



Ohio PTA

Bylaws,

Standing Rules, & Parliamentary
Procedures



Bylaws Review

Bylaws are to be reviewed:

- To guarantee current practice of PTA is up-to-date
- To maintain consistency with Ohio PTA and National PTA Bylaws
- For units and councils to remain a unit in good standing with Ohio PTA



Steps to Updating Bylaws

- Obtain the latest sample bylaws from the Ohio PTA website (ohiopta.org/bylaws)
- Obtain a copy of your unit's or council's current bylaws
 - If you do not have a current copy of your bylaws, contact the Ohio PTA Bylaws and Standing Rules Committee (bylaws@ohiopta.org) or your Region Advisor to obtain a copy
- If Ohio PTA does not have a copy on file, a committee must be appointed to draw up a new set of bylaws using the most recent sample bylaws



- Appoint a Bylaws Chair and/or Bylaws Committee (refer to your bylaws or standing rules for composition, if available)
- Inform members of the review and request suggestions
- Compare your current bylaws with the latest sample bylaws
- Make necessary revisions
- The *Bylaws Guide* and *Helpful Hints* sections of the sample bylaws should be removed before submission



- Articles and Sections marked with an asterisk (*) are required and may not be edited except as noted

- They are automatically part of your bylaws without any further action

- This assures that your bylaws are not in conflict with Ohio PTA or National PTA bylaws

- This also assures that your bylaws contain all the necessary elements



- Customize *italicized* and [bracketed] Articles, Sections, sentences or phrases and fill in the blanks in the sample with the appropriate information specific to your unit/council
- Some examples include:
 - unit name
 - Dues
 - election date
 - list of officers
 - meeting quorum



Revising or Amending Bylaws

Amendment: a proposal to change existing bylaws

Usually used when only a few changes are necessary and in between the once every 3-years revisions.

Revision: a complete rewriting of the existing bylaws

Usually done when changes and additions are numerous or when bylaws have not been updated in more than three years



- Follow the procedure for amendments in the amendment article of your current bylaws
- Give adequate notice of the vote in the manner required by your current bylaws
- Usual and easiest procedure:
 - Read aloud at a regular meeting
 - No action taken, questions may be answered
 - Second regular meeting – read aloud
 - Discuss and vote
 - 2/3 vote of the members required to approve
 - Bylaws take effect upon unit/council approval
- Submit the amendments or revision to the Ohio PTA Bylaws and Standing Rules Committee with a cover sheet



Revision: entire set of bylaws would be submitted for approval

Addendum: can be used to submit amendments on a separate sheet



- Be sure to identify amended Article and Section
- Present the former wording and the amended wording for each change or modification



Submitting Bylaws to Ohio PTA for Approval Summary

- Send your bylaws to bylaws@ohiopta.org or to your Region Advisor
- Please submit your bylaws as a Google Doc or Microsoft Word (.docx) file. Do not send a .pdf.
- Name the bylaws file with unit/council name
- Make sure the document is in the format of the latest sample bylaws
- Make sure the document has a properly completed cover sheet
- If you are submitting amended bylaws, make sure there is an addendum page listing all of the amendments.

Once approved, Ohio PTA will return a signed and dated copy of your approved bylaws



Following Ohio PTA approval, make copies of your bylaws available for members of your Board and membership either through print or digitally.

Retain a copy of your bylaws in the secretary's official records including the cover sheet with Ohio PTA approval date





Standing Rules

- Rules should be related to the details of administering an organization
- They generally are not adopted when an organization is established but one-by-one as the need arises
- Standing rules generally outline the process for implementing the policies and procedures found in the bylaws



- Standing rules rank below bylaws
- No standing rule should ever conflict with the bylaws
- Should not duplicate statements already in the bylaws
 - Something could be changed in either place and not in the other causing conflicting instructions
- Standing rules are an additional tool for the smooth operation of an organization



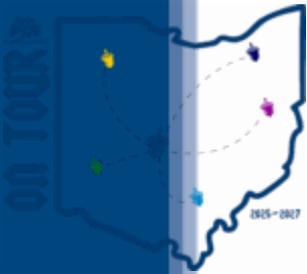
In the sample bylaws, there is a * statement requiring officers to perform duties also written in the standing rules:

“Perform duties prescribed by these bylaws, **standing rules**, and by the parliamentary authority adopted by the Ohio PTA.”



Changing Standing Rules

- Standing rules are deliberately easier to change than bylaws
- Additional standing rules or changes may be adopted by a majority vote at any business meeting without previous notice
- Such a rule remains in effect until it is rescinded or amended
- If a majority desires to suspend it temporarily for the duration of a particular session it does not bind future sessions



Standing Rules:



- Do not need Ohio PTA approval
- Should be organized in any order that is comfortable and usable for the unit/council
- Should be reviewed periodically to ensure consistency with current practice of the unit/council
- Provide for orderly transfer of duties from one administration to another
- Can serve as a guide for orientation of new Board members



Standing Rules Continued...



- Record traditions developed by the organization
- List duties not included in the bylaws
- Provide for consistent and fair handling of specific situations
- Outline committee membership, duties, brief job descriptions for chairs whose duties are not in the bylaws





Simple Steps to Create Standing Rules

- Appoint a committee of at least three people including a chairman. Include experienced and knowledgeable members of the unit or council.
- Suggested members:
 - **Bylaws Chair:** familiar with the bylaws and knows what items are needed in procedures
 - **Secretary:** has records of past decisions made by the unit
 - **Treasurer:** helpful knowledge of annual expenses and events
 - **Past Presidents:** great committee members



- Using the bylaws as an outline, the committee should consider each provision and formulate instructions to implement the provisions
- The standing rules might also include brief job descriptions for those officers and chairpersons whose duties are not described in the bylaws
- If the bylaws do not list standing committees, they should be listed in the standing rules as determined by the Board



- The standing rules might list the traditional format for unit meetings:
 - “The order of business of this unit will be:”
- Are their traditions or awards that should be written down for future Boards?
 - Awarding a scholarship
 - Procedure for awarding Helping Hands and “T” in PTA
- Does the unit have some standard ways of honoring or remembering individuals?
 - Past President pin
 - Who purchases it?
 - When is it presented?



- After the committee has drafted the standing rules, present them to the Executive Committee for review
- When they are finalized, present them to the unit/council membership for approval by a majority vote
- After the standing rules are approved, make copies available for members of the Board and membership either print or digitally





Learn More

www.ohiopta.org/bylaws

Contact Your Region Advisor

Region 1 – ra1@ohiopta.org

Region 2 – ra2@ohiopta.org

Region 3 – ra3@ohiopta.org

Region 4 – ra4@ohiopta.org

Region 5 – ra5@ohiopta.org

or

bylaws@ohiopta.org



Parliamentary Procedures

- Set of accepted rules by which an assembly is enabled to accurately and impartially arrive at a majority opinion

- Robert's Rule of Order



PTA

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Basic Principles

- **Justice to all**
- **Courtesy to all**
- **Rule of the majority**
- **Rights of the minority**
- **One thing at a time**
- **Partiality for none**
- **All members equal**



Basic Guidelines



- **Organization, not members most important**
- **Quorum must be present to conduct business**
- **Discuss one topic at a time**
- **Motions – must be seconded for discussion unless the motion comes from an elected or appointed committee. Motions can be amended**
- **Nominations do not require a second**



Motions

- **Must be a member to make a motion and participate in the debate**
- **Must be seconded for discussion to occur**
- **Maker of the motion speaks first – rationale for the motion**
- **All discussion directed to the president, not to the maker of the motion**
- **Debate should be focused on the motion, not personal views.**
- **No member can speak a second time until everyone has spoken.**
- **Time of debate can be determined prior to debate**



Types of Voting



- **Voice Vote**

General Voting Method

- **Counted Vote**

Actual counting of hands

- **Rising Vote**

Members stand and are counted

- **Ballot Vote**

- Can be asked by any member

- May be outlined in bylaws

- Recommended if issue controversial

- **General Consent**

Informal agreement of assembly



Voting Options



- **Unanimous Consent**

- No objection- Always good to document in minutes

Ex. Motion to adopt the annual budget presented by the financial committee. No second needed as the motion came from a committee.

- **Plurality Vote**

- The largest number of votes
- ❖ **Ex. 3 nominees are running for Secretary (1 was nominated by the Nominating Committee as part of their presented slate of officers, and 2 ran from the floor).**

If, for example, 40% of voters pick candidate A, 45% of voters pick candidate B and 15% of voters pick candidate C; then, candidate B will be elected – despite the fact that more than half of voters did not choose this candidate.



Voting Options Continued...

- Majority Vote

- One More than 50%

- ❖ Ex. Motion to move funds from one line item in the budget to another. Motion is seconded, following any discussion the president calls for a vote. 20 ayes, 5 nays, and 2 abstains – motion passes as the ayes have the majority

- Required 2/3 vote

- Issues affecting rights of members (bylaws, dues, meeting frequency, etc)

- Prevailing Side

- Winning side, most votes

- ❖ Ex. Motion to Reconsider



Motion to Reconsider



To properly handle a motion to reconsider, a member who voted on the prevailing side is recognized by the chair and moves to reconsider the vote; any other member seconds the motion. The chair restates the motion “to reconsider” as pending and asks for debate. Once debate is over, members vote on the motion to reconsider. If the motion to reconsider passes, the original (reconsidered) motion is brought back before the assembly to be voted on again. If the motion to reconsider is lost, it is the only vote taken and business proceeds to the next item on the agenda. Only a majority vote is needed to adopt the motion.

The motion to reconsider is useful when a board realizes that they might have made a decision without proper debate or if information is received later in the meeting that impacts an earlier decision.



Voting Continued...



- Tellers

- Individual who count the votes. Best to appoint a couple members who either not voting members if possible or who are not invested in the vote.

Abstentions:

- Abstentions are votes that do not count toward the final vote count, but can prevent the passing of a vote.

Ex. 50 members present, 26 is the majority

Vote X receives 25 votes

Vote Y receives 23 votes

Abstains = 2

This majority vote does not pass as Vote X did not receive a majority.



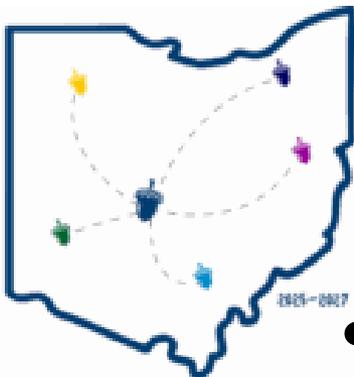
President and Voting



If the president is a member of the assembly, she or he has exactly the same rights and privileges as all other members have, including the right to make motions, speak in a debate, and vote on all questions. However, the impartiality required of a presiding officer of an assembly precludes exercising the right to make motions while presiding, and also requires refraining from voting except (i) when the vote is by ballot, or (ii) whenever his or her vote will affect the result.

The president can only vote in a ballot vote and can only cast one vote. Therefore, if your association wants the president to be able to cast the tie-breaking ballot, if such a situation occurs, she or he must hold her or his ballot until the results of the vote are announced. The president may then announce the result the vote with the addition of her or his ballot.





Contact Us

- Ohio PTA Office
 - (614) 781-6344
 - 1-800-699-6628
 - office@ohiopta.org

- Ohio PTA Website
 - www.ohiopta.org
 - Password:
ONTOUR25-26

