

## STEPS TO FORM A PTA COUNCIL

**Council PTAs** organized under the direct authority of NCPTA shall consist of at least three Local PTAs chartered by NCPTA in counties, cities, or other areas designated by NCPTA for the purpose of conference, leadership, training, and coordination of the efforts of Local PTAs. Councils shall assist Local PTAs, encourage the organization of additional Local PTAs, and coordinate Local PTA activities with NCPTA. Local PTAs are independent organizations and Council PTA's shall have no authority to direct the actions of Local PTA's. (*Source, NCPTA Standing Rules*)

Any local unit or individual may propose the organization of a PTA Council. The proposal should be discussed informally with members of prospective PTA Council member units. Once the proposal is made:

1. **Planning Committee** — Form a planning committee of persons who believe in council purposes and activities. This committee should be composed of 4-7 individuals and represent a cross section of the community. Select a chairman and recording secretary.
2. **Call to Meeting** — The planning committee issues a call to all PTA units in the proposed council territory, starting time, place, date, and purpose of the meeting and the number of voting delegates such PTA should send to the planning meeting.

### **Sample form for the call:**

*The president of the \_\_\_\_\_ PTA (or PTSA) and \_\_\_\_\_ delegate(s) are invited to attend a meeting at (time, place) to discuss the organization of a city (city or county) Council of Parent-Teacher Associations. The purpose and functions of the PTA Council will be explained at this meeting. Since membership in a council is open to local units only and not to individual members, the president and delegates will be asked to refer the proposals to their units for action before further steps are taken to form a council.*

*Date: \_\_\_\_\_*

\_\_\_\_\_  
*Chairman of the Planning Committee*

### **3. Planning Meeting**

- a. Call to order. The meeting is called to order and presided over by the Planning Committee Chairman.
- b. The Chair then states the purpose of the meeting and presents the speaker(s).
- c. The speaker(s) could be the Chair or one of the members of the Planning Committee and/or a representative of the State PTA to describe briefly the purpose and work of a council and its benefits to member units and the community.
- d. A motion should be made, seconded, and voted upon to establish the date of an organizational meeting.
- e. Discuss and make tentative plans for the direction of the Council. Plans should include: focus of interest, number and type of meetings, the make-up of an executive committee, dues structure for member units (Councils do not pay dues to the State PTA. The dues collected are used for the Council's operational costs and communication methods with local units.
- f. **Bylaws Committee** — A temporary committee is appointed by the Chair (or may be elected) to draw up proposed bylaws to be presented at the organizational meeting. (Use the Council Bylaws form provided by the State PTA Office.)

- g. The Chair instructs the unit delegates to (1) make a full report of this meeting at their next local PTA unit meeting; (2) follow the report with a motion that the unit become a member of the proposed council; and (3) request the unit to elect delegates to the organizational meeting, with full power to act for their association in adopting bylaws, electing officers, etc.
- h. Chair announces date, time, location of organizational meeting, adjourns meeting.

#### **4. Organizational Meeting**

- a. The Chair sends call to the organizational meeting to all PTA units.
- b. The Chair and Secretary serve until the bylaws are adopted and regular officers are elected.
- c. At the meeting, (1) a motion to organize a council is made; (2) motion seconded; (3) the roll of PTA units is called, each delegation from each unit voting yes or no for its unit (according to directions from the unit).
- d. The names of the units forming the council should be recorded as charter members. (The council may, by general consent, hold open the roll of charter members for a specific time to enable units not represented at the meeting or which are not PTAs at this time to become charter members.)
- e. Report of the Bylaws Committee:
  - 1. Each delegate present is given a copy of the proposed bylaws.
  - 2. The bylaws chairman call attention to the required (\*\*starred items) which require no action by the group and moves that the bylaws be adopted for the purpose of discussion.
  - 3. After the motion is seconded, the bylaws may be adopted as presented or may be presented separately, so that amendments, if any, may be considered and voted upon. As each amendment is offered, it is stated by the chair, debated, and voted upon immediately.
  - 4. Final motion is made to adopt the bylaws. If amendments were approved, final motion would be made to adopt the bylaws as amended.
- f. Election of Officers:

The chair of the planning committee call for nominations for president, vice president(s), secretary, and treasurer. Election is by voice vote. If more than one candidate is nominated for an office, vote should be taken by written ballots.
- g. Member units should pay dues to the council as soon as possible.
- h. The date, time, and place of the next council meeting are set and announced, and the meeting is adjourned by the newly elected president.
- i. After the organizational meeting, send two copies of the adopted bylaws and the name, mailing address, e-mail address, and phone number of the newly elected council president and treasurer to:

North Carolina PTA  
3501 Glenwood Avenue  
Raleigh, NC 27612

After review by the State Bylaws Committee, one copy will be returned to the Council President.

For further assistance, please contact:

**NC PTA**  
**3501 Glenwood Avenue**  
**Raleigh, NC 27612**  
**(800) 255-0417**  
[office@ncpta.org](mailto:office@ncpta.org)