

Parliamentary Procedures

All meetings, regardless of their formality, encompass certain fundamental components that facilitate their effectiveness. Employing parliamentary procedure safeguards the rights of participants and allows for productive discussions. PTA meetings are governed by Robert's Rules of Order, Newly Revised which sets the framework of meeting regulations. It mandates that all participants acknowledge the will of the majority and show respect for the opinions of the minority. The President, as the duly elected leader, is tasked with executing the PTA's will rather than imposing their own upon it. Authority resides in the office, not in the individual holding it. All members hold equal status within the PTA. No one has the right to do anything that prevents others from seeing or hearing the presiding officer or speaker. See all details on meetings at LouisianaPTA.org/meetings.

Establish a consistent meeting schedule that accommodates the availability of both General Membership and Board of Directors Members to allow people to plan effectively. Possibly arrange meetings on multiple dates or at different times to enhance attendance. When scheduling, consult with neighboring PTAs, feeder schools, and community stakeholders for better coordination.

The person serving as the presiding officer should be punctual, understand the Bylaws and parliamentary protocols, maintain their composure, exhibit tactfulness, show appreciation, extend courtesy, embrace a charitable demeanor, and present themselves in a well-groomed manner. The President, or in the President's absence the Vice-President, assumes the role of the presiding officer.

The agenda sets the sequence of topics to be addressed. While the Secretary is authorized to create the agenda, most Presidents do it. Review the minutes from the preceding meeting to identify any unresolved business. Consult with officers and committee chairs to determine if they have reports to present. Include the names of individuals scheduled to speak on the agenda. Only call on those who have a report to present. Adhere to the agenda addressing and concluding each item before moving to the next.

A quorum represents the minimum count of eligible voting members required for the legal conduct of business. Quorum for both Board and Executive Committee meetings is a majority (50% of the total roster plus one). Do not count anyone more than once. Quorum for General Membership Meetings is specified in the Bylaws. To establish quorum, every meeting should have the membership roster available and use a sign-in sheet to document attendance.

A motion is a topic under discussion on one main idea. The appropriate language for initiating a motion is either "I move that" or "I move to." The individual proposing the motion usually initiates the discussion. See the following "Robert's Rules of Order Simplified" and "Motion Summary Chart" for further details.

The initial Board Orientation Meeting should include the following.

- Give a warm welcome and introduce everyone or have them introduce themselves.
- Review the PTA's structure, policies, procedures, Bylaws, and possible Standing Rules.
- Give a comprehensive overview of an effective and functional Board and leadership traits.
- Emphasize the significance of maintaining a procedure binder which may be digital.
- Specify BOD roles and responsibilities such as collaborating with school admins, attending PTA training or e-learning, promptly responding to emails, texts, and phone calls, and meeting attendance.
- Clarify who reports what and to whom.
- Highlight the membership policy mandating all Board Members to submit their membership dues.
- Review the Deposit Form and Expense Form.
- Present the proposed PTA calendar.
- Share the Board roster with emails and phone numbers.
- Review and sign the Confidentiality, Ethics, and Conflict of Interest Policy.
- Request Board members register with LAPTA at LouisianaPTA.org/registration.