

## Parliamentarian Training

California State PTA Presenter:

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https://ronr.pro/RT2019

1

## Overview – Parliamentarian

- Key functions in your role
  - Getting Started
  - How To's – Meetings, Motions, RONR
  - Tips – Nominating Committee
- PTA Bylaws
  - Updating and info
  - Using E-Bylaws

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2

## Parliamentarian – 3 key functions

Consultant to President	Mentor for Members	Facilitator for Bylaws
<ul style="list-style-type: none"> <li>• Help manage meetings</li> <li>• Rely on parliamentary process so meetings are effective</li> </ul>	<ul style="list-style-type: none"> <li>• Promote how to's for 'rules of the game'</li> <li>• Help start Nominating Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Know Bylaws &amp; Standing Rules</li> <li>• Chair Bylaws Committee</li> </ul>

Q: How often should bylaws be updated?

## Consultant to President Getting Started – Effective Meetings

Keep speakers & quorum list  
 Help follow agenda  
 Act as timekeeper

Advise on Parliamentary Basics

- Help answer questions
- Identify ways to move meetings forward
- Not limited to advising just the president
- You do not "decide" or "rule" on anything

Did You Know? ...The Parliamentarian sits next to president

# Questions?

5

## Mentor for Members Promote Parliamentary Basics

RONR - 5 Rules of the Game

1. Order – Handle one business item at a time
1. Equal Opportunity – Chance to participate
1. Justice – Fairness - Everyone understands
1. Right of Minority – To be heard
1. Right of Majority – To decide

Tip: Infringed rights = 2/3 majority votes

### Mentor for Members Basics of making a motion

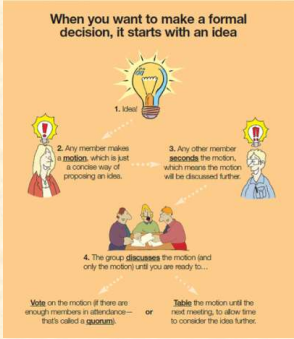
**Key Steps – Making a motion:**

- Chair – Recognizes member
  - Proposes motion, then wait for a second
- Chair – Restates motion & opens debate
  - Motion maker has right to speak first
- Chair – Conducts vote, states result


\*\* You can help by offering advice and direction... 7

### Visualized...

When you want to make a formal decision, it starts with an idea



## Want more info on motions?



### Mentor for Members Promote Parliamentary Basics

**Help PTA run more effective meetings:**

- Put pre-written routine motions on agenda
- Ask for written motions at meeting (secretary!)
- Possibly: add Standing Rule for debate
  - Number of speakers pro/con (4)
  - Number of times per speaker (1x)
  - Time for each speaker (2 min)

10

### Mentor for Members Advisor for Nominating Committee

**Parliamentarian calls 1<sup>st</sup> meeting**

- Conducts chairman's election

**Committee timeline:**

- Should be set 60+ days before election
- Report due 28+ days before election
- Serves until election
- Read a script during election meeting

See Bylaws – Article V: Officers and Their Election

### Mentor for Members Advisor for Nominating Committee

**Supply information on:**

- Open board positions, duties, CAPTA roles
- Eligibility for office, term limits, other rules

**Give reminders about:**

- Selecting best candidates
- Creating inclusive slate to reflect community
- Having open, confidential discussion

12

# Questions?



13

## Facilitator for Bylaws

PTA Bylaws – Map for running your PTA

- Legally binding document as a nonprofit 501(c)(3) organization.
- Provides basic framework of a PTA
- Supplies details on how a PTA functions
- You must be familiar with your bylaws and standing rules, and know where answers are!

Immediate action: READ your bylaws!

## PTA Bylaws Tell You ...

Membership	Boards + Elections	Committees
Name + ID #s	Policies, Actions, Procedures	Meetings

Question: Why do we update Bylaws?

## Updating Your Bylaws

Bylaws Committee – Things to consider:

- Are our unit bylaws still a good fit?
  - Do they reflect how we do business?
  - Have the right officers and committees?
  - Meetings – Week | Day | Number
  - Membership Dues
- What about our Standing Rules?
  - Anything to add to *work smarter*?

16

# Questions?

## Next up: Bylaws



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17