**PROPOSED PTO BYLAWS REVISIONS (rev. April 5, 2018)**

From:

**Article IV – Officers and Elections**

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**Section 2. Nominations and Elections.** Elections will be held at the second to last regular meeting of the school year. The Nominating Committee shall select a candidate for each office and at least seven (7) parent board members who will serve as Committee Chairs, and present the slate at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a written ballot vote shall be taken. The Nominating Committee shall consist of the Parliamentarian and three (3) members of the organization who do not serve as officers of the organization.

To:

**Article IV – Officers and Elections**

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 d. Committee Chairs. At or before the May Executive Board Meeting each year, the Executive Board will determine how many committee chairs will be necessary for the upcoming school year so that those positions can be filled during the regular elections.

**Section 2. Nominations and Elections.**

The Nominating Committee shall select a candidate for each office and at least seven (7) parent board members who will serve as Committee Chairs. The Nominating Committee shall present the slate by posting it at the school, on the PTO website, and through all available social media at least 30 days before balloting opens. The Nominating Committee shall consist of the Parliamentarian and three (3) members of the organization who do not serve as officers of the organization. If a candidate who does not appear on the slate wishes to be considered for a position on the Executive Board, the candidate must contact a member of the Nominating Committee to be included as a candidate for the position in all places the slate is posted.

Elections will be held for one week and during the same week as balloting for School Site Council. To the extent permitted by state law, the ballots will be consolidated so that the slates for both School Site Council and PTO Executive Board appear on the same ballot. If state law does not so provide, separate ballots and ballot boxes will be made available. All ballots and ballot boxes will be held and made available in the School Office and during at least one (1) evening event on the school site during the week of balloting. To the extent that online balloting is or becomes feasible for reasonably secure balloting, it will be made available.

FROM:

**Article V – Meetings**

**Section 1. Regular Meetings.** Regular meetings of the Organization shall be held at the call of the Executive Board with notice of at least one month. At least two (2) regular meetings must be held each school year.

**Section 2. Annual Meeting.** The Annual Meeting will be held no later than June for the purpose of receiving year end reports, electing officers and Standing Committee Chairs, and conducting any other business. A meeting notice will be posted one month in advance of the meeting.

**Section 3. Special Meetings.** Special meetings may be called by the President, any two (2) members of the Executive Board, or five (5) general members through a written request to the Secretary. Notice of the meeting shall be posted ten days prior to the meeting.

**Section 4. Quorum.** A quorum shall be eight (8) members of the Organization.

**Section 5. Voting.** A majority vote of the voting member quorum shall be required for all actions to be taken by the Organization. Voting may take place at a properly called regular or special meeting.

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**Section 2. Annual Meeting.** The Annual Meeting will be held no later than June for the purpose of receiving year end reports and a proposed budget for the upcoming school year, electing and/or announcing officers and Standing Committee Chairs, and conducting any other business. A meeting notice will be posted one month in advance of the meeting.

**Section 3. Special Meetings.** Special meetings may be called by the President, any two (2) members of the Executive Board, or five (5) general members through a written request to the Secretary. Notice of the meeting shall be posted ten days prior to the meeting.

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FROM:

**Article VI – Executive Board**

**Section 1. Membership.** The Executive Board shall consist of the officers, principal, Standing Committee Chairs, and elected teacher representatives.

**Section 2. Duties.** The duties of the Executive Board shall be to transact business between meetings in preparation for regular meetings, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations for the membership.

**Section 3. Meetings.** Regular meetings of the Executive Board shall be held monthly on dates and at times to be determined by the Executive Board. Special meetings may be called by any two board members with 24 hours notice.

**Section 4. Quorum.** Half the number of Executive Board members plus one constitutes quorum.

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**Article VI – Executive Board**

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**Section 2. Duties.** The duties of the Executive Board shall be to transact business between meetings in preparation for regular meetings, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations for the membership.

**Section 3. Meetings.** Regular meetings of the Executive Board shall be held monthly on dates and at times to be determined by the Executive Board. Regular meetings may offer a telephonic or real time display for anyone who wishes to attend remotely.

Special meetings may be called by any two board members with 24 hours notice. A special meeting may include an online electronic vote or “e-vote”. When using “e-vote” proceedings, the items to be voted on must be posted to the school website with information regarding when the vote will close. The vote must be held open for at least one week, all members of the Executive Board must be contacted at the official email address on record, and at least fifty percent (50%) plus one (1) members of the Executive Board must vote on each question presented. The Secretary will record each vote and include it in the Minutes of the meeting in which the e-vote was conducted.

**Section 4. Quorum.** Half the number of Executive Board members plus one constitutes quorum.