

## BASIC PRINCIPLES OF PARLIAMENTARY LAW

- ORDER – Only one piece of business at a time.
- EQUAL OPPORTUNITY – for all members to propose motions, participate in debate, vote, and share in organizational activities according to the member’s talents, skill and desires.
- JUSTICE – All members have the right to ask questions and to fully understand what effect their vote will have. Complex motions should be explained by the chair. Meetings should be conducted fairly, and procedural rules should be tools, not weapons.
- RIGHT OF THE MINORITY TO BE HEARD
- RIGHT OF THE MAJORITY TO DECIDE

## **What is a Parliamentarian?**

- A parliamentarian is a consultant to the president.
- The role of parliamentarian is purely an advisory and consultative one since parliamentary law gives the chair alone the power to rule on questions of order or to answer parliamentary inquires.
- The parliamentarian can only speak to the assembly if the president makes such a request.

## **What Can the Parliamentarian Do?**

The parliamentarian shall:

- Attend all meetings of the association and of the executive board and give necessary advice in parliamentary procedure when requested.
- Call the first meeting of the nominating committee, conduct election of chairman and give instructions in procedure, and may be contacted for additional information, if needed, and shall attend meetings of the nominating committee only if elected to serve as a member of the committee.
- Chair the bylaws committee and review bylaws and standing rules annually.
- Be entitled to all rights and privileges of membership including the right to make motions, debate and vote.

## **How Does the Parliamentarian Assist the President?**

- Study PTA bylaws and standing rules, *Robert's Rules of Order, Newly Revised* and other parliamentary resources.
- Teach the president, executive board, and members how to use parliamentary procedure.
- Listen carefully to all meeting proceedings.
- Keep a running list of members wishing to speak to an issue.
- Answer parliamentary questions as needed.

## **EIGHT STEPS TO A MOTION**

**1. Obtain the floor.**

The member rises or raises his hand and waits to be recognized before speaking further.

**2. Recognition by the chair.**

The chair grants the member the right to speak by a nod or by announcing the member's name.

**3. Make the motion.**

The member speaks clearly, stating the motion concisely, saying, "I move ..." Never say, "I so move," or "I motion that ...") Motions are always in the affirmative. The chair has the right to request that the motion be in writing, unless the rules indicate otherwise.

**4. The motion is seconded.**

A second indicates that more than one person wishes to consider the subject. Another member says, "I second the motion," or simply, "Second!" If there is no second, the chair says, "Motion fails for lack of a second." Motions coming from a committee do not need a second.

**5. Chair restates the motion.**

Only the chair can formally place a motion before the assembly. The chair repeats the exact motion, "It has been moved and seconded that..." The motion is now pending. Once stated by the chair, it cannot be changed or withdrawn without consent of the members.

**6. Debate or discussion.**

Immediately after stating the question the chair asks, "Is there discussion?" The maker of the motion has the right to speak first. Discussion must remain relevant to the pending question. The chair should endeavor to alternate pro and con speakers. The maker of the motion may vote against the motion, but may not speak against it.

**7. Putting the question – the vote.**

When discussion appears to be concluded, the chair asks, "Are you ready for the question?" If the discussion has been long, or amendments made, the motion should be restated as it presently stands. The chair says, "The question is on the adoption of the motion that ..." The chair then calls for the vote by saying, "All those in favor of the motion say 'Aye'" and pausing for response. "All those opposed say 'No'." Always call for the negative vote, no matter how unanimous the affirmative vote may appear.

**8. Chair announces result.**

No motion is complete until the chair has announced the result of the vote. The chair says, "The 'ayes' have it and the motion is adopted," or. "The 'nos' have it and the motion is defeated." In a counted vote, the chair should first announce the count, then the result of the vote. The chair then states the effect of the vote.

## HOW MOTIONS MAY BE AMENDED

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

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

*To strike a particular word or phrase:* I move to amend the motion by striking the words, “at the park.”

OR

*To insert a particular word or phrase:* I move to amend the motion by inserting in October after the word “program.”

OR

*To strike and insert a particular word or phrase:* I move to amend the motion by striking “at the park” and inserting in November on the school grounds.

OR

*To substitute the entire motion:* I move to substitute the following: That we have an ice cream social.

### **In addition:**

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

*to strike;  
to insert;  
to strike and insert; or  
to substitute.*

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

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

## ***NOMINATING COMMITTEE MEMBERS***

*For easy reference, keep this list in the parliamentarian's procedure book and update annually.*

PTA: \_\_\_\_\_

Year:

Nominating Committee Chairman:

Names of Committee Members:

Year:

Nominating Committee Chairman:

Names of Committee Members:

Year:

Nominating Committee Chairman:

Names of Committee Members:

Year:

Nominating Committee Chairman:

Names of Committee Members:

Year:

Nominating Committee Chairman:

Names of Committee Members:

## NOMINATING COMMITTEE CHECKLIST

- Elect nominating committee at association meeting
  - ✓ Must be at least 60 days prior to annual election meeting
  - ✓ Check number of members and alternates as listed in bylaws
  - ✓ Verify eligibility of committee member nominees
    - Verify PTA membership
    - Check service on previous nominating committee
  
- Schedule committee meeting
  - ✓ Parliamentarian arranges date
  - ✓ Principal included as advisor
  - ✓ Alternate(s) called if elected member unable to attend
  
- Committee meets
  - ✓ Parliamentarian gives instructions (stays only if an elected member)
  - ✓ Elect committee chairman
  - ✓ Review officer positions and duties (Bylaws and Standing Rules)
  - ✓ Prepare slate
    - Each nominee must be a PTA member (membership list)
    - Each nominee must be enthusiastic and supportive of PTA
    - Each nominee should have knowledge of the organization and its role in the school and in the community
    - Each nominee should be willing to give PTA a satisfactory level of priority and commitment, including attendance at meetings
    - Each nominee should be able to work well with people
  - ✓ Call potential nominees
    - Include clear indication of responsibilities of the position
    - Include any expected representation at council or district meetings
    - Do not try to persuade a reluctant individual
    - Do not try to >fill the board= just to have names in place
  - ✓ Schedule follow-up meeting if needed
    - Remind everyone that all discussions are confidential
    - Committee members sign slate
  - ✓ Membership notified of nominees at least 30 days prior to election meeting

## PTA Nominating Committee: A Search for the Best

*The nominating committee members have the responsibility of bringing the names to the membership of those they consider to be the most qualified to lead the next year's PTA.*

*In considering which PTA members are the best qualified to serve in the officer positions, the criteria listed below should be considered and evaluated.*

*Each nominee:*

- Must be a PTA member. (See Unit Bylaws for Local PTAs/PTSAs, ARTICLE V, Sections 1, 5 and 6.)
- Must be enthusiastic and supportive of PTA.
- Must believe in the basic policies and Purposes of the PTA.
- Must be fair and objective and concerned for the best interests of PTA.
- Should have experience in PTA, although other organizational work may also be considered.
- Should have knowledge of the organization and its role in the school and in the community.
- Should be willing to give PTA a satisfactory level of priority and commitment, including attendance at meetings.
- Should be able to work well with people.

*In contacting potential nominees, the nominating committee chairman (or other designated committee member) should:*

- Give a clear indication of the responsibilities of the office and how much time may be involved.
- Include any expectation of officer representation at leadership training workshops, council and PTA district meetings and/or the California State PTA annual convention.
- Never try to talk a reluctant individual into accepting a nomination.
- Never try to 'fill the board' just to have names in place. A vacancy at the time of the election may be filled by a nomination from the floor or later by the newly elected executive board.

## **DOs and DON'Ts for NOMINATING COMMITTEES**

- DO** study carefully the qualifications of members before presenting the name as a nominee.
- DON'T** submit a member's name as a nominee because she/he is a friend of yours.
- DO** check the membership list to be sure nominee is a member of the organization.
- DON'T** nominate a person with the thought that it is a good way to get him to join the PTA.
- DO** remember that committee DISCUSSION is left in the meeting room.
- DON'T** repeat what was said in the committee meeting.
- DO** see that the report of the nominating committee is publicized through the proper channels.
- DON'T** report the results of the nominating committee until it has been publicized through the proper channels.
- DO** accept an office yourself if you are sincerely interested in the purpose of the organization.
- DON'T** accept the office if you are only interested in having your name in the yearbook.



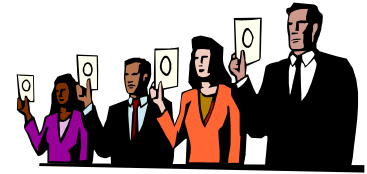


## PTA ELECTION CHECKLIST

- Verify date for meeting in bylaws
  - ✓ Post prepared slate of officers at least 30 days before meeting
  - ✓ Notify membership of election date at least 30 days before meeting
  - ✓ Secretary brings current membership list to meeting
  
- President presides at meeting
  - ✓ Parliamentarian reads sections of bylaws pertaining to nominations and elections
  - ✓ Chairman of nominating committee reads the report of the committee
  - ✓ President restates the slate of nominees and asks each person named to stand
  
- President conducts election
  - ✓ Opportunity is given for nominations from floor for each office
  - ✓ Nominations do not require a second, only the nominee's consent
  - ✓ 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.
  
- Ballot vote
  - ✓ Required if there are two or more nominees for an office
  - ✓ Eligibility to vote is verified by checking the membership list
  - ✓ President appoints a tellers committee
    - Tellers distribute, collect and count the ballots
    - A nominee cannot be included as a teller
  - ✓ All eligible voters are counted to determine total number of ballots
  - ✓ Each nominee may designate a person to observe the ballot count
  
- Tellers count votes and prepare report
  - ✓ Total eligible voters
  - ✓ Total votes cast
  - ✓ Number needed to elect
  - ✓ Number received by each nominee
  - ✓ Report is given to president
  
- President announces result of vote and names those elected
  - ✓ Teller's report is placed in minutes
  
- Chairman of tellers moves to destroy the ballots

## SCRIPT FOR CONDUCTING ELECTIONS

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



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

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

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

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

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

“\_\_\_\_\_ has been nominated for executive vice president. Are there further nominations from the floor? (Give time for response.) Seeing none, the nominations for executive vice president are closed.”

(The president then goes through each elected position as specified in the bylaws asking for nominations from the floor. Where there is one nomination for an office, that election can be held by voice vote. Should there be more than one nomination for an office, a ballot election must then be held for that office or offices; a ballot election must also be held at the request of any member of the association. See section below for information regarding a ballot.)

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

### IF A BALLOT VOTE BECOMES NECESSARY:

1. When there are two or more nominees for an office or when a member requests it, the election is held by ballot. To verify eligibility to vote, the membership list must be checked before ballots are

distributed. The secretary should have the official membership list. If a membership list is not available, all present must be allowed to vote. The secretary should have ballot slips available. If it is known prior to the election meeting that there will be two or more nominees for any office, ballots may be distributed at a registration table as members arrive for the meeting and present their membership cards.

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

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

## WHAT ARE BYLAWS?

- Document which contains PTA's basic rules as an organization
- Bylaws are rules that may be amended only with prior notice to the membership
- Must be approved by a 2/3 majority of the membership present (no proxy voting)
- Bylaws cannot ever be suspended
- Define the primary characteristics of the organization and how it functions
- Usually contains name, purposes, members, officers and duties, meetings, committees, parliamentary authority and amendment procedure
- When an item is not specified in bylaws, the parliamentary authority prevails (*Robert's Rules...*)
- Proposed bylaws amendments must be submitted through channels to the California State PTA for approval *prior* to submission to the membership for adoption

## WHAT ARE STANDING RULES?

- Rules related to the details and policies of administrating the monthly PTA work.
- Outline the procedures of the organization.
- May be changed from administration to administration or from meeting to meeting.
- Require a 2/3-majority vote without notice and a majority vote with 30 days notice.
- May be suspended for a particular meeting with the vote of the majority of members present and voting.
- May not contain any directions or procedures contrary to any provision in the bylaws.

## **HOW DO STANDING RULES DIFFER FROM BYLAWS?**

- 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 identify the primary responsibilities of officers.
- Standing Rules list the specifics.

### **EXAMPLES**

- If the bylaws state that the executive board will meet monthly during the school year.
- The Standing Rules would provide details as to the time and day of the month for that meeting.
- If the bylaws state that the second vice president shall also serve as the membership chairman.
- The Standing Rules may state that the membership chairman will conduct membership enrollment of the organization annually.
- The procedure book might contain details of the membership campaign theme, flyer samples, yearly totals, etc.

### ***Sample Standing Rules***

The executive vice president shall be responsible for purchasing and engraving a past president's pin to present to the president at the end of the term.

The first vice president shall chair the program committee, which shall be responsible for setting goals for the PTA and planning the general PTA program.

The second vice president shall chair the membership committee, which is responsible for coordinating the annual membership enrollment campaign, maintaining a current list of PTA members and providing a copy of that list to the secretary.

The third vice president shall chair the fund raising committee, which is responsible for setting a fund raising goal and organizing and implementing all fund raising activities.

The president or alternate shall attend all school board meetings.

All executive board members shall present current membership cards at the executive board meeting in October.

Delegates to the annual California State PTA convention shall be elected at the January association meeting, per the bylaws, Article V, Section 9. The association shall budget for and pay expenses for registration, hotel, travel, and per diem meals for convention delegates or alternates.

This PTA owns a 45-cup coffee pot, two electric staplers, 2 battery-operated calculators, and 31 locking money boxes. All PTA owned property is kept in the PTA cabinet in the volunteer room.

Anyone who wished to borrow the PTA-owned equipment must request permission from the executive board.

This PTA shall pay an annual assessment to twenty-five dollars (\$25.00) to Out of the Way Council no later than November 1.

The installation of officers will be held at the May association meeting. The president-elect may select the installing officer.

A minimum balance of \$1,000.00 shall be carried over in the PTA account for the next school year.

Past Honorary Service Award recipients shall be invited to attend the annual association Founders Day celebration.

The president will meet regularly with the school principal.

The standing committees of this association are: Budget, Programs, Membership, Hospitality, and Disaster Preparedness.

The historian will keep a visual and written record of the PTA's yearly activities.

## Unit Bylaws Information Summary

Unit Legal Name (front cover): \_\_\_\_\_

National ID # (front cover): \_\_\_\_\_ California ID # (front cover): \_\_\_\_\_

Organization Date (front cover): \_\_\_\_\_

Fiscal Year (page 21): \_\_\_\_\_ EIN (page 21): \_\_\_\_\_

Date of last bylaws update (page 23): \_\_\_\_\_

**Membership Dues** (page 3): \$ \_\_\_\_\_ Forward: \$ \_\_\_\_\_  
(\$1.75 National; \$1.25 California; \$ \_\_\_\_\_ District; \$ \_\_\_\_\_ Council)

Date first remittance due to council/district for awards (page 4, Section 6): \_\_\_\_\_

Date first required remittance due to council/district (page 4, Section 7): \_\_\_\_\_

**Officers** (pages 5-7): List on reverse

Date officers assume duties (page 6): \_\_\_\_\_

**Nominating Committee** (page 5): Elected by association in (month) \_\_\_\_\_

Number of members: \_\_\_\_\_ Month of annual election meeting: \_\_\_\_\_

Note: Nominating Committee report due to association 30 days prior to election meeting

### **Signature Authority:**

Authorizations for Payment (pages 7-8): *Recording* secretary and president

Checks (page 9): President, treasurer, and \_\_\_\_\_

Contracts (page 7): President and one other elected officer with approval from Association

### **Audits** (page 11):

Completed (months): \_\_\_\_\_ and \_\_\_\_\_

Presented to Board (months): \_\_\_\_\_ and \_\_\_\_\_

Presented to Association (months): \_\_\_\_\_ and \_\_\_\_\_

**Association Meetings** (pages 13-14): Quorum: \_\_\_\_\_

Week and Day of Month (i.e. second Tuesday): \_\_\_\_\_

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

**Executive Board Meetings** (pages 14-16): Quorum: \_\_\_\_\_ Meets once per month during school year

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

Council Membership (page 18): \_\_\_\_\_

### Reports Due To Council/District:

List of officers/chairmen (page 7): \_\_\_\_\_

Adopted Budget (page 9): \_\_\_\_\_

Annual Financial Report (page 10): \_\_\_\_\_

Insurance Report (page 10): \_\_\_\_\_

Audits (page 11): \_\_\_\_\_

Government Filings (taxes, etc.) (page 10): \_\_\_\_\_



Principles of parliamentary law are

- ...justice and courtesy to all;
- ...rights of the minority protected;
- ...rule of the majority reflected;
- ...partiality to none;
- ...consideration of one subject at a time.

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*, 10th Edition shall be the parliamentary authority. If help is needed in understanding or interpreting “Robert’s” or the bylaws, the council, if in council, or district PTA parliamentarian should be contacted.

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. “Pro tem” means “for this time only.”

Duties of the parliamentarian are listed in the bylaws (Article VI, Section 10). Additional information can be found in the *California State PTA Toolkit* (2.3.14), the *National PTA Quick-Reference Guide* (available from PTA President) and *Robert’s Rules of Order Newly Revised*, 10th Edition.

#### **ADDITIONAL RESPONSIBILITIES**

- Review and study the bylaws and standing rules annually. If changes are required, ask the president to appoint a committee for this review. Proposed amendments must be submitted through council (if in council) and district PTA channels to the state parliamentarian for approval before adoption at an association meeting.
- Use the latest version of *Bylaws for Local PTA/PTSA Units*. (Bylaws are available for purchase from the California State PTA office; some district PTA offices also have copies for sale.) Date is noted on the front or inside of front cover, and should not be more than two (2) years old. Instructions and procedures are included.
- Verify that the PTA council (if in council) and district PTA have a current copy of the unit’s bylaws.
- Assist the president in preparing for meetings, when requested.
- Make sure the unit has a copy of *Robert’s Rules of Order Newly Revised*, 10th Edition and become familiar with the contents of the book.

- Provide the members and the executive board with training on simple parliamentary procedures; how to state a motion, rules of debate, quorums.
- Advise presiding officer, when requested, on questions of parliamentary procedure. Parliamentarians do not “rule.” Only the chair has the power to rule on a question of order. If the parliamentarian has expressed an opinion at the request of the chair, the chair must still make the ruling.
- Assist the presiding officer by keeping track of the order of those wishing to speak, motions, amendments, voting, etc., during meetings.
- Ensure each member of the executive board has a current copy of the unit’s bylaws and standing rules.
- Encourage attendance at training opportunities for parliamentary procedures and/or bylaw workshops and counterpart workshops and training when offered by the California State PTA, council (if in council) or district PTA.

#### **COUNCIL PARLIAMENTARIAN**

In addition to the duties listed for the unit parliamentarian, the council parliamentarian shall:

- Remind all units to use the latest version of *Bylaws for Local PTA/PTSA Units*.
- Receive and review all proposed bylaw changes of member units in council and keep records thereof. Assist with any necessary changes. Forward all proposed changes to the district PTA parliamentarian in a timely manner, within one to two weeks whenever possible.
- Maintain a file of up-to-date bylaws for all member units within the council.
- Offer bylaws and parliamentary procedure workshops for all units within the council.

#### **DISTRICT PARLIAMENTARIAN**

In addition to the duties listed for the council parliamentarian, the district parliamentarian shall:

- Remind all units and council to use the latest bylaws.
- Maintain a file of up-to-date bylaws for all member units and councils within the district PTA.
- Maintain an up-to-date file of all member unit and council California State PTA record numbers. National PTA identification numbers, employer identification (EI) numbers, corporation numbers, and charitable trust (CT) numbers within the district PTA.
- Offer bylaws and parliamentary procedure workshops for all units and councils within the district PTA.

## BYLAWS

As a part of the national organization, the local, council or district PTA is also governed by the National PTA bylaws, as well as the bylaws of the California State PTA, the council and district PTA (if in council). California State PTA bylaws contain “starred” articles and sections which are to be included in the local association bylaws. **Note:** The adoption of an amendment to any provision of the California Corporations Code identified by a double star or to any provision of the California State PTA bylaws identified by a triple star automatically amends the PTA’s bylaws and does not require a vote of the unit, council or district. Other revisions to the bylaws may be made only as provided in the bylaws themselves (*Bylaws for Local PTA/PTSA Units*, Article XVI; *Council Bylaws*, Article XVII; *District Bylaws*, Article XVIII).

## POLICIES AND PROCEDURES

Basic policies of the National PTA are included in all PTA bylaws as Article III. Parliamentarians often are asked to interpret these policies or give a rationale for them. The council, district and California State PTA also have policies and procedures which must be observed.

## NOMINATING COMMITTEE

The bylaws include, as a duty of the parliamentarian “...shall call the first meeting of the nominating committee...and give instructions in procedure...” These instructions include the eligibility requirements to hold office, the offices to be filled, those sections of the bylaws which 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

## CHECK UNIT BYLAWS FOR:

Date of meeting to elect nominating committee \_\_\_\_\_ (Article V, Section 3b)  
Date of the election meeting \_\_\_\_\_ (Article V, Section 3g)  
Date of meeting to elect convention delegates \_\_\_\_\_ (Article V, Section 9)  
Date new officers assume duties \_\_\_\_\_ (Article V, Section 8)  
Date of last amendment to bylaws \_\_\_\_\_ (signature page)  
Quorum for association meeting \_\_\_\_\_ (Article VII, Section 5b)  
Quorum for executive board meeting \_\_\_\_\_ (Article VIII, Section 7b)  
Unit Federal Employee Identification Number (EIN) \_\_\_\_\_ (Article XIV, Section 3)

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serve as a member of the committee, unless elected to it or unless the bylaws so provide. The parliamentarian, if not a member of this committee, should be available for any questions by telephone or at a specific location.

## REFERENCES

From the unit, council or district president:

*California State PTA Toolkit* (includes California State PTA bylaws and policies)

*Bylaws for Local PTA/PTSA Units, Council Bylaws, District Bylaws*

From the California State PTA office:

*The a-b-c’s of Parliamentary Procedure*

*Robert’s Rules of Order Newly Revised, 10th Edition*

## Council Parliamentarian (if in council)

Name \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_

## District PTA Parliamentarian

Name \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_