



Officer and Board of Directors Job Descriptions

Who are the elected officers of a local unit PTA?

Per the Uniform Local Unit Bylaws Article 6, Officers

The only elected officers are

- President
- one or more vice president(s)
- secretary
- treasurer
- No PTA member shall serve in more than one elected position at a time.
- No Co-officers, officer-elects, and/or assistant officers
- Upon taking office, each elected officer must be a dues paid member of this local PTA.

Is there an executive committee (Committee of only elected “Officers”)?

No, there is only a Board of Directors. Officers are free to meet if they wish, but no decisions and/or business can take place without the other members of the PTA Board of Directors.

OFFICER JOB DESCRIPTIONS

Copy and distribute this page and the appropriate job description for each officer and committee chair.

According to the National PTA and NCPTA adopted parliamentary authority, **only one person should be elected to serve in any one office.** *Robert’s Rules of Order, Newly Revised*, as the parliamentary authority of PTA, **does not recognize co-officers.** Many PTAs have found it helpful to have a number of vice presidents.

The following is applicable to all PTA officers and committee chairs:

In working with others, officers/chairs should

1. Recognize the importance of cooperation in achieving parent-teacher goals
2. Seek and utilize the interests and abilities of fellow members
3. Delegate and share responsibility, supervise and give assistance whenever necessary
4. Help to establish good working relationships among the members, and promote cooperative relationships between the PTA and other groups with similar interests
5. Recognize the importance of sharing ideas, and encourage full and free discussion before decisions are made
6. Appreciate and respect the opinions of other people

Personal responsibilities include

1. Completing all duties of the office, as outlined in the bylaws and standing rules
2. Taking every advantage of the opportunities available for leadership training and development



3. Reading and learning all about PTA through state and National PTA publications and websites
4. Attending State and National PTA trainings and conventions
5. Sending dues to NCPTA and councils (if applicable) promptly, as required
6. Encouraging all members to keep informed about what's happening in PTA at the local, county, state and national levels
7. Keeping a procedure book and passing it on to the office successor

WHAT IS A PROCEDURE BOOK?

A procedure book is a record of an officer or committee chair activities, and it ensures an ongoing PTA program of work. This book should be passed from the outgoing board to the incoming board at the start of each new membership year. Use a loose-leaf binder and include

1. The job description of the office or position
2. The plan of activities for that position or committee
3. The Uniform Bylaws
4. A current budget of unit/council and the position (i.e., Hospitality budget)
5. Newsletters and other information needed by the position from State and National PTA
6. All correspondence pertaining to the office/position
7. A copy of all reports pertaining to the office/position
8. Resource materials
9. Evaluation of previous year's programs with specific suggestions for improvements

President

The president is elected by the members to direct the affairs of the association in cooperation with the other members of the board of directors for a term of office specified in the unit/council bylaws.

Uniform Local Unit Bylaws, Article 6, Section 6.7 President:

The president:

- a. Shall preside at all meetings of the general membership and the board of directors at which he/she may be present, and shall designate another officer to preside when he/she will not be present (in the absence of such designation, the board may elect any board member to preside at any meeting);*
- b. Shall coordinate the work of the officers, the board and the committees of this local PTA;*
- c. Shall perform such other duties as may be provided for by these bylaws or assigned to him/her by this local PTA or by the board of directors;*
- d. Shall sign all contracts of this local PTA that have been approved by the board; and*
- e. Shall be an ex officio voting member of all committees except the nominating committee.*



PTA PRESIDENT....LEADER OF YOUR NON-PROFIT ORGANIZATION

- Three questions should be asked when making a decision:
 1. Will this benefit ALL of the children and their families?
 2. Does it represent the mission of the PTA?
 3. Does this violate the unit's bylaws, standing rules or code of ethics or PTA policies?
- The President cannot make decisions for the PTA based on her/his best interest, her/his child's best interest, or the interests of a few. Always consider the objectives of the PTA and what is best for ALL children. KEEP THE BIG PICTURE IN MIND AT ALL TIMES. A broad view is best.
- The ***"buck stops with you."*** The PTA President often "sets the tone" for the organization. Open communication, clear objectives, the ability to listen, and an open mind are all very important to the success of the PTA unit.
- It is of utmost importance to protect the organization's charter and 501(c)(3) status. The PTA President must be well informed of all unit activity, especially that of the Treasurer.
- Be involved with your committees. The board of directors must approve all committees' plans of work and planned projects BEFORE they happen. Committee plans should be realistic. However, be open to new ideas.
- Bylaws govern your PTA. Your standing rules guide your board---these are your officer job descriptions, committee descriptions, and standard operating procedures (SOPs).
- Establish a system for how all information will be distributed. The president and principal must approve all published and printed material distributed to students/parents. Proofread EVERYTHING communicated by your PTA. It should look professional and appropriate. Correct representation of the school, the PTA, and the school system policies is a MUST!
- **The PTA is a separate legal entity from your school. Funds are separate.**
- **Remember that you are invited by the principal to have a PTA at the school. This is a team effort, so a good rapport is very important.** Although you might not always agree, don't think that you, as PTA president, have the power to force the principal to your point of view. It is in everyone's best interest to find a compromise.
- When speaking publicly, **you must represent your PTA's views, not your own.** Most of the time, when the press or public wants to hear your opinion, there is an election or a controversy involving your school. **You need an adoption of the general membership to represent the PTA on these issues.** Absolutely no endorsements!! Again, you are representing your school and the PTA.
- Remember to delegate responsibilities. Do NOT become so overwhelmed with your role in the PTA that you can't find time to spend with your family. Make sure that your board and volunteers keep this in mind also. Breaking jobs into smaller "portions" will help to recruit and keep your volunteers.



Responsibilities:

- Use materials received from NCPTA and National PTA to help your board plan events and programs for an entire PTA year. **Communications received should be distributed to the respective officers and committee chairs.**
- Meet with the principal and other school personnel to determine their concerns and ask for their cooperation with the unit's programs.
- Consult with officers and chairs before each meeting to ensure that all items to be discussed are on the agenda. Determine meeting agendas, in cooperation with the secretary.
- Serve as an ex-officio member of all committees **except the nominating committee.**
- Oversee the work of all officers and committee chairs to ensure that duties are being carried out. It is not the responsibility of the president to undertake the work of other officers and committees.
- Be familiar with PTA Values, Mission and policies and procedures.
- Be familiar with Uniform Bylaws and Standing Rules.

Conducting meetings:

1. Call the meeting to order at the designated time and if a quorum is present, proceed with the business.
2. Follow a written agenda.
3. Have a working knowledge of parliamentary procedure:
 - Maintain a fair and impartial position at all times and encourage members to participate.
 - Take no part in any discussion while presiding, refrain from expressing a personal opinion on questions before the assembly, and avoid personal bias when giving information to the association. (When it is necessary for a president to express an opinion, the vice president should assume the chair while the president speaks from the floor.)
 - Stand to preside and follow the accepted order of business.
 - Decide all parliamentary questions. The president may appoint a parliamentarian to assist in deciding procedure, but the chair always rules.
 - State each motion clearly, after it has been seconded, before allowing discussion.
 - State the result of every vote taken.

(See website for more information on parliamentary procedure, conducting meetings, budget, audit, and resources.)

VICE PRESIDENT

Uniform Local Unit Bylaws, Article 6, Section 6.8 Vice President(s):

The vice president(s) shall perform duties requested by the president and the board of directors. In the event of a vacancy in the office of president, the vice president, or the vice presidents acting together if there is more than one, shall assume the duties of the president



until a new president is elected pursuant to Section 6.4 of these bylaws.

Responsibilities:

1. Be aware of the president’s duties and responsibilities.
2. Preside at meetings in the absence of the president or upon the president’s inability to serve.
3. Perform the specific duties assigned by the board of directors.
4. Represent the president upon request.

If your PTA has more than one vice president, responsibilities of each vice president should be included in your PTA’s Standing Rules.

SECRETARY

Uniform Local Unit Bylaws, Article 6, Section 6.9 Secretary:

The secretary shall record the minutes of all meetings of the general membership and the board of directors and shall perform such other delegated duties as may be assigned by the board of directors, and shall maintain a file of important documents related to that local PTA, including but not limited to:

- a. articles of incorporation of this local PTA;*
- b. the current uniform local bylaws approved by NCPTA and adopted by this local PTA,*
- c. the current standing rules of this local PTA, if standing rules have been adopted by the board;*
- d. minutes of past meetings of the general membership and board of directors;*
- e. a copy of the official membership roster provided for in Section 5.3 of these bylaws;*
- f. a current roster of board members;*
- g. a current roster of all committee members and chairs;*
- h. legal documents, including but not limited to insurance policies and contracts;*
- i. current and past tax returns; and*
- j. current and past audit reports;*

At the end of his/her term, the secretary shall transfer this file of important documents to his/her successor as secretary.

Responsibilities:

- Records all business transacted at each meeting of the association, as well as the meetings of the board of directors. The written minutes are presented for approval at the next meeting. A tape recorder may be used during meetings to back-up handwritten notes.
- Has on hand, for reference at each meeting:
 - Copy of the Bylaws
 - Copy of the agenda



- Copy of the budget
 - Copy of Roberts Rules of Order
 - Notebook to record minutes and or tape recorder
 - Current list of officers and committee chairs
 - Current listing of PTA members
 - Minutes of the previous meeting for reference
 - Calendar
 - Blank voting ballots
 - Motion Forms
- Prepares in advance, with the president, a complete agenda of the meeting showing the order in which business should come before the group.
 - Reads or distributes printed copies of the minutes of the previous meetings.
 - Calls the meeting to order in the absence of the president and vice president, unless the bylaws specify otherwise, and presides until a chairman pro tempore is elected.
 - Counts a rising vote when requested by the presiding officer.
 - Acts as custodian of all records, except those specifically assigned to others.
 - Conducts the correspondence of the association.
 - Sends out notices of board of director and other meetings.
 - Prepares a summary of unfinished business for the president.
 - Asks for written reports from committee chairs.
 - Assists the president in the functioning of the unit and the orderly conduct of meetings.
 - Enters the names, addresses, e-mail addresses and phone numbers of newly elected president and treasurer into MemberHub as soon as they are elected.

PTA Minutes

Minutes should be an accurate record, without editorial comment, of all business conducted in a meeting.

1. They should include all action taken by the group, including the exact wording of every motion, the name of the member who made the motion, and the action taken on the motion. The secretary or chair may request the maker of the motion to put the motion in writing, if it is long and involved. It is not necessary to record the name of the person seconding the motion.
2. It is not necessary to include ALL of the discussion about items of business — just the action taken.
3. The minutes should be kept in an official minute book and the pages numbered.
4. Minutes of previous meetings should have the words “Approved” or “Approved as corrected,” the date of approval, and the signature of the secretary written on them. Be sure corrections are made on the official minutes.
5. Minutes should include:
 - Type of meeting: regular, special, called, annual, board of directors
 - Name of association



- Date, place and time of meeting
- Names of presiding officer and secretary
- Quorum established
- Statement regarding previous minutes (read, approved, corrected)
- Reports of treasurer and other officers and committee chairs
- All motions (except those withdrawn), points of order
- Program topic, method of presentation, names of participants and important points covered
- Time of adjournment

TREASURER

The treasurer, as the authorized custodian of the funds of the association, receives and disburses all money as prescribed in the local bylaws or authorized by action of the association. PTA treasurers do NOT need to be professional accountants or bookkeepers. A good treasurer is someone who pays close attention to detail. They should have knowledge of finances, PTA and fundraising.

Uniform Local Unit Bylaws Article 6, Section 6.10 Treasurer:

The Treasurer shall:

- a. Collect, deposit and maintain all funds of this local PTA in approved depositories (including, but not limited to, all monies collected as local dues, raised in PTA activities, received as contributions, or otherwise acquired);*
- b. Disburse funds in accordance with the annual budget adopted by this local PTA, and maintain records identifying the purpose and payee of all disbursements;*
- c. Maintain a current record of income, expenditures, assets and liabilities of this local PTA, and make all financial records available for inspection and review by the audit committee;*
- d. Present a financial report of income and expenses at each meeting of the general membership and the board of directors, which report shall compare current income and expenditures to the approved budget;*
- e. Remit dues to NCPTA in accordance with Article 5 of these bylaws and the current NCPTA good standing requirements;*
- f. Prepare a year-end financial report by June 30 showing the total income and expenditures for the fiscal year, comparing those figures with the budget approved at the beginning of the fiscal year, and the assets and liabilities of the local PTA, and submit that report to the incoming president, treasurer and audit committee;*
- g. File all required tax forms and reports in a timely manner, including but not limited to tax returns for the previous fiscal year, and submit copies of all such filings to the secretary of this local PTA;*



- h. *At the end of his/her term, transfer all financial records to the audit committee by July 1; and*
- i. *Provide assistance to the audit committee upon request.*

Responsibilities:

1. Maintain a separate bank account for PTA funds using the unit's Employer Identification Number (EIN). (Contact the State Office if you do not know your PTA's EIN number.) **Never** deposit school funds into the PTA account or PTA funds into a school or personal account. An officer may be asked to provide the last four digits of their social security number when completing the Merchants Processing Agreement in MemberHub however for all other instances do not use a personal social security number on a PTA account.
2. Promptly record all monies received and checks issued.
3. Pay all bills by check—never use cash.
4. **Checks must have two signatures.** Maintain a journal of how money is disbursed.
5. Use a voucher (check request) system (written authorization for expenditure) for paying bills.
6. Work with the board of directors to prepare a budget for approval by the general membership at the first meeting of the year.
7. Give up-to-date financial statements at all Board of Director and general membership meetings. File the statement with the secretary. The statement should include: balance in treasury at last report, money received, disbursements since last report, current balance.
8. Send annual membership dues to the State PTA by the 15th of every month. The NCPTA membership year begins July 1 and ends June 30. Please remember that dues may be remitted to the State Office at any time.
 - *If no dues are received from a unit by June 15, the unit will be removed from the mailing list and placed on an inactive status until dues are paid. Soliciting memberships without forwarding them to the State Office is a fraudulent act.*
 - *The IRS will be informed by the State PTA of any unit not in good standing because of nonpayment of dues. This will result in the loss of the unit's nonprofit status.*
 - *Effective January 1, 2011, units that disband and wish to reinstate with NCPTA must pay a \$125 fee in order to reactivate their PTA unit.*
9. File tax form 990 annually with the IRS by November 15th of each year. Remember, all PTAs must file an annual 990 return with the IRS. Once form 990 is filed with the IRS, confirmation must be entered in MemberHub by November 15th.
10. **According to the PTA Bylaws, the audit committee will conduct monthly reviews of the bank statements and supporting documents and sign/initial acknowledgment on the bank statements that the expenditures are consistent with the approved budget.**
11. **According to the PTA Bylaws, an annual financial review/audit must be conducted by**



August 31 of each year. A financial review/audit should **ALWAYS** be conducted whenever there is a change in treasurer, whenever the current term of office ends (even if the same treasurer is re-elected), or anytime the board of directors or association requests an additional audit.

- 12. The annual financial review/audit must be conducted by the Audit Committee or certified public accountant appointed by the board. The results/report of the Committee/accountant will be presented to the board; following the report to the board, confirmation must be submitted in MemberHub by August 31 of each year in order for your unit to remain in good standing. Print and keep a copy of the review for your permanent records.**
13. At the end of his/her term, transfer all financial records to the audit committee by July 1.

(sample budget and financial tools available on the NCPTA website, www.ncpta.org under the Leaders tab)

BOARD OF DIRECTORS

Who makes up the PTA BOD:

*Per the **Uniform Local Unit Bylaws, Article 7, section 7.3***

The board of directors shall consist of the:

- *Elected officers (President, VP(s), Secretary, Treasurer)*
- *Chairs of the standing committees (minimum Advocacy, Audit, Nominating)*
- *The school principal*
- *One teacher elected by the board*
- *Up to three at-large members elected by the board*

What is a Member-at-Large?

A Member-at-Large is a member of the board selected from the general membership that your board feels would be an asset to the board of directors.

UNIFORM LOCAL UNIT BYLAWS, ARTICLE 7 BOARD OF DIRECTORS

Section 7.1 Duties. *The affairs of this local PTA shall be managed by the board of directors in the intervals between general membership meetings. The board shall be responsible to assure that all activities and expenditures of this local PTA shall be consistent with the budget approved by the general membership. The board of directors:*

- a. *Shall transact necessary business in the intervals between general membership meetings and such other business as may be referred to it by the members of this local PTA;*
- b. *Shall create and supervise standing and special committees;*



- c. *Shall elect chairs and members of standing committees;*
- d. *Shall review and approve president's appointments of chairs and members of special committees;*
- e. *Shall review and approve the plan of work of the committees;*
- f. *Shall present a report regarding the activities of this local PTA at all general membership meetings;*
- g. *Shall require an annual review of this local PTA's financial records as provided in these bylaws;*
- h. *Shall prepare a budget for the fiscal year and submit that proposed budget to the general membership for adoption at its first meeting in the fiscal year;*
- i. *Shall assure the preparation and maintenance of the official membership roster as provided for in Section 5.3 of these bylaws;*
- j. *May adopt local PTA standing rules that shall not be in conflict with these bylaws or the bylaws, good standing requirements or policies of National PTA and NCPTA; and*
- k. *Shall undertake other activities as needed to assure the successful operation of this local PTA, and to fulfill the responsibilities of this local PTA under these bylaws.*
- l. *Shall agree to abide by the following Conflict of Interest Policy: When any actual or potential conflict of interest exists, with respect to any subject requiring action by the board of directors or any of its committees, the member having an actual or potential conflict shall immediately notify the president or committee chair of such conflict, and the member shall not participate in the deliberations, shall not vote on the subject with which the member has an actual or potential conflict of interest, and shall not use his/her personal influence. The minutes of the meeting shall reflect that a disclosure was made and that the board member who stated a conflict of interest did abstain from voting.*

COMMITTEES

What is the difference between a Standing Committee and a Special Committee?

Standing Committees: are permanent. These committees conduct business year around.

Examples:

- Membership
- Audit
- Advocacy
- Nominating
- Finance/Budget

Special Committees: conduct specific business on an as-needed basis. Special committees are created and appointed for a specific purpose; they automatically go out of existence when the work is done and the final report is received.



Examples:

- Fall Festival
- Book Fair
- Reflections
- Back to School Night
- Spring Carnival

NCPTA Uniform PTA Bylaws

Section 8.1 Standing Committees.

- a. The board of directors shall establish an audit committee by July 1 each year, and an advocacy and nominating committee by November 1, and may establish additional standing committees at any time as needed.

ADVOCACY COMMITTEE:

Uniform Local Unit Bylaws: Article 8: Committees

Section 8.4 Advocacy Committee. The advocacy committee shall develop and organize meetings, activities, and programs to further the goals and purposes of PTA. This committee is tasked with improving communications and relationships between school staff and families; educating families and caregivers on important issues related to the health and educational success of their children; and helping to make each child's potential a reality.

Advocacy is a constitutional right and a proud American tradition. It's the most important opportunity, after voting, that Americans have to be involved in their government. PTA is one of the nation's oldest and most successful advocacy organizations. PTA has been an advocate for children since 1897, and has always been at the forefront in supporting laws that benefit children. One PTA purpose is: "To secure adequate laws for the care and protection of children and youth."

Every day, PTA members advocate for children in schools, before local government agencies like school boards and county commissions, in the state legislature in Raleigh, and in the federal government in Washington. Every PTA member can find a place to advocate for children. NCPTA tries to provide the tools and information necessary to help members be effective advocates.

Keeping Members Informed and Involved.

The Advocacy Committee duties may include:

- Communicate with local members regularly regarding National and NCPTA activities and legislative goals;



- Help members understand where they can go for information, like the school websites, the National and NCPTA website, and the many other resources listed on the NC PTA website;
- Hold regular meetings with local members to discuss legislative issues, and other children/youth concerns, and discuss with them how they can help improve schools;
- Take local members to school board meetings, and county commission meetings, when school issues are on the agenda, so they can see first-hand how the process works;
- Invite elected public officials to meetings where they can discuss, and be questioned on, their education positions. NCPTA's "Go To School Kit" for elected officials can be particularly helpful with this.
- Be aware of the stand National and North Carolina PTA has taken on various legislative and regulatory issues.
- Be aware of local concerns and issues and prepare resolutions for the local PTA to adopt.

National and NCPTA offer programs in Advocacy Training designed to assist individuals in planning and conducting an advocacy campaign. Schools or communities, which have an important issue or concern facing them, will find this training helpful in planning their campaign.

Legislative activity should be nonpartisan political action based on PTA principles and issues; it supports or opposes legislation—not candidates or political parties. Political action is an integral part of parent-teacher work as long as it stays within the guidelines of the National PTA basic policy of nonpartisan action and IRS regulations pertaining to 501(c)3 organizations.

Additional Advocacy information is located on the NCPTA and the National PTA websites.

AUDIT COMMITTEE

Section 8.2 – Audit Committee.

- 1. The audit committee shall be composed of no fewer than three members. Individuals with check signing authority and their family members may not serve on the audit committee, nor may the outgoing or incoming treasurer.*
- 2. The audit committee shall be responsible for the audits and financial reviews described in Article 11 of these bylaws.*

Section 11.1 – Monthly financial review. *The audit committee will conduct a monthly review of this local PTA's bank statements and supporting documents and shall sign an acknowledgment on the bank statements that the expenditures were consistent with the approved budget.*



Section 11.2 – Financial review when financial officer leaves office. *If any officer with financial responsibility, including but not limited to check signing authorization, leaves office before the end of a fiscal year, the audit committee will conduct a review of the local PTA’s financial records.*

Section 11.3 – Annual financial review. *By August 31 each year, the audit committee, or a certified public accountant appointed by the board shall:*

1. *Examine the treasurer’s year-end financial report and this local PTA’s financial records (including but not limited to all depository accounts, the general ledger of receipts and expenditures, supporting documentation and checks, and records of membership dues paid); and*
2. *State in writing whether or not the treasurer’s year-end report is correct and shall submit that statement, with a copy of the report, to the board of directors.*

NOMINATING COMMITTEE:

Section 8.3 Nominating Committee.

- a. *The nominating committee shall be comprised of an odd number and no fewer than three members; at least two of the committee members shall be board members and at least one committee member shall be a member of the local PTA who does not serve on the board.*
- b. *Neither the president nor the principal shall be a member of the nominating committee.*
- c. *Throughout the year, the nominating committee is tasked with identifying talented, motivated, and responsible individuals to serve as officers of this local PTA.*
- d. *Prior to the last general membership meeting each fiscal year, the nominating committee shall prepare a slate of nominees for officers of this local PTA for the coming year, and the president shall include that slate in the notice for the last general membership meeting, and the chair of the nominating committee shall place such names in nomination at that meeting, and the election shall be conducted as provided in Section 6.2 of these bylaws.*

The purpose of this committee is to nominate a slate of officers for the coming year. How well the committee does its job will determine the future effectiveness of the unit/council. This is a committee that the current president and principal may not serve on, even as an ex-officio member. (See *Robert’s Rules of Order, Newly Revised* and the unit/council bylaws.)

- Any member who has a paid, current PTA membership may serve on the committee (except the current president or principal). These individuals should be informed, active members who are concerned about the future of the PTA.



- Throughout the year, nominating committee is tasked with identifying talented, motivated and responsible individuals to serve as PTA officers.
- The purpose of the nominating committee is to nominate **one person** to the office of the president, vice president(s), secretary and treasurer for the coming fiscal year.
- The work of the nominating committee is vital to the future growth and success of your PTA. Careful consideration should be given to those who are elected to serve on the nominating committee. How well it does its job will determine the future effectiveness of the PTA.
- The nominating committee does not nominate persons for chairs or members of committees.
- Neither the president nor the principal can serve on the nominating committee.
- Committee members are **not** prevented from being a nominee. However, if this occurs, the individual must excuse him/herself from the room during the discussion and voting for that particular office.
- Prior to the nominating committee meeting, committee members should review the following documents on NCPTA website at www.ncpta.org:
 - Uniform PTA bylaws
 - Nominating Committee Procedures and Information
 - PTA standing rules, if adopted

All nominating committee meetings are closed to everyone except the committee members, and discussions must be kept confidential. A sufficient number of meetings must be held to select the best qualified nominees possible—not just friends of the current officers or people suggested by the principal.

When approaching potential nominees, be prepared to fully explain their duties and give them time, if they need it, to decide if they can do what is necessary. Be sure the nominees are current members of the PTA and stress the commitment required if they agree to serve.

The committee nominates one eligible person for each office to be filled and reports its nominees at the last general membership meeting of the year. Additional nominations may be made from the floor. A copy of the report is given to the secretary to be recorded in the minutes. The president conducts the election.



After reading the Report of the Nominating Committee, the presiding officer calls for nominations from the floor, office by office, being careful to give members adequate opportunity to present names of their choice. When all have seemed to have named their nominees, the chair again asks if there are further nominations then declares the nominations closed. Nominees for each office are then named and voted on, office by office. Votes are made by ballot if there is more than one nominee for that office.

The president or presiding officer should preside even though she/he may be a candidate for election in the annual election

STANDING RULES

Officers, Board of Directors and Committee Chairs and Members may have additional job descriptions and tasks.

Standing rules outline the procedures of the organization that are not included in the bylaws and must not conflict with the bylaws in any way. Some examples of the differences are:

- *Bylaws* state when the meetings of the association and executive board are held.
- *Standing Rules* tell where and what time these meetings are held.
- *Bylaws* give the primary responsibilities of officers and chairmen.
- *Standing Rules* give the specifics.

Bylaws are the rules and guidelines that cannot be amended or changed.

Standing Rules are the details of monthly PTA work that may be changed from PTA Board of Directors to PTA Board of Directors or from meeting to meeting.

If your PTA is interested in creating Standing Rules for your unit, please contact the State PTA Office.

Vacancies: How to handle:

How should my PTA handle a vacancy in an office?

Before Election:

If a nominee withdraws **before** the election, the nominating committee must reconvene as soon as possible to agree upon another nominee.

After Election:

If an office is vacant because an officer resigns or because no one was elected to fill the office:



Follow the guidelines below to fill the appropriate vacancy:

Office: President

Who elects the new officer?

- PTA Board of Directors

How to fill the vacancy:

- A vacancy occurring in the office of president shall be filled for the unexpired term by a current member of the board of directors elected by a majority vote of all board members then serving at a board meeting called with at least three (3) days notice. The board of directors will notify the general membership and NCPTA regarding the filling of the vacancy.

Office: Other Elected Officers (V.P., Treasurer, Secretary)

Who elects the new officer?

- PTA Board of Directors

How to fill the vacancy:

- A vacancy occurring in any other office shall be filled for the unexpired term by a member of this local PTA in good standing who is elected by a majority vote of all board members then serving at a board meeting called with at least three (3) days notice. The board will notify the general membership and NCPTA regarding the filling of the vacancy.

Office: Committee Chairs

Who elects the new officer?

- PTA Board of Directors

How to fill the vacancy:

The vacancy is a board matter to address. Please remember that PTAs are required to have advocacy, audit, and nominating committees and will need to appoint a new chair.