

Parliamentarian Training



California State PTA Presenter:

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<https://ronr.pro/RT2019>

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

Learn more!
www.capta.org

Parliamentarian – 3 key functions

Consultant to President

- **Help manage meetings**
- Rely on parliamentary process so meetings are effective

Mentor for Members

- **Promote how to's for 'rules of the game'**
- Help start Nominating Committee

Facilitator for Bylaws

- **Know Bylaws & Standing Rules**
- Chair Bylaws Committee



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?



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...

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)

Mentor for Members

Advisor for Nominating Committee

Parliamentarian calls 1st 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



Questions?



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*?

Questions?

Next up: Bylaws



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