

## NMPTA Suggested Outline for Standing Rules

1. Date and time of board meetings.
  - a. Example: board meetings will be held the second Tuesday of each month.
2. When meeting is scheduled to start.
3. How to be placed or place items on the agenda.
  - a. Example: the president must be called by the (specific day) of the week prior to the monthly meeting to be placed on the agenda.
4. Attendance requirements.
  - a. Who board members have to call to be excused from the meeting.
  - b. How many unexcused absences allowed before forfeiture of board membership.
5. Voting procedures.
  - a. All board members have voting privileges.
  - b. Acceptance of voting by ballot when requested.
6. Requirements for guests attending board meetings.
  - a. Guests may not make motions or vote.
  - b. Guests have the opportunity to speak during floor discussion.
7. Requirements of officers and chairmen.
  - a. Is a 'plan of work' expected? When is it to be submitted to the president?
  - b. Is a 'year-end review' required from every office? When is it to be submitted?
8. Any school district directives to parent organizations should be included in the Standing Rules. If you are not aware of any, contact your district office.
9. Budget outline.
  - a. Example: outline what can be spent for beginning of school activities before the budget is approved by the general membership.
10. Outline how copies should be distributed and that the president and principal are copied on all materials going out to the school community.
11. Include the statement: "When chairpersons meet in the name of their committees, the president shall be given notice of the meeting and have the option of attending." By virtue of the position, the president is a member of all committees except the Nominating Committee.
12. Note the limit of service for board members.
  - a. Example: board members are limited to serving two consecutive terms if potential board members or existing board members would like to be considered for these positions.
13. Include: "Each member of the \_\_\_\_\_ PTA shall pay annual dues for the (year) in the amount of (your dues amount). All board members will be members of the PTA."
14. List any other rules you may set up.
  - a. Examples: when the deadline for the newsletter articles is, who maintains messages for the marquee, if it is done by the PTA. When those messages are due so they can be posted in a timely manner.