

Parliamentarian Training

Presented By:

Laura Glick, SVPTA Council Parliamentarian

Saddleback Valley Council

PTA[®]

everychild.one voice.[®]

Hello!

I'm Laura Glick, SVPTA Council Parliamentarian for 2023-24.

I've served as Council Treasurer, Membership VP & Historian.

My kids went to Robinson Elementary where I served as President, EVP, Reflections Chair, Advocacy Chair, Book Fair Chair, Silent Auction Chair & more.

I'm now Secretary for SVPSF - Saddleback Valley Public Schools Foundation.

My son is graduating from Mission Viejo High School this month and my daughter is a student-athlete at University of Oregon.



Parliamentarian

Parliamentarian Overview

Facilitator

For Nominating
committee & Elections

F

C

Consultant

Help President
manage meetings

Leader

Lead Bylaws review
and updates

L

M

Mentor

For Parliamentary
procedure

Key Roles - Parliamentarian

- Assists the president to manage meetings and advises on parliamentary procedure
- Chairs Bylaws committee to review unit Bylaws each year and revise Bylaws every five years
- Arranges nominating committee's first meeting, providing information on nomination and election process
- Is entitled to all rights and privileges of membership, including the right to make motions, debate and vote
- 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

Getting Started - Parliamentarian

Preparation

- Review your PTA unit Bylaws & Standing Rules and files from last term
- Talk to the outgoing parliamentarian for advice and tips about your new role
- Visit California State PTA – www.capta.org – and learn more about:
 - PTA resources and templates on parliamentary basics for meetings
 - Bylaws review process
 - Free e-Bylaws Program online to revise and update unit Bylaws
- *obtain username & password*
 - Robert's Rules of Order Newly Revised Meetings
- Know your Council Parliamentarian's contact information if help is needed

Key Terminology

- **Bylaws** – The bylaws are specific rules that govern a unit, council or district. They are the “Articles of Organization”. They may not be set aside, waived or suspended, even by a unanimous vote. All PTA bylaws have specified sections in common. Any change in bylaws requires a review by the state Parliamentarian, followed by a 30-day written notice and a two-thirds (2/3) vote of the membership.
- **Chair** – The presiding officer
- **Majority vote** – More than one-half (1/2) of votes cast
- **Motion** – A formal proposal made to bring a subject before an assembly for discussion and vote
- **Quorum** – The number of members that must be present at a meeting, as set forth in the bylaws, in order legally to conduct business
- **Standing Rules** – Rules outlining procedures of the organization that are not included in the bylaws and that do not restate or conflict with the bylaws. They may be amended at any time by a two-thirds (2/3) vote or, if written notice has been given, by a majority vote.

Assist President with Meetings

- Meet with the incoming president to identify ways to work together to make board and association meetings even more effective.
- To make meetings run smoothly, encourage participants to focus discussion on the agenda item at hand.
- Help everyone stay on task by acting as a timekeeper so meetings start and end on time.
- Keep a speakers' list for the president to use when people raise their hands to be recognized, so everyone has an equal chance to be heard.
- To make board meetings run smoothly, provide information on parliamentary basics such as how to make a motion.
- If a question on parliamentary procedure comes up, the president might ask for your advice before making a ruling.

Tips

- Sit near the President
- Always keep Bylaws in hand
- Don't be afraid to put the meeting on hold to look up questions about procedure



Parliamentary Procedure

Parliamentary Procedure - Tips

- Almost every motion begins with the simple words “I move...”
- Refer to the “script” on wording for motions.
- If a motion is on the floor, no other business can be discussed until that motion is voted on.
- The following reports DO NOT require motions:
 - Presentation of Minutes
 - Treasurer’s Report
- Only members in good standing (paid membership at least 30 days) can vote on motions.

Parliamentary Procedure

5 Basic Principles - “Rules of the Game”



Order

One business item
at a time



Equal Opportunity

Chance to participate



Justice

Fairness | Everyone
understands



Right of Minority

To be heard



Right of Majority

To decide

8 Steps to Making a Motion

A motion to take action is introduced by a member, seconded, discussed and is voted upon. *Only those who have been members for at least 30 days are allowed to make motions, discuss and vote.*

The eight steps to making a motion are:

1. Member stands and waits to be recognized.
2. Chair recognizes the member.
3. The member presents the motion by stating, "I move..." (The secretary records the exact wording of the motion once there is a second.)
4. Another member seconds the motion. This shows that more than one person is interested in bringing the business before the group for discussion. (If there is no second, there is no motion and nothing is recorded in the minutes.)
5. The chair 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, but not until they have been recognized by the chair.
7. The chair puts the motion to a vote by stating, "All those in favor say 'aye.'" (Pause for vote) "Those opposed say 'no.'" (The chair may restate the motion before taking the vote.)
8. The chair announces the result of the vote to assure all members know whether the motion was adopted or defeated.



Bylaws

The Essential Role of Bylaws

Bylaws are designed to help your PTA function in an orderly manner

- Bylaws are the legally binding document of your PTA as a nonprofit 501(c)(3) organization. They provide the basic framework of your unit and how it functions.
- PTA bylaws describe the purpose of PTA and its mission, and members' rights.
- Information on your board, committees, membership, meetings and elections is in the Bylaws.
- Details on PTA policies and required procedures for board rosters, financial reports, audits, dues and Bylaws review are also supplied.
- A copy of the association's Bylaws for the Local PTA/PTSA Units must be made available to any association member upon request.
- At first board meeting, a copy should be provided to all officers and board members.
- Each executive board member is responsible for making a thorough study of them.
- Unit, council or district bylaws should NOT be posted on any publicly-accessible website

Standing Rules vs. Bylaws

Standing rules outline the procedures of the organization that are not included in the bylaws and must not conflict with the bylaws or the California State PTA Toolkit.

- Note: Standing Rules may be changed or amended without notice with a two-thirds (2/3rd) majority vote of the association, or a majority vote with thirty (30) days' notice.

Some of the differences between Standing Rules and Bylaws are:

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

PTA Bylaws Review - 4 Key Steps

- 1) TO GET STARTED: [Reviewing and Amending PTA Bylaws Instructions](#)
 - **President** – Appoints 3-5 members to bylaws committee, chaired by parliamentarian
 - **Parliamentarian**
 - Sets meeting date for bylaws committee
 - Signs up for California State PTA's e-Bylaws Program to update Bylaws <https://capta.org/pta-leaders/services/ebylaws/>
 - Reviews current Bylaws prior to meeting
 - Provides copy of current Bylaws for each bylaws committee member
 - **Bylaws Committee** – Reviews current Bylaws to see if any changes are necessary
 - Lists proposed amendments, including article, section and page number

PTA Bylaws Review - 4 Key Steps (continued)

- **Parliamentarian** – Uses e-Bylaws Program to complete and then downloads a pdf of updated Bylaws with amendments, if any
- **Executive Board** – Parliamentarian presents updated Bylaws with proposed amendments at board meeting or recommends no changes
 - Executive Board votes to approve
 - Secretary records outcome in Minutes

2) TO SUBMIT BYLAWS FOR APPROVAL

- **Parliamentarian** – Completes the *Bylaws Submittal Form*, listing proposed amendments, if any
 - Sends pdf of new Bylaws and *Bylaws Submittal Form* to Council Parliamentarian

Tip: Do not sign Bylaws until approved by State PTA & adopted by your unit!

PTA Bylaws Review - 4 Key Steps (continued)

- **Council/District Parliamentarian** – Reviews Bylaws and recommends corrections, if any
 - Forwards Bylaws through channels to California State PTA for approval

3) TO ADOPT BYLAWS

After approved Bylaws are signed by the State PTA Parliamentarian and returned through channels to your unit/council:

- **President** – Puts adoption of Bylaws amendments on agenda for next association meeting
 - Notifies members of proposed amendments (30 days before meeting)
- **Members** – Vote to adopt Bylaws at association meeting, with two-thirds (2/3) vote required

PTA Bylaws Review - 4 Key Steps (continued)

- **President and Secretary –**
 - Sign and date master set of Bylaws for secretary to keep in his/her files
 - Sign and date copy of Bylaws for president and one for parliamentarian

4) TO COMPLETE BYLAWS REVIEW

- **Parliamentarian –** Sends scanned copy of signed and dated Signature Page to Council and Fourth District PTA Parliamentarians to keep on file
 - Makes copies/scan of Bylaws to give to executive board members
- **Questions? –** Contact your PTA council/district parliamentarian

E-Bylaws

<https://capta.org/pta-leaders/services/ebylaws/>

EBYLAWS SIMPLIFY UPDATES

Welcome to California State PTA's eBylaws — a new, quicker way for you to revise and update your unit PTA/PTSA bylaws!

MAKING BYLAWS EASIER FOR YOUR PTA



To use the eBylaws system, you must request a username and password.

[REQUEST USERNAME & PASSWORD](#)

Once you have your username and password, you can proceed directly to [“Build eBylaws.”](#)

[ACCESS EBYLAWS](#)

Please contact your [district](#) PTA parliamentarian for assistance. Note that eBylaws are available only for local

PTA units and only in English.



Nominating Committee & Elections

Nominating Committee Basics

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.

- The nominating committee is the only PTA committee that is not appointed by the president.
- This committee is elected by the membership at least two months prior to the election of officers.
- Determining when to elect the nominating committee and how many people to elect is outlined in the PTA bylaws.
- Elect alternates, in the event an elected committee member cannot attend a committee meeting.
- Most units should be electing the nominating committee no later than January or February for the election of officers in March or early April.
- The PTA president never serves on the committee
- The parliamentarian serves only when elected to serve.
- The principal may be elected, but should at least be an advisor to the group.
- No person may serve on the committee for two consecutive years.

Nominating Committee Members

The committee needs a balance of newer and more experienced PTA members, all of whom should be knowledgeable about PTA.

Nominating committee members should be:

- Elected on merit and ability.
- Willing to devote adequate time to the responsibilities involved.
- Knowledgeable of eligibility requirements, qualifications necessary, and the responsibilities of each office to be filled.
- 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.
- Serve until the election is complete.

PTA Elections

PTA elections are held at the annual meeting no later than the second week of April. The board-elect then has time to plan for the next term, to attend the annual convention and local training workshops, to prepare programs and budgets and to identify committee chair before assuming office.

- Review Article V of your bylaws to determine the month your elections are held.
- Provide notice of the:
 - Election meeting to members in writing at least 30 days prior to the meeting
 - Proposed slate to members in writing at least 28 days prior to the meeting.
- Members are eligible to vote if they've been members for 30 days.
- The secretary uses latest membership list to confirm members' credentials.
- When a membership list is not available, all attendees at the election meeting are eligible to vote.
- It is essential to follow the bylaws requirements for nominee and officer qualifications, election and slate notice requirements, nominations from the floor, election and parliamentary procedures.

Election Procedure

The current president conducts the election at the annual meeting after the:

- Parliamentarian reads the bylaws sections pertaining to elections and the
- Nominating committee chair reads the slate.

The opportunity to nominate candidates from the floor must be provided to members.

The election is conducted by:

- Voice vote, when there is but one candidate or the chair may say, “These named candidates are elected by affirmation.”
- Ballot vote, when there are two or more candidates. The president appoints a teller committee to assist with the ballot election.

A majority vote elects. Candidates must receive fifty percent plus one vote to be elected. With few exceptions, a challenge to election procedures or outcome must occur at the election meeting.

Selecting Nominees

Did you know that nominees ...?

- Must be a PTA member at least 30 days before nomination to be eligible for election
- Support the mission, purposes and principles of PTA
- Commit adequate time and effort to carry out duties, as a team player, if elected
- Appreciate the value of training and learning more about PTA board responsibilities if elected

Every PTA position has a term limit as stated in the Bylaws. This helps to maintain the health of a PTA by expanding leadership capacity and outreach. That's why no member is eligible for the same PTA office for more than two, consecutive one-year terms on a unit board. And, during a PTA term, no member may hold more than one elected or appointed position.

Important Forms

- Sample PTA Meeting Agenda with “script” - page 10
 - Includes motions and phrases to use
- Bylaws Submittal form
 - Fill out and send to Council Parliamentarian with new Bylaws
- Reviewing and Amending PTA Bylaws Instructions
- Nominating Committee Checklist
 - Helpful to use during Nominating Committee meetings
- Nominating Committee report
 - Used to list Slate for Elections
- PTA Election Checklist
- PTA Election Script

Thank You!

Have questions?

Laura Glick
SVPTA Council Parliamentarian
parliamentarian@svpta.com
mobile # 949-350-4062