

Sample Standing Rules

- I. **Cover Page**
- II. **Officers of the PTA:**
 - President**
 - Vice President(s)**
 - Secretary**
 - Treasurer**
- III. **Duties of Officers**
- IV. **Meeting time and place for Board of Director meetings**
- V. **General Membership Meetings**
- VI. **Membership Dues**
- VII. **Committees - – responsibilities**
 - Standing Committees**
 - Special Committees**
- VIII. **Financial procedures**
- IX. **Appendix**

I. Cover Page

Local PTAs are not required to adopt standing rules but may consider adopting the following sample standing rules.

_____ **School PTA/PTSA**



Sample Standing Rules

Original Adoption: _____
month, date, year

AMENDMENT DATE: _____
month, date, year

This PTA is affiliated with National PTA and NCPTA and is governed by the Uniform PTA Bylaws and the NCPTA Bylaws. This PTA shall remain in good standing by following the NCPTA Good Standing Requirements which can be found on the NCPTA website at www.ncpta.org.

Standing Rules cannot be in conflict with the NCPTA Local Unit Uniform Bylaws, PTA policies, IRS Regulations or nonprofit law. Standing Rules are a supplement to the Local Unit Uniform Bylaws.

II. **OFFICERS – GENERAL INFORMATION:**

- Please see uniform PTA bylaws Article 6 Officers.
- **Per bylaws, the only elected officers of this PTA are a president, ____ (number) vice president(s), a secretary & a treasurer.**
- The position of president-elect is not allowed.
- PTAs shall not have co-officers.
- To change the number of vice presidents requires an amendment of these standing rules and a vote by the PTA board of directors.

III. **DUTIES OF OFFICERS:**

President:

- Please see uniform PTA bylaws Section 6.6 General duties and Section 6.7 President.
- ***Other duties:***
 - Keep the board of directors informed of PTA activities on an ongoing basis;
 - As the presiding officer, maintain a fair and impartial position at all times and encourages members to participate. When the presiding officer feels that it is important for him or her to speak on an issue or debate on any motion, he or she should vacate the chair before speaking. The presiding officer relinquishes the chair to another officer who would normally take his or her place if he or she is not there;
 - Keep a current copy of bylaws, standing rules and budget;
 - Be familiar with Roberts Rules of Order;
 - Approve all PTA correspondence in conjunction with the principal prior to distribution to school, community or staff;
 - Participate in leadership development opportunities;
 - Prepare meeting agendas.
- List additional duties of the president that are assigned by your PTA here.

Vice President(s): (If more than one VP, outline the specific duties of each)

- Please see uniform PTA bylaws Section 6.6 General duties and Section 6.8 Vice President(s).
- ***Other duties:***
 - Keep the President informed of PTA activities on an ongoing basis;
 - Keep a current copy of bylaws, standing rules and budget;
 - Participate in leadership development opportunities.
- List additional duties of the vice president that are assigned by your PTA here.

Secretary:

- Please see uniform PTA bylaws Section 6.6 General duties and Section 6.9 Secretary.
- ***Other duties:***
 - Keep the President informed of PTA activities on an ongoing basis;
 - Deliver all PTA correspondence to the president for approval by president and principal prior to distribution to school, community or staff;
 - Record board members and additional people in attendance at each board meeting;
 - Distribute minutes to the board of directors prior to the next meeting;
 - Participate in leadership development opportunities.
- List additional duties of the secretary that are assigned by your PTA here.

Treasurer

- Please see uniform PTA bylaws Section 6.6 General duties and Section 6.10 Treasurer.
- ***Other duties:***
 - Develop financial procedures for the PTA that shall be followed for the collection and deposit of PTA funds, as well as, for reimbursement of PTA funds (See Appendix);
 - Keep the President informed of PTA activities on an ongoing basis;
 - Discuss with the board the PTA insurance policy, ensures it is current and submits payment in a timely manner;
 - Participate in leadership development opportunities.
- List additional duties of the treasurer that are assigned by your PTA here.

IV. MEETINGS OF THE BOARD OF DIRECTORS

- See uniform PTA bylaws section 7.4.
 - Regular meetings are to be determined at the first Board of Directors meeting.
 - **Regular meetings are held: (date, time, place)**
-

V. General Membership Meetings:

- Please see uniform PTA bylaws Article 9 General Membership Meetings.
- General membership includes all board of director members and all persons who have paid dues to this PTA for the current membership year.
- This PTA's **three** general membership meetings are in the months of _____ (the last general membership meeting must be held in April, May or June.)
- A PTA may have more than three general membership meetings if desired.

VI. Membership and Dues

- PTAs must vote each year on the annual dues amount for the coming fiscal year at the last general membership meeting
 - See Articles 5, 9, and 9.3 in uniform PTA bylaws
- The last general membership meeting of the fiscal year for this PTA will be in the month of **April, May, or June.**
- Each year the dues amount must be recorded in the meeting minutes, entered in the PTA Year-End Report (Financial Review) online in the North Carolina PTA database and should be recorded in standing rules.
- **Dues Formula ----- Member Annual Dues = Local PTA Dues + NCPTA dues + National PTA dues**

Complete the following dues information at the completion of the PTA last general membership meeting:

Local PTA dues	+ NCPTA dues	+ National PTA dues	= Member Annual Dues
\$	(determined by NCPTA)	(determined by NPTA)	\$

VII. Committees:

- Please see uniform PTA bylaws Article 8 Committees.
- There are **2 types** of committees: standing committees and special committees.
- **Standing committees** carry on the work of the PTA on an ongoing, month-to-month basis.
- **Special committees** have work on a short-term basis, for 1-3 months, 1 or 2 events and go out of existence once project is completed.
- This **decision** is intentionally left for PTAs to indicate which committees are standing committees and special committees to offer PTAs **flexibility** in determining the best way for it to **carry out the PTA mission** with the exception of the three (3) required standing committees: audit, nominating and advocacy.

Standing Committees:

- Please see uniform PTA bylaws Section 8.1 Standing Committees.
- **Chairs of standing committees are members of the board of directors, attend monthly board meetings, vote and are counted in the quorum for board of director meetings.**
- Chair presents **plan of work** to the board of directors for approval prior to starting committee activities. Please see Appendix for **plan of work**.
- Chair delivers all PTA correspondence to the president for approval by president and principal prior to distribution to school, community or staff.
- The board shall have the following standing committees (Please see uniform PTA bylaws Section 8.1a):
 - a) **Audit Committee** – elected by board of directors **by July 1**
 - b) **Nominating Committee** – elected by board of directors **by November 1**
 - c) **Advocacy Committee** - elected by board of directors **by November 1**
- The board may establish **additional** standing committees at any time as needed.

Additional Standing Committee Suggestions and Examples:

Membership Committee: Chair is responsible to maintain official membership roster instead of officer or another board member			
Resource Development Committee – with chair and may have sub-committees of Resource Development Committee that may include: Grants, Donations, Fall Fundraiser, School Supply Project, Yearbook, Book Fair, Carnival, No Fuss Fundraiser (Target, Box Tops)			
Programs Committee – with chair and may have sub-committees of Programs Committee that may be: Parent Education, Cultural Arts Programs, Reflections			
Communications Committee - with chair and may have sub-committees of Communications Committee that may include: Weekly Bulletin, Newsletter, Listserve and Website			
Teacher/Staff Appreciation Committee	Hospitality Committee	Volunteers Committee	Grade Parent/Room Parent Committee
Tutoring Committee (by volunteers)	Health and Safety Committee	Back Pack Buddies Committee	Yearbook Committee
Student Directory Committee	Spirit Wear	MORE-Men Organized to Raise Engagement-Male Involvement	Family Nights

- When determining if a committee should be a standing committee, please take into consideration work involved on an ongoing, month-to-month basis, collection of funds involved and confidentiality of information used in the work of the committee.

Special Committees:

- Please see uniform PTA bylaws Section 8.5 Special Committees.
- A special committee is a committee that is created to perform a special project and goes out of existence once the project has been completed; special committees are committees that may have one or two projects, programs, activities or events during a specific time period for the fiscal year; special committees are great committees for people to serve on who want to volunteer for the PTA but who cannot commit on an ongoing basis.
- The board of directors may create special committees and shall specify the duration and duties of such committees.
- The president shall appoint the chairs and members of special committees with the approval of the board.
- **Chairs of special committees are not members of the board of directors, only attend board of director meetings when their committee work is in progress, do not vote and are not counted in the quorum for board of director meetings.**
- Chairs present plan of work to the board of directors for approval prior to starting committee activities. Please see Appendix for plan of work.
- Chair delivers all PTA correspondence to the president for approval by president and principal prior to distribution to school, community or staff.

Special Committee Suggestions & Examples:

Reflections	Book Fair	Carnival	International Festival
Red Ribbon Week	Awards	Cultural Arts Program	Kids Voting
School Supply Project	Fall Fundraiser	Science Day	Yearbook
Student Artwork Fundraiser	No Fuss Fundraiser	Walk-A-Thon	
MORE-Men Organized to Raise Engagement-Male Involvement			

VIII. FINANCES

Finance and Budget: Please see uniform PTA bylaws Article 6.10 Treasurer, Section 8.2 Audit Committee and Article 11, Finance and Budget.

List here financial procedures established by your Board of Directors and Treasurer.

This PTA funds are in the following depository/financial institution/bank:

(Provide name and address)

The standing rules were adopted by a majority vote of the board of directors on _____ date.

Print Name
PTA President

Print Name
PTA Secretary

Signature
PTA President

Signature
PTA Secretary

**If standing rules are amended, it must be recorded in the minutes of the meeting where amended. A revised copy of the Standing Rules should then be sent to all members of the Board of Directors noting the date they were amended.

PTA President E-mail Address

PTA Secretary E-mail Address

APPENDIX

Order of Business

Outline for Meeting Minutes

Board of Director Roster

Code of Ethics

Conflict of Interest

Plan of Work – Elected Officers

Plan of Work – Standing Committee

Plan of Work – Special Committee

Agenda

Financial Procedures

Sample Check Request Form

Nominating Committee Guidelines

Election of Officers Script

Ballot

Teller's Report

ORDER OF BUSINESS SAMPLE

- Call meeting to order – welcome and thanks
- Minutes of previous meeting (read or distribute copies); motion to accept into record
- Treasurer’s Report (read or distribute copies)
- Main agenda items (new business, unfinished business deferred from previous meeting)
- Officers’ reports
- Standing committee reports
- Special committee reports
- School/Administrative reports (school principal and teacher representative)
- Announcements
- Program*
- Adjournment of meeting

*You may also hold the program, if there is one scheduled, at the beginning of the meeting just after calling the meeting to order.

OUTLINE FOR MEETING MINUTES SAMPLE

- Kind of meeting – board of directors meeting, special meeting, annual meeting, general membership meeting, etc.
- Name of PTA
- Date, place, and time of meeting
- The names of the president and secretary present, or in their absence, the names of their alternates
- Quorum established
- Statement concerning minutes of previous meeting – whether they were read and approved as submitted or read and approved as corrected. Corrections must be included in minutes.

In the remainder of the minutes, a separate paragraph should be entered for each subject covered, including:

- Report of the treasurer. This should contain the balance on hand, receipts, and disbursements. The entire report should be written by the treasurer and attached to the minutes.
- Reading of communications
- Reports of officers, standing committees, and special committees
- All motions (except those withdrawn) and disposition of motions; point of order and appeals, whether sustained or lost; and the name of each member who introduced a motion, but not the name of the individual who seconded the motion
- Program topic, method of presentation, names of participants and important points covered
- Time of adjournment
- Signature of the secretary

NOTE: A copy of the meeting sign-in sheet should be attached to minutes.

- (Year) Board of Directors

(* Indicates Board of Director Member, counted in quorum and may vote)

POSITION	NAME	E-MAIL	PHONE
President *			
Vice President *			
Secretary *			
Treasurer *			
Principal *			
Teacher *			
At-large *			
At-large *			
At-Large *			
STANDING COMMITTEES*			
Chairs			
Advocacy Committee, Chair *			
Audit Committee, Chair*			
Nominating Committee, Chair *			
SPECIAL COMMITTEES			
Chairs			
COMMITTEE MEMBERS			
Advocacy Committee			
Audit Committee			
Audit Committee			
Nominating Committee			

Nominating Committee			



PLAN OF WORK – Elected Officers

Deadline to Submit Plan of Work: _____

Date of Report: _____

Date Approved by Board of Directors: _____

*This completed form is used to present the Plan of Work to the PTA Board of Directors.
The Plan of Work must be approved by the Board of Directors prior to activities.*

PTA Officer Position and Name _____

Goals for the Year (Please list three to five measurable goals)

1. _____
2. _____
3. _____
4. _____
5. _____

Proposed Budget: _____

Approved Budget Amount: _____

Please itemize below how budgeted funds will be used.

Please use space below to summarize Officer's proposed actions as it relates to achieving stated goals.



PLAN OF WORK – Standing Committee

Deadline to Submit Plan of Work: _____

Date of Report: _____

Date Approved by Board of Directors: _____

*This completed form is used to present the Plan of Work to the PTA Board of Directors.
The Plan of Work must be approved by the Board of Directors prior to committee activities.*

Name of Standing Committee _____

Chair (Person Submitting Plan of Work) _____

Committee Members _____

Goals for the Year *(Please list three to five measurable goals)*

1. _____
2. _____
3. _____
4. _____
5. _____

Proposed Budget: _____

Approved Budget Amount: _____

Please itemize below how budgeted funds will be used.

Please use space below to summarize Committee’s proposed actions as it relates to achieving stated goals.



PLAN OF WORK – Special Committee

Deadline to Submit Plan of Work: _____

Date of Report: _____

Date Approved by Board of Directors: _____

*This completed form is used to present the Plan of Work to the PTA Board of Directors.
The Plan of Work must be approved by the Board of Directors prior to committee activities.*

Name of Special Committee _____

Chair (Person Submitting Plan of Work) _____

Committee Members _____

Goals for the Year (Please list three to five measurable goals)

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Proposed Budget: _____

Approved Budget Amount: _____

Please itemize below how budgeted funds will be used.

Please use space below to summarize Committee’s proposed actions as it relates to achieving stated goals.



PTA Board of Director Sample Meeting Agenda

Date

Time

Place

Call to Order	President
Roll Call	Secretary
Quorum Determination	
Presentation of the Minutes	Secretary
President’s Report	President
Principal’s Report	Principal
Treasurer’s Report	Treasurer
Officer Reports	Vice President(s)
Standing Committee Reports	Chairs
Special Committee Reports	Chairs
New Business	
Announcements	
Adjourn	

List of Announcements:

Next PTA Board of Director meeting will be date, time and place.

Program – Name	By
-----------------------	-----------



Financial Procedures

Check Request Procedures

All requests for checks should be made through a "Check Request Form."

A "Check Request Form" **MUST** be completed and the following documents included:

- PTA Expense Reimbursement - One copy of paid receipt
- Company/Vendor Invoice – Two copies of invoice (one to be returned to vendor/company with check and one for PTA records)
- Order Form – If payment is required upfront, please submit 2 copies of the order from.

The "Check Request Form" **MUST** also include the PTA Budget line item this funding request is from **AND** have the appropriate **approval signatures**. Requestor must submit invoice or receipt to the Treasurer when it becomes available from the vendor.

The receipts can be given to or mailed to the treasurer or mailed to the school.

NOTE:

The treasurer will mail all checks unless otherwise notified. Completed check request will be picked up on _____ (day of week) and processed by the following _____ (day of week). For quicker turn-around time for emergency situations, please contact the Treasurer.

Cash Box Procedures

Money for cash boxes are obtained by submitting a completed 'Petty Cash Form' indicating the event and date that the money is required. Also, please include any special instructions i.e. number of tens, fives, etc. You will need to arrange a pick up time with the Treasurer.

Upon receiving and counting the cash, the Treasurer will have you sign a "Cash Receipt Form" as documentation for the check request. Do NOT leave PTA funds at school.

Deposit Procedures

1. Make sure **all checks include** the following information:
 - a. Must be payable to this PTA
 - b. Signed
 - c. Dated
 - d. Correct Amount
 - e. Notation of purpose in the Memo Line
2. Please add and account for each check using a tape calculator with the total at the bottom. Do this twice to ensure accuracy. Submit both tapes along with the "Funds Received Form"

3. **Organize cash** in 20's, 10's, 5's, and 1's categories. Organize coins in quarters, dimes, nickels, and pennies, using paper rolls when you have full amounts.
4. **Contact the Treasurer to arrange a time to drop off the deposit.**
5. **Do NOT leave deposits at school without contacting the treasurer.**
6. Please provide the treasurer with the following documents:
 - a. One signed and dated deposit form
 - b. Two tapes
 - c. Cash and Checks

Sales Tax Information

As a non-profit 501(c)(3) organization, the PTA is **not** exempt from paying **North Carolina** sales tax on items purchased for use. However, the PTA is eligible for reimbursement of these state and county taxes on a semi-annual basis. The only exception to this rule is for purchases of items for resale during fundraisers. In these instances, please contact the Treasurer for a **Certificate of Exemption** to submit to vendor. In addition, PTAs are not required to collect sales tax on these items sold through a fundraiser.

Please note: Only payments made on a **PTA check** are eligible for sales tax reimbursement, **THEREFORE**, please make every effort to use a PTA check when making large dollar amount purchases. **Per bylaws in Section 11.5**, the signing of blank checks is prohibited.

Please contact the treasurer with any questions.

PTA Treasurer Name: _____

Home Phone _____; **Cell Phone** _____; **E-mail** _____

Home Address: Street _____

_____ **City, NC** _____ **Zip Code**

Or mail to school: _____ **School**

Attn: PTA Treasurer

Street _____ **City, NC** _____ **Zip Code**

Sample Check Request Form

Name of PTA _____

Person requesting check _____

For what purpose? _____

Budget Category _____

Amount \$ _____

To whom should check be paid? _____

Address _____

City _____ State _____ Zip _____

Please attach receipts, invoices, order forms, etc.

NOMINATING COMMITTEE

Nominating Committee: Standing Committee (Bylaws Section 6.2 Election and Section 8.3)

Section 8.3 Nominating Committee.

- a. The nominating committee shall be comprised of an odd number and no fewer than three members; at least two of the committee members shall be board members and at least one committee member shall be a member of the local PTA who does not serve on the board.
- b. Neither the president nor the principal shall be a member of the nominating committee.
- c. Throughout the year, the nominating committee is tasked with identifying talented, motivated, and responsible individuals to serve as officers of this local PTA.
- d. Prior to the last general membership meeting each fiscal year, the nominating committee shall prepare a slate of nominees for officers of this local PTA for the coming year, and the president shall include that slate in the notice for the last general membership meeting, and the chair of the nominating committee shall place such names in nomination at that meeting, and the election shall be conducted as provided in Section 6.2 of these bylaws.

- The nominating committee chair and members are elected by the board of directors by **November 1** (Bylaws Section 8.1a).
 - Any member who has a paid, current PTA membership may serve on the committee (except the current president or principal). These individuals should be informed, active members who are concerned about the future of the PTA.
 - Throughout the year, nominating committee is tasked with identifying talented, motivated and responsible individuals to serve as PTA officers.
 - The purpose of the nominating committee is to nominate **one person** to the office of the president, vice president(s), secretary and treasurer for the coming fiscal year.
 - The work of the nominating committee is vital to the future growth and success of your PTA. Careful consideration should be given to those who are elected to serve on the nominating committee. How well it does its job will determine the future effectiveness of the PTA.
 - The nominating committee does not nominate persons for chairs or members of committees.
 - Committee members are **not** prevented from being a nominee. However, if this occurs, the individual must excuse him/herself from the room during the discussion and voting for that particular office.
1. The nominating committee chair and members are elected by the board of directors.
 2. Prior to the nominating committee meeting, committee members should review the following documents:
 - Uniform PTA bylaws
 - Nominating Committee Procedures and Information
 - PTA standing rules, if adopted

Officers: (Bylaws Article 6)

Section 6.1 Officers. The only elected officers of this local PTA shall be a president, one or more vice president(s), a secretary, and a treasurer. No PTA member shall serve in more than one elected position at a time. Upon taking office, each elected officer must be a member of this local PTA. This *local* PTA shall enter the newly elected officers and their contact information into the NCPTA database immediately after their election. Changes in officers and/or their contact information must be updated in the NCPTA database.

Term of Office: (Bylaws Section 6.3)

Section 6.3 Term. Officers shall take office on July 1 and shall serve for that fiscal year (until the following June 30), or until his/her successor is elected and ready to assume office. A person may serve only two consecutive full terms in the same office.

3. Set dates for meetings or conference calls and discuss times for possible interview of candidates. Voting cannot take place via e-mail. **All nominating committee meetings are closed to everyone except the committee members, and**

discussions must be kept confidential. Discussion within the committee should be frank and open, but no deliberation of the committee should be discussed outside of the committee meetings. A sufficient number of meetings must be held to select the best qualified candidates possible.

4. The nominating committee sends an announcement to the PTA Board of Directors and PTA general membership seeking candidates for the PTA officers by all methods the PTA utilizes to communicate with its members and school families. This announcement is also sent to all feeder schools (for example: middle school PTA sends announcement to elementary schools that feed into the middle school; high school PTA sends announcement to middle schools that feed into the high school).
 - The announcement must list all PTA officer positions regardless of whether or not a current officer wishes to serve another term in the same office or another office; members of nominating committee with contact information, deadline to contact nominating committee, purpose of meeting - Election of Officers, the date, time and place of last general membership meeting for the election (See bylaws Section 9.3) and include that nominations from the floor will be allowed.
5. At nominating committee meetings, the committee will:
 - Designate a member of nominating committee to take minutes;
 - Review duties of president, vice president(s), secretary and treasurer in uniform PTA bylaws;
 - Discuss evaluation of candidates – sample questions to ask:
 - Is the member enthusiastic and supportive of PTA?
 - Does the member have knowledge of the role of PTA in the school and community?
 - Does the member work well with others?
 - Is the member dependable and willing to devote time to serve?
 - Does the member have special skills, knowledge, experience which would qualify him/her for this office?
 - What is the member’s previous PTA experience and offices held?
 - Each candidate’s qualifications should be reviewed fairly and impartially.
 - Is the member enthusiastic and supportive of PTA?
 - Does the member have knowledge of the role of PTA in the school and community?
 - Does the member work well with others?
 - Has the member completed prior PTA board of director responsibilities in a timely manner?
 - Has the member attended PTA meetings on a regular basis?
 - Is the member dependable and willing to devote time to serve?
 - Does the member have special skills, knowledge, experience which would qualify him/her for an office?
 - Decide who will contact each candidate – divide up
6. Ask the above questions to candidates; take notes of answers, impression and pertinent additional information they share; **it is important that all nominees are asked the same questions;** *it is the candidate’s responsibility to return contact to have the opportunity to provide additional information;*
 - When approaching potential candidates, be prepared to fully explain the duties of each office and give them time to decide if they can do what is necessary. Be sure the nominees are current members of the PTA and stress the commitment required if they want to serve;
 - When contacting potential candidates be sure to clearly define the responsibilities and duties of the officer position; include any expected representation at council or state meetings; do not try to persuade a reluctant individual and do not try to fill the office just to have names in place;
7. At nominating committee meeting, discuss pertinent information from contact with each candidate;
 - Logically, the nominee for the office of president should be agreed upon first. Other offices are then usually taken up in the order in which they are listed in the bylaws. Vote is taken by voice vote if there is only candidate for office. If more than one candidate proposed for an office, a ballot is used.
 - The nominee with the most votes is the nominating committee’s nominee for office; chair will declare result of votes.

8. When the committee has come to agreement on a candidate, one member should be designated to contact the member by phone or e-mail. The nominee should be reminded fairly of the duties involved and confirm that the nominee still agrees to serve if elected. Per bylaws, the nominating committee must obtain the consent of the nominee.
9. The chair will prepare the Nominating Committee Report called a “**Slate of Nominees**”. All members who concur with the report will sign and date the report.

Election: (Bylaws Section 6.2 & Section 9.3)

Section 6.2 Election.

- a. Officers who will serve for the coming fiscal year shall be elected at the last general membership meeting of the fiscal year; these officers will assume office on July 1 and serve until the following June 30.
- b. The nominating committee shall nominate a slate of eligible candidates for election as officers of this local PTA, as provided in Section 8.3 of these bylaws.
- c. The president shall give notice of the election of officers to the general membership at least ten (10) days before the last general membership meeting of the fiscal year, and the notice will include the nominating committee’s slate of nominees.
- d. In addition to the individuals nominated by the nominating committee, nominations from the floor will be allowed. When there is only one nominee for an office, that election may be held by voice vote. If there is more than one nominee for any office, election for that office must be by ballot.
- e. Only those individuals who are PTA members and who have signified their consent to serve if elected may be nominated by the nominating committee or by floor nomination or elected to such office.

Section 9.3 Last general membership meeting of the fiscal year. The last general membership meeting of the fiscal year shall be held in April, May, or June.

- The Slate of Nominees is sent to the president.
- A PTA best practice is the chair gives the Nominating Committee Report - “Slate of Nominees” at the next PTA board of director meeting and the president distributes the Slate of Nominees to the board of directors by usual means of communication (for example: e-mail) prior to distribution to general membership.
- The report is given as information only; the board of directors does not discuss or change the Slate of Nominees.

Bylaws Section 6.2c:

The president shall give notice of the election of officers to the general membership **at least ten (10) days before the last general membership meeting** of the fiscal year, and the notice will include the nominating committee’s slate of nominees.

10. Election will take place at the last PTA general membership meeting of the fiscal year.
 - At the last general membership meeting for the election, the president asks for the Nominating Committee’s report – Slate of Nominees. The chair of the nominating committee gives the report. The president conducts the election. A copy of the report is given to the secretary to be included in the minutes. See NCPTA’s Election of Officers Script.

ELECTION of OFFICERS - SCRIPT

1. Per bylaws, prior to the last general membership meeting, the nominating committee prepares a slate of nominees.
2. **Per bylaws, the president gives notice of the election of officers to the general membership at least 10 days before the last general membership meeting and notice must include the slate of nominees.**
3. Quorum must be established to conduct business. General Membership meeting – quorum is either twenty (20) members or fifty percent (50%) of the membership of this local PTA, whichever number is less (See Bylaws Section 9.4). Members must be present to vote. May not use electronic media and may not use proxy votes per bylaws and Robert’s Rules of Order.
4. **President:** “I would like to recognize the Chair of Nominating Committee, _____ to give the Nominating committee’s report of the Slate of Nominees.”

5. **Chair of Nominating Committee,** _____: "I would like to thank the other members of the nominating committee: _____ and _____.
 The Report of the _____ PTA Nominating Committee is as follows:
 The 2011 - 2012 (*upcoming school year*) Slate of Nominees are:
 President: _____
 Vice-President: _____
 Treasurer: _____
 Secretary: _____
 The Nominating Committee moves to elect the 2011 – 2012 (*upcoming school year*) Slate of Nominees."
6. **President:** "Thank you to the nominating committee for their hard work. The 2011 – 2012 (*upcoming school year*) Slate of Nominees are:
 President: _____
 Vice-President: _____
 Treasurer: _____
 Secretary: _____"
 "Coming from committee, the motion does not require a second."
7. **President:** "Are there are any additional nominations from the floor for the 2011 – 2012 (*upcoming school year*) officers of the _____ PTA?"

PAUSE.....

If there are no nominations from the floor, the election will be by voice vote.

8. **President:** "Hearing no further nominations, I declare nominations closed."
9. **President:** "Please allow me to explain the voting procedure. Only current members of this PTA may vote. When voting, please raise your hand and state "yes" or "no." "Is there any objection to voting on the entire Slate of Nominees together?"
If no objection: "All those in favor of electing the 2011-2012 Slate of Nominees as presented, please indicate by saying yes"Pause..... "All those opposed indicate by saying no."
If there is an objection: Elect each nominee to office separately following this procedure. (Of note: Nominations from floor are already closed.)
10. **President:** "I declare the motion has **PASSED or FAILED**. I will ask that the secretary to please record this action in the minutes of tonight's meeting."
11. **President:** "Congratulations to the newly elected officers of the 2011 – 2012 (*upcoming school year*) _____ PTA."

RETURN TO REGULAR AGENDA:

- After all officers are elected by voice vote then the president or presiding officer either returns to the regular agenda OR
- Read announcements and declare business adjourned
- Once PTA business has concluded and adjourned, the program begins.

+++++

If there are nominees from the floor for any office, that office must be voted on by ballot.

Prior to an election meeting, blank ballots should be prepared, printed and on-hand in case they are needed for election. Nominees' names are NOT pre-printed on ballot.

The office of president should be voted on first, followed by treasurer, then VPs, then secretary. This allows nominees who may not be elected, a chance to nominate again. A president needs to decide, depending on which office there is a nomination from the floor on how to proceed.

8. **President:** "Please allow me to explain the nominating and voting procedures. Only current members of this PTA may be nominated for office, make motions and participate in voting. Since there is more than one nominee for office of _____, the vote must be done by ballot.
9. **President:** "I appoint the following 3 PTA members to serve as tellers:" (Tellers are PTA members, neutral, and represent a diverse and inclusive group. (Not someone who will be running for office)

1- _____ 2- _____ 3- _____

10. **President:** "Tellers, please distribute the ballots **to PTA members only**. Please distribute **ONE** ballot per member. PTA members, please raise your hand as the tellers come around." "Once you receive your ballot, please write the name of the office being elected as _____; you may vote for 1 nominee. Please write the names of the nominees as they are nominated. Mark an **X** beside the person whom you are voting for. (**REPEAT** these instructions for audience.)
11. **President:** "I recognize _____ to speak. Are you a PTA member? If answers "yes": This person may nominate someone else or themselves. Ask for the nominee motion from the floor – motion 1. It would require a second to move on. If not seconded, declare that motion fails and move on to next.

If motion is seconded:

President: If person speaking is nominating self or if nominating someone else, ask the nominee: "Are you a PTA member?" "Do you agree to be nominated?" (They must agree to be nominated before you can move on.) The maker of the motion may speak to his/her motion first either on behalf of nominee or on his/her behalf. Next invite both nominees to stand and speak for no more than 2 minutes. This would continue with however many nominees you had from the floor for the office of _____.

- **OR** until a PTA member "calls for the nominations to be closed." This motion does NOT require a second and presidents calls for the vote.
- **OR** until a PTA member "calls the question." This motion must be seconded and then this motion is voted on. If approved, president then calls for the vote.
- **OR** until President/Presiding officer declares nominations closed. Des not require a second.

12. **President:** "I declare nominations are closed.
13. **President:** The nominees are _____ and _____ for the office of _____. Please mark an **X** beside the person whom you are voting for. You may only vote for 1.
14. Wait.....1 minute

15. **President:** "Tellers, please collect the ballots and prepare a report. Please count the ballots in _____ area **in this room**. The report shall include the total number of ballots cast, the number of ballots disqualified, and the election totals for each nominee. Each teller must sign the report."

(Tellers then move to an area **IN THE ROOM** and count the ballots in the presence of people in attendance at meeting.)

RETURN TO REGULAR AGENDA - Other PTA Business (Treasurer's report, etc) - while tellers count ballots.

16. Once tellers are done: **President:** "May I please have the Report of the Tellers. Thank you." (Tellers give report to president.)
17. **President:** "The report of the tellers is as follows:"
 For the office of _____:
 Total number of Ballots Cast: _____
 Number of Ballots Disqualified: _____
 The Election for office of _____ totals are:
 _____ has _____ votes.
 _____ has _____ votes.
 (The candidate with the most votes is the winner.) (Make sure tellers sign report.)
18. **President:** "I declare _____ as been elected to the office of the _____ (state which officer title). I will ask that the secretary please record this action in the minutes of tonight's meeting."
19. **President:** Congratulations, _____, the new 2011 – 2012 (upcoming school year) _____ (state which officer title). CLAP!!!!!!

Repeat Procedure for each office that has more than one nominee.

20. Place ballots in a sealed envelope, have the 3 tellers sign on closed flap. Give to secretary.

RETURN TO REGULAR AGENDA - Announcements and then Adjournment

- The presiding officer can entertain a recount or challenges to the election.
- After all officers are elected by ballot vote then the president or presiding officer either returns to the regular agenda OR
- Read announcements and declare business adjourned
- Once PTA business has concluded and adjourned, the program begins.

OFFICIAL BALLOT

For the office of _____

VOTE FOR NO MORE THAN _____ NOMINEE(S)

NOMINEES

SELECTION

_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>

INSTRUCTIONS:

- **Only current PTA members may vote.** Write names of the nominees on lines at the left as they are nominated.
- Mark an **X** beside those for whom you are voting.
- Fold ballot **once** and hand to teller.

PTA Teller's Report

Ballots for the Office of _____

Total Number of Ballots Cast: _____

Number of Ballots Disqualified: _____

Examples to Disqualify:

Not PTA member; Unable to read - illegible; No box with X; Voted for more nominees than permitted

The Election Totals for the Office of _____ are:

_____ has _____ votes.

_____ has _____ votes.

_____ has _____ votes.

_____ has _____ votes.

Tellers:

Please sign report to verify for accuracy.

1 _____

2 _____

3 _____