

“THREE THINGS” FOR PARLIAMENTARIANS

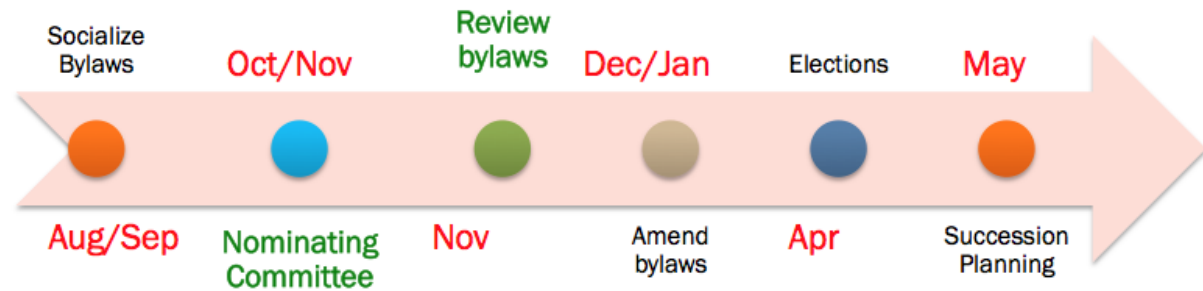
Bruce Bergman, Ninth District Parliamentarian

BECAUSE NO ONE'S GOT TIME FOR THE LONG VERSION

THREE THINGS

Bookmark this page: <http://ronr.pro/2016Three>

1. Prepare for officer elections for next year. No, seriously. Not kidding.
2. Review your bylaws
3. Assist your President and officers



#1 – PREPARE FOR ELECTIONS!
BECAUSE FINDING PEOPLE AS GOOD AS YOU IS HARD

● #1 – WHY PREPARE FOR ELECTIONS NOW?

- Work backwards from your **election meeting date** (Article V, Section 3)
- Must elect Nominating Committee at least 60 days prior to that date
- Must deliver report of the Nominating Committee 28-30 days prior to that date
- Committee is elected by the **Association**, following process as specified in 3(c)
- Committee needs time to meet, discuss and prepare report

Most elections are held in April. How often do you hold Association meetings?

Article VII, Section 1 specifies meeting months – minimum meeting would be the one at *least* 60 days prior to election meeting date. *April <- February <- November*



● #1 – WHAT DO I NEED TO DO?

- Make sure the President has it on the agenda for the appropriate month
- Help locate willing and able candidates for the committee
- Remind the President that he/she cannot participate
- Verify that no one has served on the committee in the prior year/term

- Once committee is elected, address them and set date for first meeting
- Help committee elect a chairperson
- Orient the committee to their goals and process (CAPTA Toolkit)
- Step away (unless elected yourself)

- Remind them of the need to submit a report to the Association at least 28 days prior to the election meeting date.



● #1 – AT ELECTION TIME...

- Election meeting is an Association meeting
- Secretary should have a way to identify who are valid PTA members
- A quorum must be obtained, or else the elections cannot be held
- President has a script to follow:
 - President announces elections
 - Asks **Parliamentarian** to read relevant passages (see CAPTA Toolkit)
 - Asks for Nominating Committee report to be read
 - Conducts elections, office by office, until new officers are elected
- Read up on process from CAPTA Toolkit so you are prepared!



#2 – BYLAWS REVIEW

BECAUSE NO ONE LIKES CRANKY OLD BYLAWS

#2 – REVIEW BYLAWS

- Reviewing bylaws is important because most organizations change over time, and bylaws should always reflect your **current operating practices**.
- Best to review each year, and give a hard look every 2-3 years after changes
- Can be done by yourself, by appointment of President, or by committee
 - Committee approach is great if there are a lot of changes, or if any of the changes are politically sensitive.
- **You are answering such questions as...**
 - Does my unit operate this way now, in each meeting, with these people/roles?
 - Is the list of officers current and effective?
 - Should our dues be changed?
 - Are purposes for committees more evident now?
 - What have been recent pain points for our organization?





#2 – WHY START IN THE FALL?

- The typical processing and review time is anywhere from 4-10 weeks
- All actions must be ratified in your executive board and Association meetings
- How often does your Association meet? Work backwards from when you want your new bylaws to be effective. Subtract 8 weeks (average). Now find previous executive board meeting. Must have changes *proposed* by THAT date (yes, it's crazy).
- Your organization cannot elect officers to new roles, or collect at new dues rates, in the expectation that the bylaws will be amended and adopted!
- This is why you need to start early!

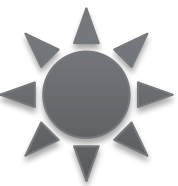


#2 – BYLAWS REVIEW BASICS

1. Assert that the bylaws need to be changed. Decide what needs to be changed.
2. Prepare changes in **eBylaws** (recommended)
3. Present to executive board and make motion to propose amendments be adopted
4. Prepare all cover materials, and send to **COUNCIL**. Wait...
<http://helpdesk.parliamentarypro.com>
5. Once approved by Council, District and State Parliamentarian, receive them back
6. Schedule or hold Association meeting, make motion to amend, and then adopt
7. Have all copies signed, return one copy, and distribute copies to all officers

#3 – ASSIST YOUR OFFICERS

BECAUSE EVERYONE LIKES A “HELPFUL HOLLY”

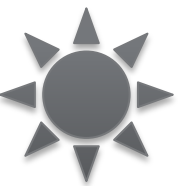


#3 – YOUR ROLE IS TO ASSIST AND ADVISE

- As a Parliamentarian, you are there to assist the President. They can call upon you at any time for private advice on procedures. You make recommendations.
- *The President (chair) always makes the ultimate ruling. You never do.*
- You can help anyone with the crafting of their motion, or in proper procedures
- Anyone can ask for your help or assistance, even during a meeting
- If the membership wishes to question a ruling, they do so directly to the chair

- A meeting should never be so formal as to be confusing or misleading. There are clear exceptions to formality, and common sense should be used at all times.

- It's okay to take time out to check your bylaws or RONR
- It's okay to say you don't know, or don't understand something
- It's okay to seek help from Council or District



#3 – YOUR SUCCESSION PLANNING

- Really, this is about bringing closure to your term
1. Make sure that any bylaws changes are seen through to completion. If they carry over to the next year, ensure new Parliamentarian knows what to do.
 2. Help any officers or committee chairs in structuring their motions, or making motions to accomplish their tasks.
 3. Provide all incoming officers with an electronic or paper copy of the bylaws, and encourage them to read them. Especially their duties and responsibilities.
 4. Get all your paperwork done and sent to the Historian/President/Someone
 5. If you are continuing in the next term, sit down and decide what you want to accomplish next time around. In particular, any bylaws changes you didn't get to, so you can start super early.



QUESTIONS?

How to reach me:

email: parliamentarian@ninthdistrictpta.org

website: <http://helpdesk.parliamentarypro.com> ← Help Desk for you!

resources & slides: <http://ronr.pro/2016Three>

