council president (if in council) and to the district PTA president.

Allegation(s) against a council should be sent to the district PTA president.

Allegation(s) against a district PTA should be sent to the California State PTA president.

Letters from school administrators may be sent to the council and district PTA, or California State PTA president.

3. If an allegation against a unit cannot be resolved by the council, send a letter to the district PTA president. The letter should include the allegation(s), background information pertaining to the allegation(s), and information regarding steps taken by the council to resolve the allegation(s).
4. If an allegation against a council cannot be resolved by the district PTA, send a letter to the California State PTA president. The letter should include the allegation(s), background information pertaining to the allegation(s), and information regarding steps to be taken by the council and district PTA to resolve the allegation(s).

When the California State PTA president receives a letter from a district PTA regarding allegation(s), the matter is no longer under the authority of the district PTA. The California State PTA has the responsibility to follow through and bring the matter to a resolution.

5. Only the California State PTA may change the status of a unit, council or district PTA. Upon consultation with the California State PTA president and vice president for leadership services, district PTAs may place a unit or council on probation pending further recommendation for action by the state PTA (see *Advanced Leadership Tools*).
6. If an allegation is against a district PTA, a letter including a list of the allegation(s) and background information pertaining to the allegation(s) should be sent to the California State PTA president.
7. The California State PTA president may refer any letter of allegation(s) to the grievance committee of the California State PTA in accordance with the *Standing Rules and Procedures* of the California State PTA Board of Managers.

Allegation(s) referred to the grievance committee shall be reviewed, and the committee shall conclude the matter or make recommendation to the California State PTA Board of Directors for further action. In extreme cases, a recommendation may include any of the following penalties.

- a. The unit may be placed on probation, have its charter withdrawn by the California State PTA, or be sanctioned in some other way;
- b. The council or district PTA may be placed on probation, have its acceptance withdrawn by the California State PTA, or be sanctioned in some other way.

The unit, council, or district PTA shall be notified in writing at least 15 days before any action is taken.

2.5 Committee Development and Guidelines

Committees are formed to plan, promote, and implement the activities of the PTA. The **quorum** for a committee is a simple majority of the members serving on that committee. A standing committee is established to perform a continuing function and remains in existence permanently for the life of the assembly that established it. A special committee should have a definite purpose and is subject to the directives of the membership. It remains in existence until the duty assigned to it is accomplished, unless discharged sooner, and it ceases to exist as soon as the association receives its final report.

All unit, council, and district PTAs are required to elect a nominating committee (Nominations and Elections 2.2).

Committee Creation

PTAs are encouraged to explore areas of local concern not listed in these guidelines, as long as these concerns fall within the scope of PTA activities. PTAs should share their successful programs and ideas for new committees with their councils and districts, so that other units with similar concerns may benefit from these successful experiences.

The number of committees needed to carry on the work of the unit will depend upon the size of the membership and the program and activities (goals) for the year (Goal Setting 2.3.4) and may include:

special committee: may be appointed by the president or elected by the association for a specific purpose. It ceases to exist when its final report is submitted.

2.5.1 Required Officers

President
Secretary
Treasurer

2.5.2 Additional Officers/Chairmen

Auditor
Community Concerns
Disaster Preparedness/Crisis Response
Education
Environmental
Family Engagement
Financial Secretary
Founders Day
Fundraising
Graduation/Prom Night
Health
Historian
Honorary Service Award

Hospitality
Legislation
Membership
Outreach
Parliamentarian
Program
Public Relations
Publications Coordinator
Reflections Program
Room Representative Coordinator
Safety
Student Board Member
Student Involvement
Volunteer Coordinator
Website
Others as needed

The responsibilities and goals of the committee must be clearly defined. The committee members should know if funds have been allocated for the committee's use and what records or resources are available to them. A timeline must be established for scheduled meetings, the completion of specific tasks, and the presentation of the final report to the president and executive board.

Committee members must understand that:

- Committees do not function as separate groups but are part of the association and must operate within the framework of PTA bylaws, policies, and procedures;
- Committees make recommendations, not decisions;
- All projects and activities must have the approval of the executive board and the association in advance; and
- All money raised or derived from the activities of a committee is deposited in the unit treasury and shall not be expended by any chairman or committee without the approval of the executive board and association.

2.5.3 Committee Member Selection

The president appoints the chairman and members of all committees, with the exception of the nominating committee. All appointments are subject to ratification by the executive board. The president should seek recommendations from the chairmen. Committees should be representative of the membership and include students at the secondary level, if possible. The president is an ex-officio member of all committees except the nominating committee.

The nominating committee is elected by the membership (Nominations and Elections 2.2).

2.5.3a CONSIDERATIONS FOR MEMBER SELECTION

Do they have a special interest in the subject?

Do they have the background needed to address the issue?

Will they attend committee meetings and make a positive contribution?

Do they have access to special resources?

Would serving on the committee enhance their skills?

Would student input be appropriate and helpful?

Do they represent the needs of a diverse membership?

Are the members representative of the community?

The principal can be a valuable resource on a variety of issues and may be asked to serve in an advisory capacity on any committee.

2.5.3b GUIDELINES FOR CHAIRMEN

The president should provide the chairmen with their respective job descriptions as soon as possible. The job descriptions for all recommended chairmen can be found under the Job Descriptions, Chapter 10, of the *California State PTA Toolkit*.

2.5.4 Committee Meetings

Well-planned and efficiently managed committee meetings can be a source of pleasure as well as productivity. A chairman can be an efficient meeting manager by planning ahead.

2.5.4a BEFORE THE MEETING

1. Determine the necessity and relevance of the meeting.
2. Since all voting must be handled in person, if there are a couple of items of business to take care of, plan to shorten the meeting. Effective meetings do not need to be lengthy. Meet briefly to vote officially and record the committees' decisions.
3. Whenever possible, send or e-mail an agenda in advance to committee members—or at least provide one when committee members arrive. Indicate a starting and ending time. Be specific about topics to be discussed and decisions to be made.
4. Organize thoughts and materials—and come prepared!

2.5.4b DURING THE MEETING

Since committee meetings are usually conducted in an informal manner, the rules of parliamentary procedure for motions, seconds, and voting, can be replaced by the use of general consent or consensus. A good working relationship is established when the leader acts as a facilitator and provides a relaxed and supportive atmosphere.

1. Begin on time. If the leader will be conducting business and the group is short of a **quorum**, wait to discuss action items until a quorum is present.
2. Briefly review the agenda and the purpose of the meeting.
3. When necessary, pause, reflect, and summarize, so everyone is aware of what is being accomplished.

4. Encourage each committee member to participate. Courteously discourage those who monopolize the floor and encourage the shy ones to speak. Reinforce the fact that the committee needs to hear from everyone in order to combine all good ideas and suggestions.
5. Before adjourning, sum up what decisions were made and what future assignments designated. Does everyone know who is to do what and by when? If practical, set the date of the next meeting; otherwise, assure members the leader will notify them later.
6. As chairman, set the tone by being optimistic and enthusiastic about the committee's tasks. Members will share that excitement.

Meetings must be held to vote on issues. Voting by proxy is prohibited. This also means no absentee voting or voting by mail, e-mail, or phone.

quorum for committee: a simple majority of the members sitting on a committee (Committee Development and Guidelines 2.5). See Bylaws for Local PTA/PTSA Units, Article IX, Section I.

2.6 Delegating

A good leader delegates to:

- Share the responsibility of getting the job done;
- Develop mutual trust and self-confidence in co-workers; and
- Help build future leadership for the organization.

Delegating well depends on recognizing that the leader cannot do everything alone because:

- There are not enough hours in the day;
- Everyone has personal priorities; and
- Delegating builds new leadership.

2.6.1 Tips for Success

Try to match the abilities of the individual with the requirements of the task.

Assign (with courteous determination) a relatively small task that guarantees the potential for success.

Define a "reachable goal," the attainment of which can be shared with others.

Be generous in praise and acknowledgment. Expressing appreciation helps pave the way for delegating future responsibilities.

Avoid overwhelming association and committee members.

Communicate clearly. Be clear about the assignment and what is expected. If the leader appoints someone to cover a meeting, upon returning from the meeting, the person should do one or more of the following at the president's direction:

- Write and submit a written report.
- Report orally to the group.
- Write a newsletter article, if asked by the president or chairman.

Follow-up. This is the most important part of delegation. Make the request for periodic reports part of the project. If time passes and the leader has not been informed directly, use direct contact.

Due Dates. Be realistic in setting the dates for action required. Remember that people work at different paces. Establish expectations—and make them apparent; however, do recognize that PTA is not the top priority in everyone's life.

Share the concept that those who neglect meeting due dates create a “domino effect” upon everyone down the line. Gently emphasize the personal responsibility involved.

2.7 Community Organizations, Co-sponsorship, and Coalitions

2.7.1 Cooperating with Other Organizations

Community betterment is one of the chief aims of PTA endeavors. This can be brought about through cooperation with other agencies that are doing child welfare work in the community.

Unit, council, and district PTAs should not enter into permanent cooperation with any agency. PTAs may cooperate with an agency by publicizing and distributing information about an event at meetings and through newsletters.

PTAs may cooperate on special projects with any agency whose purposes and methods are consistent with PTA policies. If, for any reason, the project cannot be completed during the administration in which it was authorized, the new administration should review it before approval.

PTAs may cooperate with any agency through committees. They shall not set up a cooperating committee as a permanent or continuing committee. A cooperating committee continues only through the life of the special project upon which cooperation is advisable.

Co-sponsorship involves the development and planning of an event with other groups, agencies, or organizations. PTAs should participate actively in each cooperative undertaking to ensure that goals and procedures are consistent with the Purposes and basic policies of the PTA. When an event requires the signing of contractual agreements, the responsibilities, financial obliga-

tions, and liabilities must be clearly defined, discussed, and authorized by the co-sponsoring PTA prior to the signing of such contracts. For protection in the event of an accident or lawsuit, each co-sponsoring group must have its own adequate liability insurance. Prior to the event, all printed information, handouts, and selection of speakers should be reviewed and approved by the co-sponsoring PTA's executive board.

The right of members of the California State PTA to be official representatives of the California State PTA in public relationships (including the publishing of names on the stationery of other organizations) shall be conferred only by the Board of Managers or the California State PTA president. A person who renders service to another organization as a representative of the California State PTA may accept an honorarium to be donated to the California State PTA.

PTA funds shall not be used for expenses of those who have accepted appointments to term committees in outside agencies without approval of the California State PTA Board of Managers.

2.7.1a COORDINATING WITH COMMUNITY GROUPS

The policy of the National PTA encourages participation of PTAs in community groups. It is of paramount importance that PTAs be a part of community councils having goals similar to those of PTA.

The PTA unit, council or district shall make sure that the proposed rules of procedure or bylaws of the group do not conflict with the bylaws of the association.

Community groups with which the PTA may cooperate are those that are not set up as action groups nor to operate programs, but rather to pool information and develop resources for service to children, youth, and families in the community. The abilities and strengths of each organization can be used efficiently to solve problems that require combined influences and joint planning.

Each organization represented in the community group retains its own identity and is not committed to a course of action outside its own field of operation. The PTA unit does not “join” another organization. Participation in these groups should be through an official representative of the PTA. It is the responsibility of this representative to inform the PTA of activities of the community group, to vote on routine organizational business of the group, and to act on policy matters under the direction of the PTA being represented.

Many community groups have operating budgets to cover staff and other expenses. PTA policies concerning legitimate use of PTA funds should be strictly observed (Fiduciary Agreements and Gifts to Schools 5.1.5, Budget 5.3.3a, Financing Programs at the School 5.9, Fig. 5-1 or Forms, Chapter 9). It is the responsibility of the district PTA to determine an equitable amount that may be budgeted toward the expenses of community groups. All contributions to these groups require the approval of the association.



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2327 L Street, Sacramento, CA 95816

(916) 440-1985 • FAX (916) 440-1986 • info@capta.org • www.capta.org

DATE: July 2007
TO: Unit, Council and District Presidents
FROM: Pam Brady, President
SUBJECT: **PTA AND BOY SCOUTS OF AMERICA CHARTER —
PLEASE DO NOT SIGN**

The California State PTA continues to support scouting and the opportunities scouting provides for young people. However, the Boy Scouts of America seeks local organizations as sponsors (signing charters) and the Scouting Annual Charter Agreement includes the following responsibilities for that organization:

- Conduct the scouting program according to its own policies as well as those of the Boy Scouts of America.
- Include scouting as part of its overall program for youth and families.
- Appoint a member of the organization to coordinate all scouting operations at the site. He or she will represent the organization to the scouting district and serve as a voting member of the local Boy Scout council.
- Select a scouting committee (minimum of three) of parents and members of the organization who will screen and select local scouting leaders.

While an individual may choose to volunteer with Boy Scouts of America or other youth groups, the California State PTA directs local PTA units, councils and districts **DO NOT SIGN ANY CHARTER OR YOUTH GROUP SPONSORSHIP OR RENEWAL FORM WITH THE BOY SCOUTS OF AMERICA** as:

- A PTA representative may not commit the PTA to the bylaws and other regulations of Boy Scouts of America.
- Local PTA leaders are generally not qualified to screen and select the local scouting leaders.
- The California State PTA insurance program provides no coverage for a PTA leader sitting as a representative to the scouting council nor for sponsoring another organization.
- The California State PTA insurance program provides no liability coverage for the actions of any individual acting as a leader, a participant in, or in some other capacity for another organization.

Fig. 2-2 PTA and Boy Scouts of America

2.7.1b LIMITS OF COOPERATION (CONDITIONS GOVERNING SPONSORSHIP OF YOUTH GROUPS)

The California State PTA considers the work done by youth-serving organizations to be of tremendous value.

Conditions for Sponsorship

Reinforcement of the work of youth groups should be given through moral support and encouragement, helping to secure qualified and able adult leadership, helping to arrange for a meeting place, and providing opportunities for youth service. No obligation is assumed for, nor shall the PTA be responsible or liable for, the actions of any individual acting as a leader, a participant in, or in some other capacity for a sponsored group.

One member of the executive board of the sponsoring PTA shall serve as coordinator and representative of any PTA -sponsored youth groups. The local unit has certain responsibilities toward any group with purposes so closely related to its own program. It should seek to arouse interest in the need for youth groups and encourage formation of such groups and stimulate leadership.

The PTA assumes no obligation, expressly or otherwise, responsibility, or liability for the competence, the actions, or the omissions of any person or persons who may have been or may become active as a leader, participant, or otherwise, in any organization or group sponsored by the PTA.

The PTA assumes no obligation to give financial support to groups that it sponsors, including payment of individual dues or the purchase of uniforms or equipment. The PTA may help provide suitable fundraising opportunities for youth groups, giving publicity to their projects and recognition to their achievements.

In case of need, the unit may vote to hold a special fundraising project to provide such items as group equipment, handicraft supplies, or camperships.

To avoid misunderstandings and to facilitate harmonious relationships between the PTA sponsor and the youth group, a copy of the conditions governing sponsorship should be permanently attached to or be a part of every sponsorship agreement

(Application for Youth Group Sponsorship or Renewal, Forms, Chapter 9).

Boy Scout Groups

The California State PTA continues to support scouting and the opportunities scouting provides for young people. However, the Boy Scouts of America seeks local organizations as sponsors (signing charters) and the Scouting Annual Charter Agreement includes the following responsibilities for that organization:

- Conduct the scouting program according to its own policies as well as those of the Boy Scouts of America,
- Include scouting as part of its overall program for youth and families,

- Appoint a member of the organization to coordinate all scouting operations at the site. He or she will represent the organization to the scouting district and serve as a voting member of the local Boy Scout council,
- Select a scouting committee (minimum of three) of parents and members of the organization who will screen and select local scouting leaders.

While an individual may choose to volunteer with Boy Scouts of America or other youth groups, the California State PTA directs local PTA units, councils and districts: **DO NOT SIGN ANY CHARTER OR YOUTH GROUP SPONSORSHIP OR RENEWAL FORM WITH THE BOY SCOUTS OF AMERICA** as:

A PTA representative may not commit the PTA to the bylaws and other regulations of Boy Scouts of America.

Local PTA leaders are generally not qualified to screen and select the local scouting leaders.

The California State PTA insurance program provides no coverage for a PTA leader sitting as a representative to the scouting council nor for sponsoring another organization.

The California State PTA insurance program provides no liability coverage for the actions of any individual acting as a leader, a participant in, or in some other capacity for another organization.

2.7.2 Other Organizations

No PTA may join any other group nor agree to abide by any other group's bylaws or policies. The association may pay for an individual membership for the president of a PTA or a duly-appointed PTA representative to a group that furthers the work of the PTA.

2.7.3 Joining, Building, and Making Coalitions Work

PTA is an organization whose membership is resourceful, creative, and innovative. Based on its careful studies of issues and concerns relating to children and youth, PTA has been successful in working with coalitions and influencing legislators and decision-makers at the local, state, and national levels.

In recent times, PTA's involvement with coalitions—groups which share similar goals and objectives—has yielded policy action. Since there is no need to “reinvent the wheel” or to “go it alone,” PTAs are encouraged to join coalitions when, by doing so, there is a greater potential to produce a successful outcome.

A coalition is made up of individuals representing groups that:

- Have a stated or similar position;
- Share a mutual concern; and
- Are interested in working together toward an action-oriented goal.

The coalition may be a permanent, ongoing organization or a temporary alliance that can be disbanded once the goals have been reached or abandoned.

Coalitions bring together groups with similar concerns and objectives to combine their efforts, their resources, and the individual skills of their members in working toward a common goal and rallying broader support for an issue, whether that is legislative action, project planning and implementation, or publication and distribution of needed information.

If the coalition wants to make a statement that is not compatible with PTA policies or positions, the PTA should vote to withdraw from the coalition. Following this vote, a formal letter should be sent to the chairman of the coalition stating why the PTA no longer can be a member.

coalesce: to come together into one. To fuse, blend, unite.

2.7.3a JOINING A COALITION

Is there an existing coalition that addresses the concern or issue identified? If so, discuss the matter with the PTA board. If the board members agree to consider joining the coalition, meet with the spokesperson(s) to make certain the coalition's goals and philosophy are consistent with those of the PTA.

Contact key people whose organizations already belong to the coalition. Learn more about its specific activities and procedures. Discover what type of involvement is required. Share the information with PTA leaders. If their reactions are positive, bring the question of joining the coalition to the PTA membership. If the PTA membership approves participation, contact the coalition leadership, request that PTA be included, and indicate what the PTA has to offer.

While PTAs do not join coalitions in the sense of becoming dues-paying participants, they should be prepared to offer in-kind services, encouraging their members to share their time and talents, and to contribute volunteer hours to the project at hand.

PTAs do not contribute to the coalition's general fund but may spend specific amounts to help cover costs of materials and postage. Members of other participating groups may be empowered to contribute financially through their organizations. Coalitions welcome PTA's involvement, because they recognize it has a built-in network for communication and organizing.

2.7.3b BUILDING COALITIONS

The PTA board should meet and discuss the benefits of building a coalition to determine which organization to approach to serve on a steering committee:

- What is the organization's stake in the issue?
- Is the organization well-respected and recognized in the community?

- Has PTA worked successfully with the organization in the past?
- Is the management/leadership style compatible with that of PTA?

Consider which groups might be approached to join and participate in a coalition: community service clubs; religious or ethnic organizations; business associations (chamber of commerce); labor and civil rights groups; education associations; organizations dealing with health, safety, disaster preparedness, environmental issues, etc.

Bring diverse groups together to address issues. This lends credibility and strength to the PTA's efforts. While differences of opinion are bound to exist, a sense of cooperation and congeniality among the participants is essential to the success of any coalition.

Secure the PTA association's approval to be involved in the coalition.

2.7.3c MAKING THE COALITION SUCCESSFUL

Establish a process to identify mutual goals.

Ensure that each group maintains its own identity and autonomy and protects its own self-interest, as the coalition collectively seeks to attain goals that individual groups might not be able to achieve alone.

Understand that total consensus in every area prior to action is not a requirement.

Recognize that internal group conflict is inevitable as part of the process of coalition-building and should be dealt with constructively.

Strike a balance in types of participating groups in order to promote an atmosphere of openness, provide a sense of inclusiveness, encourage equal participation, and prevent one group's domination over another.

Accept and deal with differences in values, attitudes, and styles of communication.

Realize that appropriate negotiating and bargaining are basic to the successful operation of any coalition.

2.7.3d SELECTING COALITION REPRESENTATIVES

There are several considerations when selecting PTA representatives for a coalition. The representative(s) should:

- Be willing and able to give the time required;
- Reflect self-confidence, believe in the tasks at hand, and project positive attitudes;
- Demonstrate effective communication skills, including speaking and listening abilities, and sensitivity to the feelings of other group members;
- Be open-minded rather than judgmental;
- Be knowledgeable about PTA and interested in how other participating groups work;

SAVE THE DATE
California State PTA Convention

May 7-10, 2014 — Los Angeles April 30-May 3, 2015 — Sacramento	May 4-7, 2016 — San Diego April 27-May 1, 2017 — San Jose
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- Remain focused on—and not stray from—the issue at hand;
- Work well under pressure;
- Handle questions and deal with antagonistic audiences;
- Refrain from arguing with adversaries, realizing that stimulating discussion is always in order; and
- Share personal expertise and appreciate the talents of others in the group.

2.7.3e TIPS FOR SUCCESS

Plan for meetings and discussions.

Be sure everyone understands what PTA represents and the purpose for the proposed coalition.

Encourage each organization to share its goals and philosophy, its operational style, and its potential capabilities for assuming a fair share of the workload.

Jointly prepare an “action plan” with time lines and a date for completion of each phase of the plan (Action Plans 7.4; Forms, Chapter 9).

Coalition Leaders Should

Keep a low profile and recognize the needs and the resources of the participants;

Analyze and appreciate the different personality types and leadership styles involved;

Help discourage divisive competition, and instead, encourage creative competition and collaboration between sub-groups or sub-task forces;

Sustain the spirit of the members by somehow keeping the interest high during periods when “nothing much is happening”; and

Help the group determine the organizational style that feels most comfortable and that is best suited to achieving the purpose set forth.

The key components of successful coalitions are cooperation, collaboration, and consideration. When people with good intentions work well together, mutual goals become infinitely easier to attain. You can make it work for your PTA, too!

2.8 Attending Conventions and Conferences

Attendees should:

- Share the training received to help strengthen their unit, council &/or district;
- Attend all sessions, representing their association with honor;
- Know how to report their expenses and the information received;
- Use PTA funds for purposes specifically authorized by their association.

2.8.1 State Convention

The California State PTA Convention is held annually for certain business transactions. It is also an opportunity to provide training in many areas of interest to our members, and provide a forum for attendees to speak directly with exhibitors who may be of assistance to our associations.

Delegates to convention determine the direction of the state association through:

- Electing officers;
- Approving amendments to the California State PTA Bylaws;
- Voting on the California State PTA Legislation Platform and the California State PTA Legislation Policies and Procedures; and
- Adopting resolutions.

For additional information on convention, contact the California State PTA Vice President for Convention at convention@capta.org or 916.440.1985 ext. 332

2.8.1a PURPOSE

According to the California State PTA Bylaws, each association in good standing is represented at the California State PTA Convention by the president-elect or president and all other elected delegates to which the association is entitled, as well as elected delegates representing the council and district PTAs.

The convention purposes are to

- Conduct the annual business of the California State PTA;

- Train, inform, and inspire PTA members; and
- Provide attendees the opportunity to network with other attendees.

Planning for convention and providing an opportunity for delegates to attend is a priority. The California State PTA strongly encourages its unit, council, and district PTAs to budget for and send as many delegates as entitled to each annual convention. Convention is an authorized expense to cover registration, housing, meal allowance, and transportation for each delegate. Convention expenses should be a line item in the unit, council, and district PTA annual budgets (Budget 5.3.3a; Recommended Budget Line Items 5.5.2, Fig. 5-1 or Forms, Chapter 9).

2.8.1b DELEGATES

Representation at the convention is outlined in the California State PTA Bylaws, Article XV, Section 5.

2.8.1c CALL

The CALL (invitation) to convention must be mailed by the California State PTA at least 30 days prior to the convention.

2.8.1d REGISTRATION

Registration fees help defray convention expenses. Registration fees are non-refundable; name transfers may be made if the original registrant has not checked in for convention.

Nonvoting registrants include PTA members who are not elected delegates, school personnel, school board members, and/or representatives of allied agencies. Nonvoting registrants will receive convention materials and may attend all meetings, conferences, and workshops; however, they may not introduce motions, participate in debate, vote or speak during general sessions.

Registration is performed online. Notifications will be mailed out to all units providing the web address and relevant dates for registering. Confirmation letters and additional information will be mailed or emailed to each person registering.

For additional information on registration, contact the California State PTA Registration Chairman at registration@capta.org or 916.440.1985 ext. 321

2.8.2 National PTA Convention

The state is entitled to one delegate for every 1,000 members statewide. The California State PTA Board of Managers selects delegates and alternates.

The convention purposes are to:

- Inform and give a nationwide view of PTA;
- Provide an opportunity to network with other delegates from throughout the nation; and

SAVE THE DATE
National PTA Convention
 June 19-22, 2014 — Austin, Texas
 June 26-28, 2015 — Charlotte, North Carolina

- Consider resolutions and bylaw amendments and elect officers. (Delegates are not involved in other business of the National PTA.)

Attending the National PTA convention is not intended to create a financial hardship on units or councils. If the expense is not in the PTA budget, a special fundraising event may be held.

2.8.3 Outside Conferences

The PTA cooperates with other organizations and agencies concerned with child welfare. PTA's often receive invitations to attend conferences sponsored by allied organization(s) and governmental agencies.

Officers and chairmen attending the various events help build and strengthen association leadership.

In determining conference attendance, consider:

- How it will benefit the association
- Budget and fundraising activities necessary to cover expenses
- Who best to represent the association
- If it meets the Purposes of the PTA

Special consideration should also be given to the following:

- A special fundraising event may provide part or all of the necessary funds, so already budgeted funds are not jeopardized.
- Ensure the time and energy expended in raising funds is limited, so these activities do not impact other PTA purposes and projects

2.9 Convention Resolution Process

New business (other than amendments to bylaws or the Legislation Program) is brought before the convention by resolutions.

When adopted by the California State PTA convention delegates, a resolution becomes an official PTA position that provides authority and direction for action by the California State PTA and its constituent associations.

Convention resolutions remain in effect as current positions for at least 10 years, unless they are rescinded or replaced by a newer version by convention delegates or designated as historical record by the California State PTA Board of Managers. A new convention resolution that is in conflict with one already adopted shall not be introduced, unless the former resolution is first rescinded. If the motion to rescind is adopted but the new resolution

is defeated, the convention delegates shall be given the opportunity to readopt the previously rescinded resolution by majority vote.

Resolutions are designated as historical record when the intent has been fully carried out; when expanded or updated by other resolutions on the same subject; when no longer appropriate to PTA concerns; when applicable to a specific past program, event or circumstance.

Resolutions adopted more than 10 years earlier may be designated as historical if they have not been resubmitted to convention delegates or reviewed and deemed relevant as a current position by the California State PTA Board of Managers.

2.9.1 Criteria for Resolutions

Each resolution submitted to the California State PTA for consideration and possible action by convention delegates shall meet the following criteria:

1. Concern a field of interest of the California State PTA;
2. Be in harmony with the Purposes and basic policies of the PTA (1.1.1 and 1.1.4);
3. Concern a matter that is statewide in scope, not merely one of local interest;
4. Be accompanied by the background resource material that substantiates the statewide concern and each "whereas" statement (Where We Stand 4.4, 4.5, 4.6);
5. Include a brief narrative summary, a table of contents listing the background material, and an index indicating where in the background material substantiation may be found for each whereas; and
6. Be written in appropriate resolution format and submitted in accordance with all specifications set by the California State PTA Board of Managers.

2.9.2 Submitting Resolutions

For important information on writing and submitting a resolution, refer to the California State PTA *Procedure for Preparing a PTA Convention Resolution* committee guide. This guide may be obtained on the California State PTA website (www.capta.org), or upon request to the California State PTA office by telephone, or via e-mail at resolutions@capta.org.

A resolution may originate only from the current membership of unit, council, and district PTAs in good standing; or a PTA inter-district committee with the approval of the majority of districts concerned; or the California State PTA Board of Managers.

Reminder: A resolution being carried forward from a previous PTA administration must be reaffirmed by the current administration or voting body of the PTA association.

A unit, council, or district PTA must use a packet of information on preparing and organizing a resolution entitled *Procedure for Preparing a PTA Convention Resolution*.

Any unit, council or district PTA planning to prepare a resolution for convention must submit a DRAFT resolution, background summary, and initial list of resources to the California State PTA office before 5:00 p.m. on October 1. DRAFT resolution materials may be delivered, faxed or e-mailed and must be submitted with the Convention Resolution Action Cover Sheet. Note: Approvals through channels are not required at this stage.

Resolutions from unit, council, district, and interdistrict PTA committees must be received in the California State PTA office before 5:00 p.m. December 15 with the completed Convention Resolution Action Cover Sheet. The originator's FINAL resolution shall be transmitted through channels (1.2.5a) for action at each level. Note: The maker of the resolution is responsible for ensuring the FINAL resolution documents and a binder of substantiating research documentation is submitted to the California State PTA office by the due date with the appropriate signatures.

Council and/or district PTAs executive board(s) shall review a FINAL resolution submitted by the originating PTA body and shall upon review:

- promptly take action indicating approval, disapproval, or no recommendation on the action cover sheet and in a cover letter; or
- promptly return it to the originating body with written explanation for refusal to endorse it.

If, after reconsideration, the maker still wishes the resolution to be submitted, it must be forwarded along with the written explanation for refusal to endorse to the California State PTA.

Note: PTA organizations reviewing a submitted FINAL resolution should consider appointing a committee to review the resolution (refer to section 2.9.1 for criteria). If the executive board does not meet to take action before resolution due dates, signatures and cover letter indicating action taken may be submitted within four weeks.

The resolution maker may optionally submit the resolution to other PTA units, councils and districts for endorsement prior to submitting the resolution to the California State PTA. Endorsement must be approved by that PTA's executive board and a letter from that PTA must be included in the resolution submittal.

The Board of Managers should meet the same due date for submitting resolutions as other PTA bodies. However, the California State PTA Board of Managers may find it necessary to present new business which is developed after the due date to convention delegates.

2.9.3 California State PTA Resolutions Committee Review and Recommendation

The resolutions committee shall meet soon after the December 15 due date to review and evaluate the resolutions submitted. The committee may:

- Edit or adapt resolutions as necessary to make them appropriate for convention action without changing the intent. Note: The committee will review such changes with resolution authors prior to finalizing;
- Recommend referral of a resolution to a California State PTA Board of Managers commission or committee for information or study;
- Combine two or more related resolutions;
- Return a resolution to the originating body with a written explanation of the reason(s) for the decision; or
- Determine if referral to the National PTA is appropriate.

The resolutions committee will prepare a report for the California State PTA Board of Managers explaining the recommended disposition of all resolutions submitted. The California State PTA Board of Managers shall review the recommendations of the resolutions committee and decide which resolutions will be placed on the convention agenda as action items. Note: Placement on the convention agenda by the California State PTA Board of Managers does not necessarily constitute endorsement by the California State PTA; this review is to ensure the criteria are met, and authorities are sufficient.

Resolutions recommended for presentation to delegates at convention must indicate action by other PTA constituent association(s) and shall include a brief summary of background information.

The resolutions committee chairman is responsible for reporting promptly to the originating PTA groups the disposition of the resolutions submitted.

2.9.4 Presentation of Resolutions at Convention

California State PTA shall publish the text of each convention resolution in the *Convention Chronicle* with the CALL to convention. Resolutions shall also be e-mailed through channels, and the proposed resolutions shall be placed in the convention section of the California State PTA website.

Prior to convention, units, councils and district are encouraged to review and discuss the resolutions. Delegates should be aware that a resolution could be changed at convention.

At convention, each delegate shall receive a copy of each resolution formatted as it is to be presented on the floor to convention delegates by the California State PTA Board of Managers.

Resolutions will be presented to convention voting delegates for debate and vote in accordance with convention rules and regulations.

Time will be allocated at the state convention for delegate hearings on resolutions. Voting delegates are strongly encouraged to attend resolution hearings at convention if they have questions or wish to make amendments.

To find PTA Resolutions refer to:

- California State PTA Resolutions Book on service mailing CD or at www.capta.org/advocacy
- Advocacy Topic Index
- List of titles in *Toolkit 4.4*
- District PTA offices
- Resolutions Chairman resolutions@capta.org, 916.440.1985 ext. 324

No resolution may be introduced from the convention floor.

2.9.5 Emergency Resolutions

Provision is made for submitting an **emergency resolution**, if the urgency of the subject matter arose after the December 15 due date for submission of resolutions.

- Emergency resolutions must conform to the same criteria as required for all other resolutions.
- Emergency resolutions submitted by a PTA district, council, or unit shall have the approval of the originating body and the signature of the president of those constituent PTA associations (unit, council or district PTAs) through which it is transmitted to the California State PTA.
- Emergency resolutions, accompanied by verification of the urgency of the subject matter, must be submitted to the resolutions committee for review and approved for presentation to the convention by the California State PTA Board of Directors.

2.9.6 Action Following Convention

The resolutions committee (or committee task force) shall review all adopted resolutions that are to be forwarded to the National PTA convention to ensure the resolutions meet National PTA criteria.

If the delegates vote to refer a resolution to the Board of Managers, the resolutions chairman shall assign that resolution to the appropriate commission(s) or committee(s) of the California State PTA for study and/or action.

Upon recommendation of the resolutions committee, the California State PTA Board of Managers shall determine the disposition of any resolution not acted upon by the convention delegates.

Resolutions adopted by the delegates at convention shall constitute a directive to the California State PTA Board of Managers. Following convention, the resolutions chairman shall assign the adopted resolutions.

Resolutions shall be assigned to the appropriate commission(s) or committee(s) or to the president of the California State PTA for implementation or for preparation of guidelines for further action. The commission(s), committee(s), or the president shall be requested to give these resolutions priority consideration.

For additional information on the resolution process, contact the California State PTA Resolutions Chairman at resolutions@capta.org or 916.440.1985 ext. 324

Commissions or committees responsible for implementing a resolution shall report no later than **February 1** to the resolutions chairman regarding all activities undertaken in connection with assigned resolutions, whether adopted or referred by convention delegates. A report on the implementation of the resolutions shall be given to the delegates at the next annual convention.

