Area 16 PTA Rules

I. These rules belong to and are adopted by the Area PTA board of directors. They may be suspended by a two-thirds (2/3) affirmative vote of the board members present and voting. Area PTAs must also comply with Texas PTA bylaws and standing rules, and the Texas PTA Handbook for Area PTAs. Any requirements therein may not be suspended by the board.

II. **Officers and Their Election**

A. The officers of this Area PTA shall be a president, a vice president, a secretary, three (3) field service representatives, a parliamentarian, and a historian.
B. Officers, with the exception of the parliamentarian and the historian, shall be elected by ballot at the election meeting. However, if there is but one (1) nominee for any office, that nominee shall be declared elected.
C. The parliamentarian and historian shall be appointed by the president subject to the approval of the board of directors.

III. **Qualifications for Office**

A. Member of a Local PTA within this Area PTA
B. Reside within the geographic boundaries of this Area PTA
C. Elected officers shall be a certified trainer of the current Texas PTA Leader Orientation course, or become a certified trainer within three (3) months after election.
D. The president must have served one (1) term on the Area PTA Board of Directors before assuming office.
E. Field service representatives shall reside within the geographic boundaries they represent. If there is no qualified member within those boundaries, an at-large member may represent that geographic area.

IV. **Nominating Committee**

A. The Area PTA board of directors shall elect a nominating committee composed of three (3) members and one (1) alternate. A plurality vote shall elect.
B. No two members shall be from the same Council PTA or school district.
C. The committee shall select its own chairman.
D. The committee shall solicit nominations for each office and shall elect a nominee for each office by majority vote.
E. A list of nominees shall be attached to the Call for the Election.
F. The nominating committee shall make its report at the election meeting.

V. **Duties of Officers**

A. Each officer shall:

1. Serve in only one (1) capacity on the Area board;
2. Attend all meetings of the Area PTA;
3. Submit a Plan of Work to the board of directors for approval;
4. Submit written reports as requested by the Area PTA president or Texas PTA;
5. Perform applicable duties as listed in the Texas PTA Handbook for Area PTAs; and
6. Deliver to the newly-elected president all official materials by June 1.

B. The president shall:
1. Call a meeting of the newly-elected officers and newly-elected Council PTA presidents to be held within 30 days following their election for the purpose of filling chairmanships; and
2. Be precluded from serving in any elected or appointed Council PTA board position while serving as Area PTA president.
3. Send a list of officers and chairmen to the Texas PTA Office within thirty (30) days of the election meeting; and
4. Provide copies of Texas PTA bylaws and standing rules, rules as adopted by the Area PTA board of directors, and applicable job-specific information from the Texas PTA Handbook for Area PTAs for each officer, chairman, and Council PTA president serving on the Area PTA board of directors.

C. The vice president shall:
1. Act as aide-to-the-president;
2. Preside in the absence of the president;
3. Be in charge of Leadership Development; and
4. Be an authorized signer on the bank account.

D. The secretary shall:
1. Record the proceedings of all meetings of the Area PTA; and
2. Send a copy of the minutes of these proceedings to the committee appointed to audit the minutes, the Texas PTA Office, the Texas PTA president (home), the Region V Vice President (home), and the Area PTA president (home) within 30 days of the meeting.

E. Field service representatives shall:
1. Provide field service as assigned by the president; and
2. Chair a standing committee as assigned by the president.

F. The parliamentarian shall:
1. Advise the presiding officer on questions of parliamentary procedure;
2. Vote only when the vote is by ballot; and
3. Be a graduate of the current Texas PTA Leader Orientation course, or become a graduate within three (3) months after appointment.

G. The historian shall:
1. Collect and preserve documents relating to the history of the Area PTA;
2. Prepare an annual report to be presented at the annual meeting;
3. Arrange for judging of Council PTA historian scrapbooks and Local PTA yearbook/handbook/directories as needed; and
4. Be a graduate of the current Texas PTA Leader Orientation course, or become a graduate within three (3) months after appointment.

VI. Geographic Boundaries for Field Service Representatives

A. North shall include: Cooke County, Denton Community Council, and Lake Dallas ISD Council.
B. Central shall include: Lewisville ISD Council and Little Elm ISD Council.
C. South shall include: Carrollton/Farmers Branch ISD Council, Irving ISD Council, and Coppell ISD.

VII. Board of Directors

A. The Area PTA board of directors shall be composed of the officers, the standing committee chairmen, and the Council PTA presidents. Council PTA presidents are

precluded from serving in any additional elected or appointed Area PTA board position while serving as Council PTA president. Council PTA presidents may serve as committee members.

B. Officers and standing committee chairmen shall serve no more than two (2) consecutive terms and shall not be eligible to be re-elected to the same office or chairmanship until after the expiration of at least one (1) term.

C. An officer or standing committee chairman who has served more than one-half (1/2) of a term shall be credited with having served that term.

D. The board of directors shall meet a minimum of three (3) times per year at times and dates determined by the board.

VIII. Standing Committees

The standing committees shall be Communications/Publicity, Legislative/Advocacy, and Inclusiveness.

IX. **Duties of Chairmen**

A. Each chairman shall:

1. Attend all meetings of the Area PTA;
2. Submit a Plan of Work to the Board of Directors for approval;
3. Submit written reports as requested by the Area President or Texas PTA;
4. Be responsible for promoting, judging, and presenting any awards associated with the chairmanship and, if applicable, forward qualifying entries to Texas PTA for state level judging;
5. Be a graduate of the current Texas PTA Leader Orientation Course, or complete the course within three (3) months after appointment; and
6. Deliver to the newly-elected president all official materials by June 1.

B. Communications/Publicity shall:

1. Be responsible for Area PTA publicity such as newsletters, website, and other forms of communication; and
2. Publish a minimum of three (3) newsletters to include August/September, Call for the election meeting, and one additional newsletter.

C. Legislative/Advocacy shall:

1. Promote awareness of legislative/advocacy issues;
2. Encourage involvement in the legislative process; and
3. Promote awareness of health concerns and the protection of youth.

D. Inclusiveness shall:

1. Encourage inclusiveness of members from all genders, cultures, and ethnic backgrounds; and
2. Promote parent involvement and volunteerism.

X. **Council of Areas Representation**

A. The Area PTA shall be represented on the Texas PTA Council of Areas by the president or a current Area PTA board member appointed by the president subject to the approval of the Area PTA board of directors.

B. The president or appointed representative shall be eligible to serve on the Texas PTA Board of Directors.

C. The representative must have served a minimum of one (1) year on the Area PTA board of directors.

Upon adoption or amendment, these rules must be submitted to the Texas PTA Board of Directors for approval.

Amended 5/5/08