
Frequently Asked Questions

What if the President is absent? The Executive Vice President, if elected, becomes the chair. Or, if the EVP role is not used for your organization, or not available, the next VP in sequence (1st, 2nd, etc.) should chair the meeting.

What if the Secretary is absent? The President will appoint someone to be Secretary Pro-tem for the meeting.

Does the Parliamentarian have final say? No. The chair of the meeting always decides all questions and votes. Members have the right to question/appeal decisions, but the Parliamentarian only advises and assists the chair.

What if we don't meet quorum for a meeting? You can take steps to acquire a quorum. If not, the meeting should be adjourned and rescheduled. No business can take place without a quorum (reports can be heard, though).

Can someone hold more than one office? No. A person may only hold one office at a time (including Standing Committee chairs). The exception to this would be Special Committee chairs, or Coordinator roles, which are okay.

Can I change a meeting date? Yes, with advance notice (10 days for most meetings). Be sure to announce it widely.

Who can attend Executive Board meetings? ONLY Executive Board members (Article VII, Section 1) may attend, make motions and vote. If it is important for Special Committee chairs to attend, they may be invited as non-voting guests at the discretion of the President. A Standing Rule can be created to handle this, if it is commonly needed.

Can anyone vote by proxy? No. This is a California Corporations law, as well.

Can the board appoint someone to fill a vacancy? No, they must be elected (Article V, Section 11) by the Executive Board with at least 10 days notice. Vacancies *after* a new election cannot be filled until the new board is seated.

In an election, can nominations be taken from the floor? Yes. This is standard procedure. Election is by majority.

What spacing is required between Board and Association meetings? Board meetings must occur at least 14 days before an Association meeting is held. You can hold the *next* board meeting *right after* an Association meeting.

Do Programs and Budgets need Association approval? Yes. Article VII, Section 3, requires that all programs and budgets, as well as contracts, be presented and approved by the Association members prior to execution.

What is the difference between a Standing Committee and a Special Committee? A Standing Committee exists forever, and the chair is a board member. Special committees are created each new year/term, and exist only for the current term. Standing Committees affect quorum numbers too, and are listed in the Standing Rules (#10).

Who can create Special Committees? The President/Executive Board. The Volunteer Coordinator creates Programs.

How are committee chairs appointed? Programs? The President appoints all chairs and members, subject to ratification by the Executive Board. Program (*not* Standing Committees or Special Committees) chairs and members should be appointed and filled by the Volunteer Coordinator (see the CAPTA Toolkit).

How can we amend the bylaws? Standing Rules? Amendments must be approved first by the Executive Board, then approved by the State Parliamentarian. Once returned, the Association votes to adopt the bylaws by a 2/3 vote with 30 days prior notice. Bylaws go into effect after Association adoption. Standing Rules can be changed more easily.

How do things get added to the agenda? For Association meetings, with 14 days notice. Executive Board meetings require only 24 hours notice. Contact the President and Secretary.