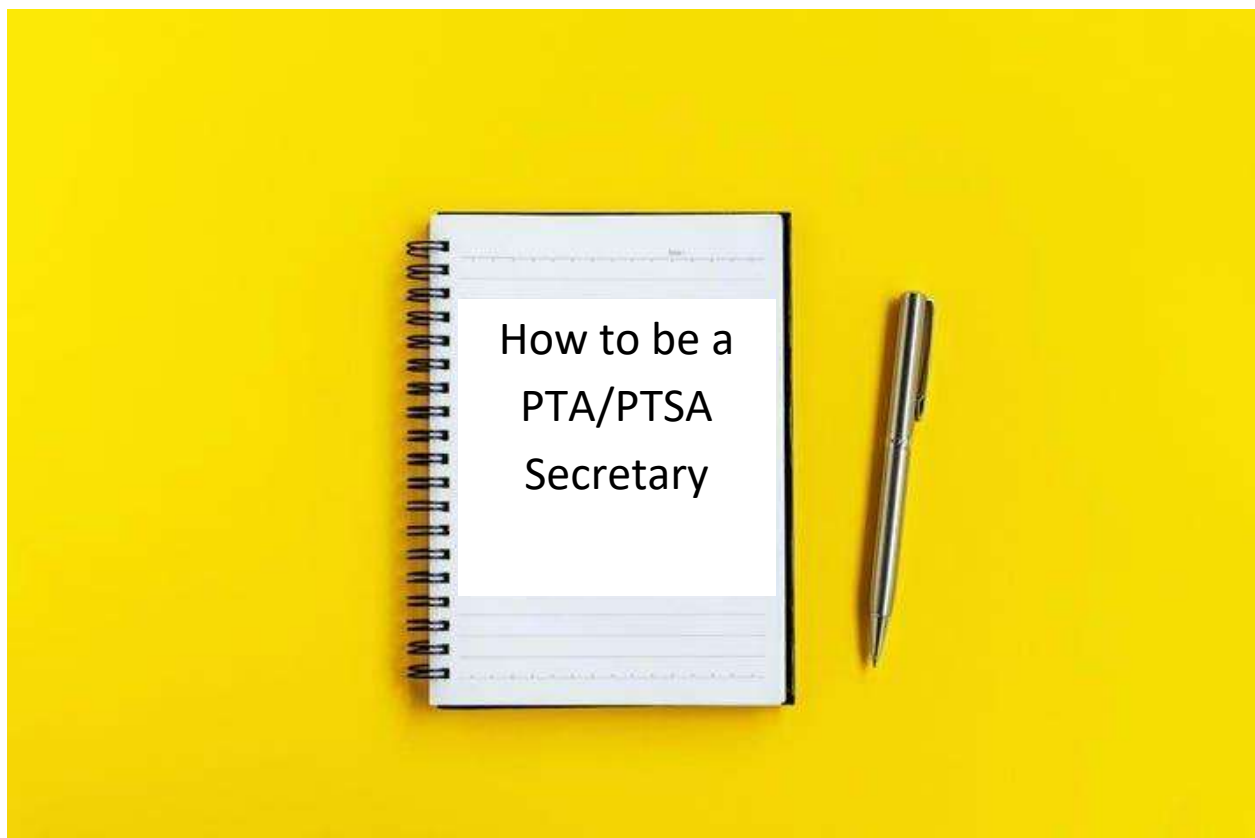


Free State PTA 2025 – 2026 Secretary's Guide



Secretary's Guide

Table of Contents

Topic	Page Number
History and Mission of PTA	2
Values, and Purpose of PTA.....	3
Principles and Basic Policies of PTA.....	4
Nonprofits in Maryland.....	5
PTAs in Maryland	5
Role of Secretary.....	7
Helpful Skills Sets.....	8
Possible Additional Duties.....	8
Potential Additional Roles.....	10
Meeting-Specific Tasks.....	10
Materials to Maintain at Meetings.....	11
Types of Business Meetings.....	12
Leading Practices of Secretaries.....	13
How to Assist the President.....	14
Parliamentary Considerations.....	14
All About Minutes.....	15
Content of Minutes.....	15
Format of Minutes.....	16
Protocols on Ordinary and Executive Session Minutes.....	17
After Meeting Responsibilities.....	17
Correcting and Reviewing Minutes.....	18
Posting Minutes.....	18
How to Notate Motions.....	19
Record Retention Guidelines.....	20
Transitioning to the Secretary.....	21
Scenarios.....	22
Contacts.....	23
Frequently Ask Questions and Answers (FAQ).....	24
PTA Glossary.....	26

Secretary's Guide

Welcome to the Free State PTA family. Thank you for taking the time to use this leadership tool to provide you with some insight into how to be the best secretary possible.

This Secretary Resource Guide is designed to provide guidance on serving as a secretary within a constituent unit of the Free State Parent Teacher Association (PTA), whether it be a recording secretary or corresponding secretary this guide is a supplement to federal and state laws as well as to your approved constituent PT(S)A bylaws, policies and procedures, standing rules, or other governing documents. To understand the role of the Secretary, it is important to understand your duties in the context of a board member and officer.

History of the PTA

The National Parent Teacher Association (National PTA) was founded in 1897 as the National Congress of Mothers by Alice McLellan Birney and Phoebe Apperson Hearst. On Feb. 17, 1897, over 2,000 people—mostly mothers, but also fathers, teachers, laborers and legislators—attended the first convocation of the National Congress of Mothers in Washington, D.C. Twenty years later, 37 chartered state congresses existed. In 1970, the National Congress of Parents and Teachers (National PTA) and the National Congress of Colored Parents and Teachers (NCCPT)—founded by Selena Sloan Butler in Atlanta, Ga.—merged to serve all children.

As the largest volunteer child advocacy organization in the nation, the PTA is a membership-based organization and serves as the conscience of the country for children and youth issues. Through advocacy, as well as family and community education, the National PTA has established programs and called for legislation that improves our children's lives, such as:

- | | |
|--|--|
|  Creation of Kindergarten classes |  Hot and healthy lunch programs |
|  Child labor laws |  Juvenile justice system |
|  Public health service |  Mandatory immunization |
|  Arts in Education |  School Safety |

To read more history of the National PTA please read [here](#) or [alternatively, view History - About PTA | National PTA](#). Membership in PTA shall be open, without discrimination, to anyone who believes in and supports the mission, purposes, and principles of National PTA and pays dues as required.

Mission of the PTA

The mission of PTA is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

Because PTA is a membership-based organization joining a PTA at the local school or community level inherently provides membership to the state and national levels. There are several benefits to joining the PTA. National PTA dues are \$3.25 and state dues to Free State PTA are \$2.00.

Secretary's Guide

Values of PTA

The values of the PTA underscore the ethics of PTA leaders and volunteers working together.

Collaboration - We will work in partnership with a wide array of individuals and organizations to broaden and enhance our ability to serve and advocate for all children and families."

Commitment - We are dedicated to children's educational success, health, and well-being through strong family and community engagement, while remaining accountable to the principles upon which our association was founded."

Diversity - We acknowledge the potential of everyone without regard, including but not limited to: age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual, orientation, and work experience."

Respect - We value the individual contributions of members, employees, volunteers, and partners as we work collaboratively to achieve our association's goals."

Accountability - All members, employees, volunteers, and partners have a shared responsibility to align their efforts toward the achievement of our association's strategic initiatives."

Purpose of PTA

In terms of objectives, the PTA has the following six purposes.

- A. To promote the welfare of children and youth in home, school, community, and place of worship, and throughout the community;
- B. To raise the standards of home life;
- C. To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth;
- D. To promote the collaboration and engagement of families and educators in the education of children and youth;
- E. To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth; and,
- F. To advocate for fiscal responsibility regarding public tax dollars in public education funding.

Secretary's Guide

Principles of PTA

The basic principles of PTA are:

- A. The association shall be noncommercial, nonsectarian, and nonpartisan.
- B. The association shall work to engage and empower children, families, and educators within schools and communities to provide quality education for all children and youth, and shall seek to participate in the decision-making process by influencing school policy and advocating for children's issues, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- C. The association shall work to promote the health and welfare of children and youth, and shall seek to promote collaboration among families, schools, and the community at large.
- D. Commitment to inclusiveness and equity, knowledge of PTA, and professional expertise shall be guiding principles for service in this association.

Basic Policies of PTA

The following are basic policies of PTA.

Despite other provisions in the Free State PTA and National PTA bylaws, the association may only engage in activities allowed for such associations as defined under the Internal Revenue Code:

1. PTAs are exempt from federal income tax under Section 501 (c)(3) of the Internal Revenue Code; and as a charitable organization,
2. Contributions to PT(S)As are tax deductible under Section 170 (c)(2) of the Internal Revenue Code.

Upon the dissolution of this association, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to Free State PTA whose purposes are in accordance with those of National PTA.

The association or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

Secretary's Guide

Nonprofits in Maryland

All PTAs under Free State PTA are governed by nonprofit federal and state law in addition to their bylaws, Robert's Rules of Order (latest edition), standing rules and policies and procedures. More specifically, the Maryland Corporations and Associations is the core state reference regarding Maryland nonprofits. According to the Maryland Code, Corporations and Associations § 2-412 (read as section 2-412), every Maryland corporation is required to have the following officers:

1. A president
2. A secretary (*recording*); and
3. A treasurer

A Maryland Corporation may appoint additional officers as allowed by its bylaws. The secretary is a critical position on the PTA executive committee and one of only three positions that are required by law as a nonprofit organization in Maryland.

According to the Internal Revenue Service (IRS) a nonprofit is an organization organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, educational, or other specified purposes. PTAs/PTSAs are tax-exempt organizations which have two main benefits.

1. The nonprofit organization is not liable to pay any federal income tax.
2. Donors to the organization may deduct their charitable contributions from their own taxes.

Overall, PTAs are independent 501(c)3 nonprofit advocacy associations. The board of directors and committees decide how PTA programs like scholarships are managed. PTAs maintain their own governance documents and other written processes that are in place to grant funding for school projects, for example.

PTAs in Maryland

As the largest child advocacy association in the nation as well as in the state, PTA has existed in Maryland since 1915, and Free State PTA was chartered as the official state PTA congress serving as a branch of National PTA in Maryland since 2021. The PTA supports all students and advocates for public schools, including public charter schools.

The term PTA is interchangeable with PTSA (Parent, Teacher, and Student Association). The latter is typically found within middle and high schools and often denotes that there may be a student board member as delineated in their bylaws.

Secretary's Guide

Maryland has over 660 PTAs with a membership of over 65,000 members. According to National PTA, Free State PTA is a Tier 1 state PTA congress which puts the state level PTA on par with significantly geographically larger states such as California, Florida, Georgia, New Jersey, New York, North Carolina, Texas, Utah, and Virginia.

There are seven council PTAs located in the following areas in Maryland. The counties of Anne Arundel, Baltimore, Harford, Howard, Frederick, Montgomery, and Baltimore City. Council PTAs serve as an extension of Free State PTA and help give the state PTA congress capacity to administer training, establish new local PTA units, conduct field service, and facilitate advocacy initiatives as well as programs at the county level. To establish a council PTA, there must be three existing local PTA units in good standing.

Additionally, Free State PTA has divided PTAs into regions listed below.

Western	Eastern Shore	Southern	Central
Garrett Co,	Cecil Co.^	Charles Co.	Anne Arundel Co.
Allegany Co.	Kent Co.^	Calvert Co.	Baltimore City
Washington Co.	Queen Anne's Co.^	St. Mary's Co.	Baltimore Co.
Frederick Co.	Caroline Co.+	Prince George's Co.	Harford Co.
Carroll Co.	Dorchester Co.+		Howard Co.
	Talbot Co.+		Montgomery Co.
	Somerset Co.~		
	Worcester Co.~		
	Wicomico Co~		

- ☐ As defined by the Maryland Office of Tourism
- ☐ ^Subcategory - Upper Shore
- ☐ +Subcategory – Mid Shore
- ☐ ~Subcategory – Lower Shore
- ☐ Bolded Jurisdictions indicate existence of a Council PTA



Secretary's Guide

Role of the Secretary

The role of the secretary is vital for recording as well as holding the records of the association and is defined in the bylaws.

The secretary ensures the smooth operation of the association according to its bylaws, national guidelines, and applicable laws. While specific duties can vary slightly from one organization to another, several core responsibilities are generally expected of the secretary in the PTA.



A bright idea would be to attend secretaries training at the council PTA, state PTA, or National PTA level.

These duties align with a nonprofit's organizational needs and the procedural requirements for maintaining its 501(c)(3) status. Should a constituent unit decide to have two distinct secretary roles: corresponding and recording, there must be two separate job descriptions:

As an Officer

In the bylaws template, Article VII, Section 2 describes the duties of the secretary as follows:

- a. record the minutes of every general, board of directors, and executive committee meeting of this local PTA/PTSA;
- b. be prepared to read the records of the previous meeting;
- c. file all records;
- d. have a current copy of the bylaws;
- e. maintain a current membership list; and,
- f. perform such other duties as may be prescribed in these bylaws or assigned by this local PTA/PTSA or by the board of directors.

As a Board of Director

The secretary is an officer who serves on the board of directors. Not only does the secretary have specific duties but so does the board of directors. In the bylaws template Article VIII, Section 4 describes the duties of the Board of Directors as follows:

It is appropriate for a secretary, as a member of the Board of Directors, to develop a plan of work, especially with the more responsibilities assigned.

Section 4. The duties of the board of directors of this PTA/PTSA shall be to:

- a. transact necessary business in the intervals between general membership meetings and such other business as may be referred to it by this local PTA/PTSA;
- b. create standing and special committees;
- c. approve the plans of work of the standing committees;
- d. present a report at the general membership meetings of this local PTA/PTSA;
- e. select an auditor or a financial review committee to review the treasurer's accounts;
- f. approve and submit an annual budget to this local PTA/PTSA's general membership for adoption;
- g. approve routine bills within the limits of the adopted budget; and,

Secretary's Guide

- h. fill vacancies other than president.

Helpful Skill Sets

Depending on the size of a constituent unit and the amount of engagement it has, the skill sets of a secretary may vary but at a minimum a secretary should be detail oriented, send out materials in a timely fashion, and be organized. Over time, a secretary may come to learn the following:

- Know required minimum meeting attendance to conduct business (quorum).
- Understand that the treasurer's report is ***filed for audit and not approved.***
- Realize that submitted reports may be attached but ONLY oral reports are recorded in the minutes.
- Familiarity with the required voting outcomes.
- Value the need to adopt standing rules.
- Recognize that board meetings are closed.



A bright idea would be to develop a calendar for your roles as a secretary.

Useful Skill Sets

- Attention to detail
- Strong organizational skills
- Effective communication
- Basic understanding of nonprofit compliance
- Proficiency in digital document management and office software

Possible Additional Duties

Outside of the bylaws should a constituent unit want to develop additional duties for a secretary it should be placed in other governing documents such as in standing rules. Such duties may include:

- Handling Correspondence: Manage all official PTA correspondence, ensuring timely and appropriate communication.
- Compliance and Reporting: Assist in preparing and filing legal documents to maintain the PTA's 501(c)(3) status.
- Election Assistance: Support the nomination and election processes in accordance with the bylaws.

Committees/Subcommittees Chaired

- Communications Committee: Develop templates for presentations, reports, etc.
- Bylaws Committee: Oversee revisions and ensure compliance with PTA bylaws.
- Records and Archives Committee: Manage historical records and important documents.

Secretary's Guide

General Standards and Best Practices

- Confidentiality: Ensure sensitive information remains confidential.
- Transparency: Provide members access to minutes and reports, fostering trust.
- Accuracy: Ensure all records and documents are accurate and up-to-date.
- Collaboration: Work closely with other officers and committees to support PTA goals.

Sample Job Descriptions Based on PTA Complexity

- Beginner: Focus on learning PTA operations, document management, and basic communication skills.
- Intermediate: Enhance skills in legal compliance, effective record-keeping, and advanced communication techniques.
- Advanced: Lead initiatives on transparency, member engagement, and strategic planning for document management.

Key Differences between the two types of secretaries

Recording Secretary	Corresponding Secretary
Records Minutes	Manages all correspondence promptly and accurately in consultation with the president
Files records	Writes letters for the President as directed by the Board or PTA
Maintains copy of bylaws	Gives information with copies of recommendations, resolutions, motions, and reasons for any action taken
Maintains current membership list	Notifies members of their election to office
Retains roster of meeting attendees	Notifies officers and committee chairs of meetings
	Reads correspondence aloud, summarized, or passed around for all to read
	Notifies nominees of appointment
	Provides contact information of new officers to state PTA (Officer contact list)

Daily Activities Examples

- Reviewing and responding to PTA correspondence.
- Preparing meeting agendas in collaboration with the President.
- Updating membership records and documents.
- Filing required documents with state and federal agencies.

By adhering to this guide, PTAs in Maryland can ensure their secretaries are well-equipped to fulfill their roles effectively, contributing to the organization's success and the achievement of its mission. The outlined structure offers a foundation that can be adapted and expanded based on the specific needs and experiences of the PTA and its members.

Secretary's Guide

Potential Additional Roles

The secretary may have additional duties as directed by the local or council PTA's standing rules or by the president.

These additional tasks require a close working relationship between the president and secretary. In fact, a high level of communication and trust must be established for additional roles to be carried out. Furthermore, these tasks require more time spent between the president and secretary. Hence, it is advised that a regular meeting schedule be set between the President and Secretary to establish a strong working relationship, discuss expectations, and clarify needs. For instance, the secretary can help the president monitor [compliance](#) and keep track of documents submitted.

PTA communications

The secretary issues notices of meetings. The secretary should provide motions and their outcomes, meeting highlights and other important information for inclusion in minutes prior to being sent to members. In essence, these would be draft minutes. The secretary along with the president may help provide newsletters.

Maintain all official records of the association.

- Record in the minutes all business transacted at each membership and board meeting.
 - Notifies board members, as requested by the president, of all called meetings.
 - Assist the president in determining a quorum at membership and board meetings.
 - Present minutes from the previous meeting, membership, or board.
 - Present a report of board meetings to the membership as needed.
 - Prepares and distributes a draft of the minutes of each meeting in advance (time is determined in standing rules but ideally 2 to 5 days in advance)
 - Act as the corresponding secretary, reading communications at meetings and writing thank you notes, etc.
1. Assists the president in planning the meeting agenda.
 2. Issues notices of meetings (call of the meeting).
 3. Handles correspondence including reports.
 4. Maintains a multitude of documents (current and historical).
 5. Assists in board member orientation (Vice President can assist too).
 6. Draft press releases and scripts in coordination with the president.

Secretary's Guide

Meeting-Specific Tasks

The board secretary's duties help protect a nonprofit organization.

The secretary is responsible for keeping accurate records of the proceedings of the PTA, completing records of members and leaders, and sending communications. **Never say, "I'm just the secretary!"** Your job is extremely important as the minutes can be used in a court of law or legal proceedings since they reflect the record of business within a meeting. Hence, an effective secretary should be prompt, accurate, dependable, and thoroughly know the PTA purposes, bylaws, standing rules, policies, and methods.

The secretary isn't expected to attend committee meetings but rather the meetings pertaining to the executive committee and the board of directors. Within committee meetings, the presiding chair can take minutes or appoint a committee member to take minutes. The secretary should work with the membership chair to have a current membership list available for membership meetings. If there is no designated person with the exclusive role of serving as membership chair, then the president should have the roster of members. It should be well noted that the secretary may participate with the full rights of an executive board member, make motions, nominate candidates, enter the discussion, and vote.

Within a meeting the secretary does the following:

- Takes attendance (roll) at meetings to determine a quorum
- The president can appoint a "minutes review committee" to assist the secretary with approval of the board to review the minutes and approve. The president simply states, "The minutes of the ___(date)meeting were approved by a committee consisting of ___(names)."
- If the meeting is virtual, the secretary will share the screen to show agenda, treasurer's report or other relevant documents.

NOTE: In the event both the president and the vice president are absent, the secretary calls the meeting to order and conducts an election for a chair pro-tem, which can be done by a volunteer which equates to unanimous consent. If more than one person volunteers, the group will vote to decide who will preside over the meeting.

Materials to Maintain at Meetings

As the holder of important records and documents of the PTA or PTSA, the secretary should have these items at each meeting for reference or review:

- ✓ Hard copy of or access to governance documents
 - Bylaws, standing rules, policies and procedures, board norms, standard operating procedures.
- ✓ Meeting agenda

Secretary's Guide

- ✓ Minutes (draft and approved) *with or without amendments* by members.
- ✓ Signed and approved minutes of previous meetings, including treasurer's reports
- ✓ File or correspondence received and responses (if there is no corresponding secretary)
- ✓ A roster of committee chairs and members (governance)
- ✓ Voting delegate information *(for council PTAs, if required by standing rules)*
- ✓ Membership list
- ✓ Motion forms or slips
- ✓ Ballots or paper for ballot voting
- ✓ Robert's Rules of Order Newly Revised (latest edition)
 - Parliamentary procedure information
- ✓ Access to a calendar
- ✓ Materials for note/minute taking.



Types of PTA Business Meetings

The secretary is needed to draft minutes for many types of meetings where a body transacts business, i.e. considers motions, amends bylaws, conducts elections, etc.

The composition of the bodies who hold these meetings and frequency of these meetings are delineated in the bylaws. Should guests be invited to a meeting it must be done by the Chair or Presiding officer. An executive committee meeting is the convening of the elected officers. The Executive Committee helps the board accomplish its work in the most efficient way.

Types of Meeting	Body Composition/Function (add)
Board of Directors (Board) Meeting	This body includes the officers of a constituent PTA/PTSA, the chairs of standing committees, the delegates to the PTA Council, and the principal of the school or a representative appointed by him/her. <i>For council PTAs, the Board includes at least all elected officers and any additional persons identified in their bylaws.</i>
Executive Committee Meeting	Elected Officers of the Constituent Unit
Committee Meeting	Needed to consider various items of business and operational matters outside the regular meetings
General Membership (regular) Meeting	Only members can vote, and it is composed of general membership.

Secretary's Guide

Special Meeting	Outside of a regular meeting that happens periodically, for a specific purpose.
Annual (General Membership) Meeting	This meeting is specifically held at a specified time each year for the purposes of holding elections and making decisions specified at this meeting.
Sub-meeting <i>Executive Session</i>	May apply to any meeting where the body goes into executive session which is a time to discuss and decide on confidential matters. It is intended to protect the innocent and assure confidentiality about sensitive matters.

Leading Practices of Secretaries

Because non-profit law requires that there be a secretary and not necessarily a Vice President, the PTA understands and knows that there can be some interchangeable roles with the Secretary and Vice President should there be one.

Because the role of the Vice President is to assume the duties of the President when the president is unable, it is important for the Vice President to work closely alongside the President as well as the Secretary to understand potential duties that the Secretary and President coordinate among themselves. Monitoring the status of good standing or standards of affiliation at the board meeting helps keep the board aware of the progress of compliant documents. Examples of what the secretary may do include:

- ❖ Managing communication between the committee, volunteers, school, and school community.
- ❖ Entering newly elected officers into the Givebacks database in the absence of a membership chair.
- ❖ Co-signing formal papers with the president, such as authorizations for payment, resolutions, and formal letters
- ❖ Handling PTA correspondence as directed by the president
- ❖ Tracking board member terms
- ❖ Monitoring compliance
- ❖ Attending programs, activities, and events of the local PTA or council PTA

Secretary's Guide

How to Assist the President

The secretary is the right hand of the president.



A bright idea would be to present the president with draft minutes for initial viewing.

The secretary may help with implementing parliamentary procedures, draft press releases and scripts for the president to consider or even write a letter on the president's behalf. Hence, this is why it is very critical for the Secretary and President to work closely with one another.

At Meetings

- Sits close to the president and stands if reading the minutes or when making the executive committee report.
- Assists the president in establishing a quorum and maintaining a roll call record.
- Assists in counting a vote when requested by the president. If votes are to be counted, tellers should be appointed.

Meeting Preparation

- Working with the president to create an agenda
- Schedules board meetings in coordination with the president.
- Calls the meeting to order in the absence of the president and vice president and conducts the election of a temporary presiding chair (chair pro tem)
-

As Archivist (*Historian Report*)

- Assumes the historian's duties if one is not designated in the bylaws.
- Collects and preserves documents relating to the history of the PTA.
- Presents a written report to the membership as the official history adopted at the annual meeting.
- Maintains a list of the Board members and when they were elected or appointed. (this may include all of governance)
- All Board meeting dates along with any major business conducted by the Board and presented to the membership (for example, passage of resolutions)
- The programs and activities hosted by the PTA during the year, including a brief description of each training or other events or activities that Board members attended.

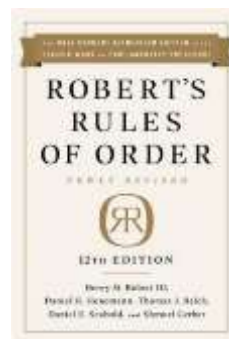
Secretary's Guide

Parliamentary Considerations

The secretary along with the president should be adept at parliamentary procedures. The bylaws indicate that the parliamentary procedure authority is Robert's Rules of Order.

Parliamentary procedures are a set of rules for conducting orderly meetings that accomplish goals fairly. Most PTAs use Robert's Rules of Order. Benefits of parliamentary procedure include the following:

- Justice and courtesy for all
- Maintaining order
- Consideration of one item at a time
- All sides are heard.
- Ability for each member to provide input
- Majority rule
- Protect the rights of the minority



NOTE: Should the secretary be unable to attend a meeting, a secretary pro-tem must be elected or can be appointed by the president just for that meeting to take minutes.

All About Minutes



The official record of all meetings is referred to as the minutes.

The minutes of a PTA meeting are a permanent record of the business done at a meeting and it is a necessary legal document. Minutes can be used as a legal document in litigation, so it is imperative that they be objectively recorded and conscientiously transcribed into a final document.

Minutes about a motion does not include who seconded the motion.

The law requires that nonprofit corporations keep minutes of board of directors and membership meetings. Minutes are provided only for the body creating them. Minutes should be a record of what was done, not what was said.

A summary may be included, but minutes should primarily reflect resolutions, decisions, and actions taken because of the committee report. All motions/resolutions must be entered in the minutes verbatim as they were voted on and include the outcome of the vote. **Important reports, if written, should be attached to the minutes** if the minutes state that they are attached. **If they are not attached, the minutes can state that they are on file.** Providing simple and factual statements is best to help the reader understand.

Secretary's Guide

If minutes are not available for approval, they can be approved at the next meeting. Minutes may only be approved by the body in which they were made. Thus, the minutes of the executive committee meeting cannot be approved with the board meeting and vice versa.

Content of Minutes

Discussion is not included in the minutes unless a summary is essential to understand the action taken.

Any summary should be in general terms, as brief as possible, and should not include names. *The board meeting minutes would reflect the fact that motions were made to enter and exit the executive session by whom and the length of time the executive session was held.*

Include in Minutes	Description of Text	Don't Include in Minutes
Precise wording of an adopted motion and applicable amendments		Name of the person who seconds a motion
Courtesy seats (for guests)	"A courtesy was extended to...He or she talked about..."	Opinions of the secretary
Calling the question is a motion that attempts to end debate) It requires a 2/3 vote to pass.	Indicate the adoption or failure of the vote to call the question.	Personal comments (favorable or otherwise)
Program (no details)	If a program or presentation is given, record the names or participants, the topic, and the method of the presentation.	Judgement phrases
Election results	Simply record them and include the complete teller's report	Motions that are withdrawn
Attachments	Copies of written contracts, leases, insurance policies, and other legal agreements approved at a meeting	List of the separate amendments
Sign-in sheets	Only when list of attendees too long to list in minutes; and any additional reports body approves	Flowery language
Adjournment	Record the time of adjournment and the date of the next meeting	Detailed reports

Secretary's Guide

Signing the minutes	The secretary signs the minutes once they have been approved	Transcripts of the meeting – no need to summarize the discussion of others
---------------------	--	--

Format of Minutes

Follow a standard format and one that follows the order of the agenda.

- Indicate
 - Type of meeting (board, general membership, etc.).
 - Include the name of the constituent unit association.
 - Place, date, and time of the meeting.
 - State the final text of each motion as amended and name the person who made the motion. State whether a motion was seconded but not who.
- List each report made at the meeting and name the person making the report.
- Must have numbered pages to avoid alteration or removal of pages.
- Actions must be recorded in the order in which they occurred.

NOTE: The words “Respectfully submitted” represents an older practice that is not essential in signing the minutes. Minutes of the preceding meeting may be printed and distributed and must be marked as “draft” until they are approved.

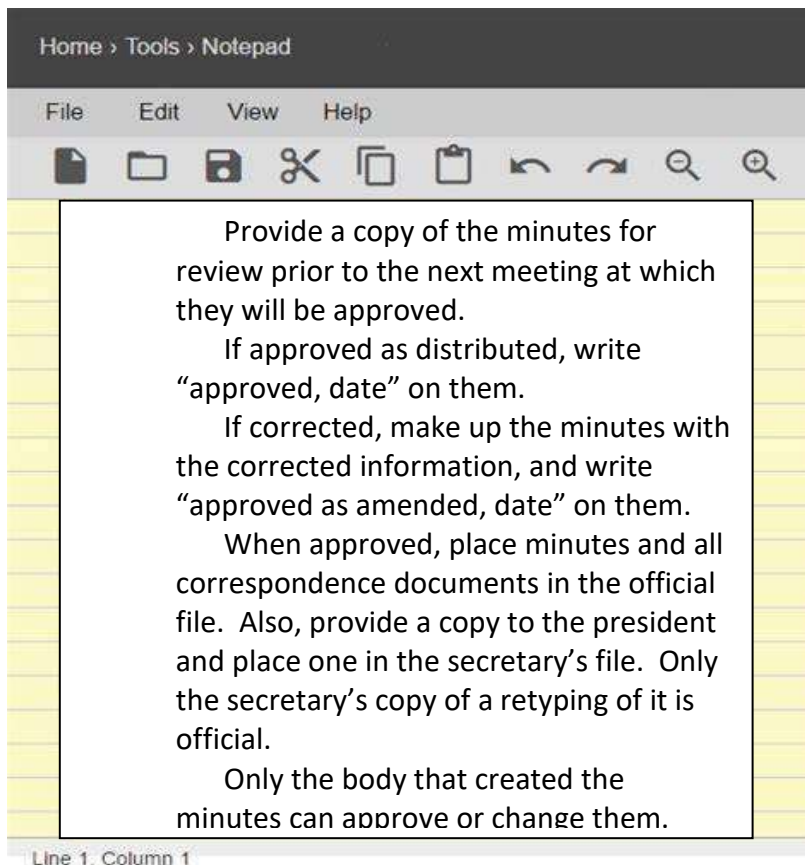
Protocols on Ordinary and Executive Session Minutes

	Regular Meeting Minutes	Executive Session Minutes
Recording	May be taken by a non-director or staff member	Must be taken by a board director, usually the secretary
Technical Access	Open folder, any board members/other association stakeholders	Restricted folder; only board members who participated in the session, unless executive session secrecy is lifted or the board votes to give access to other parties
Distribution	Detailed minutes are widely distributed and can be reviewed by all relevant stakeholders	Minutes are stored and kept confidential; reading of minutes can only happen in executive session
Approval	Approval happens in the next (open) regular meeting	Approval must only happen in executive session.

Secretary's Guide

After Meeting Minute Responsibilities

The minutes officially become a record of the meeting upon its approval and thus, the secretary has to prepare them for review and adoption at the next meeting.



Correcting and Reviewing Minutes

Because minutes are legal records, if it is determined at a future date that information was miswritten, even a name spelling, it should be corrected.

Corrections enable the secretary to keep a more accurate record for the PTA. If a committee needs records held by the secretary, the secretary provides a copy to the committee chair after consulting with the president.

Minutes may be corrected at the moment it is determined that is has an error.

Corrections are suggested without motion or vote.

- Minutes may be corrected whenever the error is noticed, regardless of the elapsed time.
- Correcting minutes after they have been approved requires a 2/3 vote.

Secretary's Guide

Procedure for Paper Minutes

- Corrections are made in red ink by drawing a line through the information with the correction above (if space allows) or written in the margin.
- Nothing is ever erased once the minutes have been approved and signed.

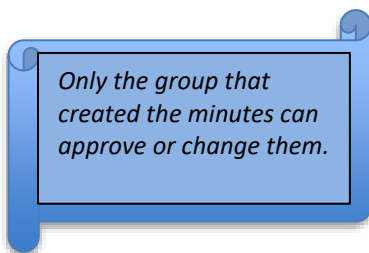
Procedure for Digital Minutes

Use the strike-out feature with the red text color.

Review of Minutes

- Any member has a right to examine the minutes of the membership meetings, but this right must not be abused.
- The original minutes must not be released from the secretary's custody except upon the written order of the president.

Posting the Minutes



It is not recommended that minutes of membership meetings be posted to a website or other public platform, because doing so makes these documents fully public. The minutes contain a record of what was done, not what was said. The secretary may make minutes and records available at the request of a member. The records of the Secretary are open for the inspection of any member. However, records must not

be released from the custody of the Secretary except upon written order of the President.

- Only members of the Board have a right to examine the minutes kept by the secretary unless the board orders otherwise. Board members are, however, free to share the content of the minutes with others, except for any content protected by the secrecy of an executive session that has not been lifted.
- Minutes are not subject to public inspection but may be reviewed by PTA members.
- Minutes are not meant to be a substitute for a newsletter article, or to be a full summary of what was said and done in the meeting, and they may lack context for the reader.
- Minutes made public by posting may be viewed and used by persons who do not have the best interests of the PTA in mind. Approved minutes of board meetings should not be posted to a website or other electronic platform, as it is common for these minutes to include sensitive information.
- It is preferable for the secretary to prepare a summary of the meeting that is appropriate for public posting.

Secretary's Guide

Dos	Don'ts
Write minutes with the understanding and intention that they might be examined in an audit, investigation, or used in litigation involving the local PTA/PTSA or council PTA.	Include personal opinions.
Record all reports (whether from an individual or a committee) and the name and title of the person who made them.	Record any objection to the final vote or any abstentions.
Note any correspondence that is read in the minutes.	Post on social media. Unless password-protected, don't post on websites.
	Do not publish in newsletters or post on doors for non-members to access.

How to Notate Motions

Motions are proposals for the organization to act. The main motion serves as the fundamental method to conduct business by members who have been recognized by the chair to speak. It is a written proposal that opens debate and the presiding officer or the chair – MUST repeat the motion which formally presents it to the body. The chair must recognize the maker of the motion first in debate.

Again, motions go in the minutes and indicate how they were voted on. All changes to main motions must be in the form of a motion to amend. Yet, the final motion, as amended, is the only one that goes in the minutes.

There are no friendly amendments but rather amendments recorded on paper.

Motions allow the body to discuss proposals. The proposal may be adopted or defeated.

- **A person completes a motion form stating the exact wording of the motion, sign and date it.**
 - A member states, "I move to" or "I move that..."
 - The motion should be recorded in the minutes exactly as written on the form.
 - *Once minutes are approved, motion forms are no longer needed.*
- **Record the name of the maker of the motion and note that the motion was seconded.**
 - Do not record the name of the person who seconded the motion.
 - Only the final motion, as voted on needs to be recorded.

Secretary's Guide

- **Minutes might say “after discussion and amendment, the following motion was adopted.”**
 - If a counted vote is taken, record the votes “for” and “against” the motion.
 - If a voice vote is taken, record only whether the motion passed or failed.
 - Record any conflict of interest

Record Retention Guidelines

A PTA's standing rules should state who maintains and updates the legal documents, how many copies will be kept, where the copies are kept, and who is responsible for any passwords. Digital and paper records are acceptable as well as on a USB drive. Routine emails are kept for a year.

Record	Length of Maintenance	Length of Maintenance	Length of Maintenance
Signed (approved) Minutes	Permanently file		
Board Roster	Permanently file		
Membership Roster	Permanently file		Double Check
Employer Identification Number (EIN)	Permanently file		
Bylaws & Standing Rules	Permanently file		
PTA Charter	Permanently file		
Confidentiality, Ethics, and Conflict of Interest Policy	Permanently file		
Tax and Legal Correspondence	Permanently file		
Insurance Policies and Claims	Permanently file		
Contracts and Leases		7 years	
Budgets adopted at meetings		7 years	
Financial Report		7 years	
Grant Agreements		7 years	
Bank Statements			3 years
Deposit Forms			3 years
Expense Forms			3 years
General Correspondence			3 years

Secretary's Guide

Many PTAs maintain records in a three-ring binder (or several binders) with tabs for different categories of documents. Also, a copy of records may be maintained in secure online storage.

Transitioning to the Secretary

Upon being elected, the secretary gathers and maintains essential documentation. There are several items you'll want to put your hands on right away to be sure important records aren't lost in the transition. Collaborate with your PTA president and past officers to gather these records. If any records are missing, contact [Free State PTA](#) for guidance. Records to gather include:

- **Your PTA Bylaws** (and any accompanying rules, or special rules of order) to find important information about how finances are to be handled and how funds are to be disbursed.
- **PTA Procedure Book or "Board Book"**. Whether it is an electronic file, a cardboard box full of papers, or a binder thick with documents, get up to speed on what has happened in the past.

Scenarios – What would you do?

Here are some common scenarios and advice that secretaries can use.

Scenario 1: Inaccurate Meeting Minutes

Issue: After distributing the minutes from the last board meeting, a member disputes the accuracy of a key discussion point recorded in the minutes, claiming it misrepresents what was decided.

Advice:

- **Review the issue:** Promptly review your notes and any available recordings (if applicable) to verify the accuracy of the contested point.
- **Communicate:** Reach out to the members to discuss their concerns and review the contested portion together.
- **Amend if necessary:** If an error is found, correct the minutes, and redistribute them with a note explaining the amendment. If the minutes are accurate, explain the process you used to confirm the accuracy and offer to discuss further if needed.
- **Prevent Future Issues:** Consider recording audio of meetings (with members' consent) to resolve any future disputes about accuracy more easily.

Scenario 2: Low Attendance at Meetings

Issue: The secretary notices a trend of declining attendance at PTA meetings, which may affect the PTA's ability to make decisions and act.

Secretary's Guide

Advice:

- Survey the Membership: Send out a brief survey or reach out directly to members to understand why attendance may be low. Common reasons could include inconvenient meeting times, lack of awareness, or feeling that meetings are not valuable.
- Adjust Meeting Logistics: Based on feedback, along with the president consider changing the meeting time, offering virtual attendance options, or restructuring meetings to make them more engaging and relevant to members' interests.
- Enhance Communication: Improve meeting announcements with clear agendas and highlight the importance of members' participation in decision-making processes.

Scenario 3: Misplaced Document

Issue: A crucial document related to the PTA's annual budget report cannot be found when needed for a review before the upcoming general membership meeting.

Advice:

- Immediate Action: Check all possible locations where the document might have been stored, including digital backups. Contact previous secretaries or treasurers who might have a copy or relevant information.
- Inform Leadership: Notify the PTA president and treasurer about the issue. They may need to prepare to address the missing document in the meeting.
- Implement a Filing System: To prevent future occurrences, establish a more organized filing system, both digital and physical, that includes regular backups and a clear indexing method for easy retrieval.
- Transparency: Be transparent with the membership about the issue and what steps are being taken to resolve it and prevent a recurrence.

Scenario 4: Conflict of Interest

Issue: A board member proposes a new vendor for PTA fundraising activities, but you discover that the vendor is a close relative of the board member, raising concerns about a potential conflict of interest that was not disclosed.

Advice:

- Address the Board Member: Privately discuss the issue with the board member, expressing your concerns about the potential conflict of interest and the importance of transparency.
- Review Bylaws: Check the PTA bylaws for procedures on handling conflicts of interest. If there are none, recommend developing them.
- Bring to Board's Attention: If necessary, bring the issue to the attention of the full board for discussion, ensuring any decision is made in the best interest of the PTA and its members.
- Documentation: Document the concern and resolution in the meeting minutes, including any declarations of conflict of interest and how the board decided to proceed.

Secretary's Guide

These scenarios highlight common issues a PTA secretary may encounter, along with practical advice for resolving them effectively. Handling such matters with transparency, integrity, and in accordance with the PTA's bylaws is crucial for maintaining trust and the smooth operation of the association.

Abstentions (when people don't vote) are not called for or counted!.

Contacts

National PTA

1250 N. Pitt Street Alexandria, Virginia 22314 Phone: 1-800-307-4PTA Fax: (703) 836-0942

E-mail: info@pta.org; Website: www.pta.org

Free State PTA

5730 Cottonworth Ave., Box 20924, Baltimore, MD 21209

E-mail: info@fspta.org; Website: www.fspta.org

Council PTAs

[Anne Arundel County Council of PTAs](#)

[PTA Council of Baltimore City](#)

[PTA Council of Baltimore County](#)

[PTA Council of Frederick County](#)

[Harford County Council of PTA](#)

[The PTA Council of Howard County](#)

[Montgomery County Council PTA](#)

info@aaccpta.org

presidentptacbc@gmail.com

president@bcptacouncil.org

president@frederickpta.org

president@hccpta.org

office@ptachc.org

office@mccpta.org

Frequently Asked Questions and Answers (FAQ)

1. What is a consent agenda?

A consent agenda is a board meeting practice used to place routine business and reports into one agenda item. The types of items that appear on a consent agenda are non-controversial items that are discussed at every meeting such as appointments. The consent agenda can be approved in one action, rather than filing motions on each item separately. Members who object to a consent agenda item or want it on the regular agenda should request its removal from the consent agenda without question.

2. What business can be conducted without a quorum?

It is commonly known that a quorum must exist to conduct business at a meeting. However, MD Corporations and Associations Code § 2-408 does allow for actions without meeting (having a quorum) if the decision is ratified by the entire board in writing. Yet, it is safer to establish a quorum to conduct business rather than have decisions challenged

Secretary's Guide

because no quorum existed. Exercising this Maryland law should be used minimally and perhaps during emergencies.

3. Can a meeting be recorded?

While standing rules may address this issue, it is recommended that devices not be used to record or tape meetings. It is illegal to record meetings without express written permission from EVERY person in attendance. While it may be easier to consider notes from the meeting via a recording, it is advisable to type the business of the meeting while it is transpiring. It's okay to obtain clarification during the meeting so that the minutes will be accurate.

4. What's the required vote to make edits to the minutes?

Minutes may be corrected at any point after they are approved with a 2/3 vote and only by the body who initially approved them.

5. Should the minutes be shared with the President for review before providing them to the body (Board of Directors, Executive Committee, or general membership)?

While standing rules can be developed to address this question, it is acceptable to provide minutes to the President as a matter of executive privilege. However, if there is an unresolved conflict regarding the matter of business, the minutes may be edited before the body at the respective meeting in which the minutes were taken. The minutes should be shared with the president and parliamentarian, if applicable, for completeness before being presented to the body for approval. This may eliminate corrections.

6. When should the draft minutes be distributed for review?

While this answer can be determined within standing rules, a good practice is to provide them as soon as possible so that those responsible for carrying out an action can do so responsibly and so that the president can properly plan the next agenda. A good standard is three to five days after the meeting. The minutes should indicate they are in draft form until they are approved and finalized with the signature and date of the secretary.

7. Is it okay to post minutes publicly so that the school community can see them?

It's important to keep in mind that PTA minutes are produced only for members and are not for public distribution. For this reason, they are not posted on any website, on social media or in a newsletter in their entirety.

8. What's the proper way to approve minutes?

The president (or chair) asks if there are any corrections to the minutes and if there are none, the president states, "Hearing no corrections, the minutes are approved as distributed/presented."

If there are corrections, the corrections are stated and then are noted in the minutes that are being corrected in red. Upon conclusion, the president states, "Hearing no further corrections, the minutes are approved as corrected." If it's an annual meeting, the board

Secretary's Guide

can assign approval to a subcommittee such as a minutes approval committee who will meet to approve the minutes.

9. How do I record a ballot vote?

Record a ballot vote as follows: Number of votes cast, number of affirmative votes (ayes), and number of negative votes (nos). For an election, the complete tellers' report must be included in the minutes. A motion to destroy the ballots is in order. Ballots must be kept until the time for rescinding, recalling is past.

10. Should officers who are absent be listed in the minutes? What if they come late?

While this answer may be addressed in standing rules, it is common to list officers who are absent. Yet, it is not required because Robert's Rules of Order indicate that there must be a quorum noted in the minutes and NOT necessarily who attended the meeting. Again, standing rules can stipulate how to list the status of arrival at a meeting.

11. Are abstentions for a vote tallied in the minutes?

No. To abstain means to refrain from voting. Votes in favor or opposition are recorded in the minutes and not the number of people who refrained from voting. Members have the right to abstain. Abstentions are not called for by the president when taking the vote count.

12. What is the proper terminology that reflects the outcome of a motion?

Motions are either adopted or lost, the motion carried or failed. All acceptable. A vote may be considered carried or failed, however. For instance, a motion to buy tickets fails. The motion is lost.

13. What does it mean to "call the question"?

When a member wishes to end discussion on the motion, s/he would obtain recognition by the chair and move the previous question, which is not an attempt to kill the motion but rather to end debate. This is a motion that requires a second, and a $\frac{2}{3}$ vote for adoption. It is not debatable.

14. When is a motion to adjourn the meeting necessary?

If all business approved on the agenda has been conducted there is no need to have a motion to adjourn the meeting. A motion to adjourn the meeting is only needed if the meeting is going beyond a pre-stated time to conclude or if all business has not been conducted. Any member can make a motion to adjourn at any time during the meeting.

PTA Glossary

Abstentions – To abstain means to not vote. Abstention doesn't mean the board member is in favor of or against a vote – it simply means the board member made a conscious decision to not vote. Abstentions do not count in tallying the vote negatively or positively. When

Secretary's Guide

members abstain, they are in effect just contributing to a quorum. Members have the right not to vote on a particular issue or office for election.

Adopt – Accept or agree to, usually a motion or recommendation.

Adjourn (adjournment) – This refers to moving to end the meeting. A member would say, “I move to adjourn,” and another member would second the motion. If the majority then votes to adjourn, the meeting is over. However, if business is done, the presiding officer may adjourn the meeting with no motion.

Amend - To change the wording of a motion by inserting, adding, or striking out, or by substitution.

Annual Meeting – Meeting at which elections and amendments to bylaws take place.

Annual Report - A report that every PTA is recommended to prepare annually, containing volunteer hours and brief descriptions about successful PTA program activities from July 1 and projected through June 30.

Approval of Minutes - The secretary addresses the chairman and reads the minutes. Or with the approval of the group, the minutes may be posted, distributed in advance or assigned to a committee of three or more for approval or correction, especially for the last association meeting.

Association - The voting body for all action taken, including adopting bylaws, adopting the program and budget for the year, electing the nominating committee, electing officers, and approving all money spent by the organization.

Board of Directors (Board) – The governing body of the PTA as defined in the constituent PTA bylaws. These individuals represent the members and have a legal obligation to fulfill the PTA's mission and meet the PTA's goals.

Bylaws – The governing rules of the association. Any change in bylaws requires a two-thirds vote of the association with thirty days' prior written notice to the membership. Bylaws should be reviewed every year and need to be submitted to Free State PTA for good standing every three years.

Call of the Meeting – Meeting notice

Call to Order – When the presiding officer begins the meeting upon establishment of a quorum and ideally on time. For example, the president may rap the gavel once and call the meeting to order by stating “The meeting will now come to order.”

Secretary's Guide

Consent Agenda – A term of art used to describe an agenda that has submitted reports and as read will not be reported on within the board or executive committee meeting. Consent agendas imply that the body consents to information in reports that is noncontroversial or standard information. Reports will not have motions, and should an inquiry be needed on a report, members are encouraged to ask before the meeting or pull a report question to ask a question. Use of a consent agenda saves time within a meeting.

Constituent Unit - All PTAs chartered by Free State PTA - local PTAs/PTSAs, council PTAs, statewide PTA, special education PTAs, community PTAs, etc.

Convention - The annual business meeting where representatives from constituent units may elect state officers, amend bylaws, adopt resolutions, and attend workshops. The National PTA and Free State PTA Conventions are usually held in June and July, respectively. Units should budget enough money to cover the cost of registration, hotel room, transportation, and food for the allowed number of delegates based on the unit's membership.

Council PTA – A division of and chartered by Free State PTA that services local PTA units in its immediate area. Normally, it is composed of three or more local units. The Free State PTA Board of Directors establishes procedures for the organization and chartering of council PTAs. Council PTAs may set their own dues and local PTA units have the option to join them. The purposes of council PTAs are in their bylaws.

Debate – Discussion on the merits of a pending motion (question). In other words, whether the proposal under consideration should or should not be agreed upon.

EIN - Employer Identification Number. The EIN is necessary for a unit's tax return. A PTA receives their EIN upon organization of their PTA.

Executive Committee - PTA executive officers compose the executive committee who are tasked with the following four duties:

1. Transact business referred to it by the board of directors
2. Elect standing and special committee chairs
3. Act in emergencies between meetings of the board of directors, and
4. Submit a report at each board of directors meeting

Executive Session – A meeting conducted in secrecy, that discusses sensitive or controversial information. Minutes must be taken and approved at that executive session. Only the body in which the executive session took place may be privy to the minutes and discussion, unless they voted to lift the secrecy. All discussions that take place during executive session should be held in the strictest of confidence. Violators can be disciplined, removed from office, or sued.

Favor – To support a pending decision as in a motion or resolution; often denoted with an “aye” in a voice vote.

Secretary's Guide

Fiduciary Responsibility - Accepting legal responsibility for duties of care, loyalty, good faith, confidentiality, and more when serving the best interests of a beneficiary. Fiduciary duty refers to the relationship between the fiduciary and the principal or beneficiary on whose behalf the fiduciary acts.

Founders' Day - Each year in February (17th), PTA honors the three founders as well as past and present PTA leaders. Through special programs and events, PTA also attempts to increase the awareness of its members and the community by highlighting achievements, activities, projects, and goals. Founders' Day can be celebrated at the local unit, council, and state levels.

Good Standing – A term of art used to describe the minimum requirements necessary to be eligible for PTA privileges such as voting at conventions, participation in Free State PTA and National PTA Programs, scholarship awards, etc.

Governance – All the elected and appointed people who serve on the board and committees.

Insurance - Free State PTA requires all constituent units to have AIM insurance during each fiscal year. It is a basic component of nonprofits so that events and programs sponsored by the PTA have liability coverage. It is also required for good standing and standards of affiliation.

Majority Vote – More than half of the votes cast by persons entitled to vote, at a regular or properly called meeting.

Membership Dues - Membership dues may differ in amount in each PTA. To alter a unit's dues the approval of membership must be achieved. Each member shall pay annual dues as determined by the local PTA. The local dues shall include the local, state, and national PTA portions, as well as the council PTA dues, if applicable.

Membership List - Each PTA is required to maintain a list of the PTA's current members, including dates of membership and contact information. A current list of members shall be kept on file with the president, secretary, and membership chair. The membership list should be available at association meetings from the secretary to determine who is eligible to vote and be provided to the nominating committee. The membership list of the association shall be for the exclusive use of the PTA associations and shall not be available for distribution or purchase by any other organization or commercial entity.

NOTE: According to the Bylaws of Free State PTA, Article V, Subsection 4: Free State PTA shall maintain a list of local constituent association leaders and members with current, accurate contact information, which shall be shared with National PTA.

Membership Year -The PTA membership year is a fiscal year from July 1 to June 30. Individuals may join at any time throughout the year.

Secretary's Guide

Minutes – These are the legal documents and the official and historical records of the actions of the association.

Motion - A formal proposal made to bring a subject before an assembly for its consideration and action. It is considered business and only PTA members of its respective PTA may make or vote on a motion.

Objection to the Consideration of a Question – A term used to stop a motion from being considered. It doesn't require a second and is not debatable or amendable. It requires a $\frac{2}{3}$ vote against consideration to sustain (adopt) the objection.

Oppose - To contest a pending decision as in a motion or resolution; often denoted with a "no" in a voice vote.

Parliamentary Procedure - A set of rules for conducting orderly meetings that accomplish goals fairly. Most PTAs use the latest version of Robert's Rules of Order.

Plan of Work (Workplan) - A document that helps everyone communicate more clearly about the project. It usually includes goals and project objectives, project tasks, task assignments (if working with a team), milestones, key deliverables, required resources, timelines, including due dates, and budgets.

Point of Order - A member calls to the attention of the presiding officer (chair) in a meeting, that they believe the rules have been breached. For example, not taking a second, or failing to state the outcome of a vote.

Postpone – Delays a vote and temporarily disposes of the matter to a future time.

Procedure Book – A file of procedures and documents that is passed from chair or officer to their successor that provides a history of the position and outlines the specific tasks that the secretary performs. Materials necessary for the work of a particular office or committee should be compiled for their own use during their term and passed on to their successors. Procedure books are not the personal property of individuals but the PTA. A procedure book can be maintained electronically.

PTA or PTSA – Acronyms for Parent, Teacher, Association or Parent, Teacher, Student Association

Question - A member may say, "I call the question" to end a debate or discussion. The motion must be seconded and voted upon without further discussion. A call for the question requires a two-thirds vote to adopt. If it is adopted, the chair must immediately put the motion to a vote. The chair will proceed with "the question is on.... All those in favor of ... say aye..... All those opposed say no".

Secretary's Guide

Quorum – The minimum number of members required for a PTA to conduct business. PTAs cannot vote on business matters unless a quorum is present. A quorum should be defined in the bylaws.

Ratification - The approval by the membership at an association meeting of an action taken by an entity that was not authorized to take the action or action taken at a meeting with no quorum.

Recess - A short intermission or break within a meeting that does not end the meeting or destroy its continuity as a single gathering, and after which proceedings are immediately resumed at the point where they were interrupted.

Recuse - Some boards use the terms abstention and recusal interchangeably, yet they have different meanings. Abstention refers to withholding a vote. By contrast, **recusal** refers to board members who remove themselves from a particular matter, especially regarding a conflict of interest. While technical, an abstention is a decision not to vote on a particular matter whereas a recusal refers to withdrawing from the entire matter.

Resolution – A type of written motion that may be lengthy, complex, or particularly important. They often have terms such as Therefore and Resolved statements. An adopted resolution is used as an advocacy tool as it becomes an official PTA position that provides authority and direction for action by the constituent PTA.

Robert's Rules of Order - A book of parliamentary procedure used as the basis for conducting meetings. The rules contained in the current edition shall govern the National PTA and its constituent organizations when they are not in conflict with the bylaws of Free State PTA, National PTA or articles of incorporation. Already addressed as the parliamentary authority

Roster - A listing of all current PTA officers' names and contact information.

Second – After a motion has been introduced, a second means that another member agrees that the motion should come before the meeting and not necessarily that a member favors the motion. The requirement of a second is the chair's guidance whether to state the question on the motion and thus, placing it before the assembly. In accordance with Robert's Rules of Order, 4:10, *motions need not be seconded in a small board or a committee*. Small boards are members of 12 or less.

Secretary Pro Tem – If the secretary is absent a secretary pro-tem should be elected OR the president may appoint a person to take minutes. It should be noted in the minutes who the designated appointee is for that meeting. Pro tem refers to any person temporarily acting in place of.

Special Committee (Ad hoc) – A type of committee that is appointed as the need arises to perform a specific task, then is dissolved.

Secretary's Guide

Standards of Affiliation – A set of standards set by the Free State PTA Board of Directors that determine affiliation with Free State PTA. These standards maximize the effectiveness and success of constituent PTA and upholds as well as protects the National PTA name, identity, and brand.

Standing Committee - A permanent committee created to perform a continuing function. The details of administration of an association. They are adopted by majority vote as needs arise by the body they govern - this is the definition of a special committee. Standing committees can only be authorized in the bylaws UNLESS the bylaws state otherwise.

Standing Operating Procedure - Standard operating procedures contain details about the day-to-day operations of a PTA.

Standing Rules – Rules that are administrative in nature and do not have the details of standing operating procedures. Standing Rules are more flexible than bylaws and may be changed or suspended at any board meeting by a majority vote. Not every PTA has standing rules.

Lay on the Table – Temporarily sets aside a pending motion to enable consideration of something needing immediate attention.

Vote – A process conducted when members are asked to cast a decision on a motion. They may either provide a vote via a show of hands, voice, or ballot. In the case of voting electronically, a vote may be conducted electronically via a poll. There is no absentee voting.

Unanimous Consent – A method to adopt a motion or take an action without a vote by not taking the usual steps of stating the question and putting the motion to a formal vote. “Unanimous consent” does not necessarily imply that every member present is in favor of the proposed action; it may only mean that the opposition, feeling that it is useless to oppose or discuss the matter, simply acquiesces.