# Henrico County Council

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**STANDING RULES FOR THE EXECUTIVE BOARD**

**Adopted ­­­­\_\_8/22/17\_\_\_\_**

***Standing Rules are the Procedures of our Association used to administer affairs under the provisions of our Bylaws. These are general policies that are not outlined in our Bylaws. Standing Rules shall be reviewed once per school year by the Executive Committee or Bylaws Committee. Each Executive Board member should review a copy of the Standing Rules at the inception of their office or chair and should keep a copy on hand for reference. These Standing Rules can be revised or amended at any time by a majority vote if previous notice has been given, or by 2/3 vote if previous notice has not been given. Revisions or Amendments cannot be in conflict with the Bylaws.***

EXECUTIVE BOARD STRUCTURE:

1. **President:** experience as an officer of Council is preferred. Experience as a President of a local unit (two years) is highly preferred. The President is responsible for providing leadership and direction to the Executive Board. The President’s duties include:

* Maintain a good working relationship and dialogue with fellow Executive Board members
* Send out notice of board meetings and agendas for the meetings no later than 3days before said meetings.
* Know and follow the Bylaws and standing rules of the HCCPTA
* Preside at Executive Board and General Membership meetings
* Be familiar with Roberts Rules of Order and apply them at all meetings
* Give guidance to chairpersons in preparing their plans of work for the school year
* Serve as an ex officio member on all committees except the Nominating committee
* Distribute materials promptly to the appropriate officers or chairpersons
* Represent the PTA at external meetings when necessary or send a representative
* Oversee the budget of the PTA
* Is an ex-officio member of the Richmond District PTA and must go or send a delegate to all Richmond District PTA board meetings.
* Delegate duties and work as appropriate

2**. 1st VP Programs.** Experience with coordinating programs is preferred. Work with Area Reps for leadership training ideas. Duties include:

* Work with president and HCPS liaison to implement and coordinate programs for the County Council.
* Make program flyers. Then send to all HCCPTA board members and local units; carbon copy the president and area reps. Needs to be done one month in advance of program.
* Coordinate any snacks or drinks for meeting.
* Coordinate any raffles or give-away’s for each program.
* Must arrive 1hr early to each program for set up.
* Will work with banquet committee.
* President must be informed of actions taken and be copied on any communications to local units.

3. **2nd VP Membership** plans the annual membership campaign for the county by implementing membership goals for the county and assist local units with membership concerns. The membership chair will follow the progress of Henrico County’s membership in the VAPTA status reports and present membership awards to local units at the annual banquet in May. Will work with the treasurer regarding membership dues turned in. President must be informed of actions taken and be copied on any communications to local units.

4. **Secretary:** Experience as a local unit secretary is preferred or similar professional experience and/or PTA experience. The Secretary is responsible for keeping accurate records of PTA proceedings, including but not limited to, PTA Executive Board Meetings and PTA General Membership meetings. The Secretary will:

* Record the minutes of all meetings of the organization including any votes done by e-mail
* Distribute copies of the minutes within seven (7) days of all meetings
* Have general membership minutes posted to the website within seven (7) days of all meetings after they are approved by the General Membership
* Maintain a paper record of all minutes in the Secretary Binder
* Maintain and have on hand at all meetings a copy of PTA bylaws, standing rules, current Treasurer’s Report and Executive Board roster and all standing and ad hoc committee reports
* Will tally members to determine quorum for all meetings. Majority of board members determine executive board quorum and one delegate from each local unit in good standing constitute general membership quorum.
* Will provide sign in sheets separated by each district to all general meetings of the council and keep these records to be used to determine the winner of the district who had the most meeting attendees.

5. **Treasurer:** Experience as a local unit treasurer is preferred or similar professional experience. The Treasurer is responsible for maintaining financial control within the HCC PTA. The treasurer’s duties include:

* Ensure bank signature cards are signed when PTA officers change
* Maintain separate accounting for the general and scholarship funds
* Prepare and submit bills for annual dues to local units no later than October 15th of each year
* Renew PTA insurance each year
* Keep copies/documentation/receipts of payments made by the HCC PTA with the appropriate check request documentation, *for the length of time prescribed by PTA state and national bylaws.*
* Retain paid bills and bank statements for the annual audit
* Procure an auditor for the HCC PTA financial books and have them approved by the Executive Board
* Obtain a current copy of *Money Matters* from the Virginia PTA office to use as a reference tool
* Prepare a monthly Treasurer’s Report for the Executive Board and General membership meetings
* Have documentation accessible should questions arise during these meetings
* Prepare and file appropriate annual tax return prior to November 15th
* Arrange for transfer of the books to the new Treasurer AFTER completion of the annual audit
* Submit the completed audit to HCPS and the state PTA office
* Act as chairperson for the ad hoc Budget Committee, which prepares the annual budget

COUNCIL BOARD DUTIES:

1. Executive Board members are expected to attend all regular and special meetings of the Executive Board, assigned committee meetings and general membership meetings. Failure to attend 2 consecutive board meetings without being excused is grounds for removal from the board by the Executive Committee with a majority vote. If unable to attend meetings, notify the President before the meeting.
2. Responsibilities and assigned tasks are for the benefit of County Council as a whole. Any Council member who cannot consistently participate in and/or complete Council responsibilities may submit a letter of resignation to the Executive Committee. Failure to complete assigned responsibilities in a timely manner, without being excused by the president, is grounds for removal from the board by the Executive Committee with a majority vote.
3. Consistent communication between the Board members is expected; repeated failure to respond to communication requests is grounds for removal from the Board by the Executive Committee with a majority vote.
4. Executive board members who fail to attend meetings, for which a financial obligation has been made, will be billed for the actual costs incurred by the PTA.
5. Any executive board member, funded by the PTA, attending workshops, conventions or conferences, shall file a short, written report with the Executive Board summarizing the information gathered at the event.
6. Executive board members are expected to help carry out the program at general membership meetings.
7. Procedure books shall be kept current and at the end of the term of office, each officer and committee chair shall turn over procedure books to incoming officers and committee chairs.

EXECUTIVE BOARD MEETINGS:

1. Regular meetings of the Executive Board shall be held on the third Tuesday of each month; or on another date per majority of council board with at least 5days notice been given according to bylaw. Board meetings shall begin at 6:00pm and adjourn no later than 8pm.
2. General Membership meetings shall be held on the third Monday of each month, August through June; if that date is a school holiday the meeting is moved to the next available date per school availability. Meetings shall begin at 6:60 PM and adjourn no later than 8:00 PM.
3. Any items requiring formal action by the Executive Board shall be submitted to the president 10 days prior to the meeting for inclusion on the agenda.
4. All minutes must be sent to the president within 7 calendar days after the meeting.
5. Calendar guidelines/ideas for general meetings and programs include:

August - Executive Board Planning Meeting/Budget Meeting/Committee Meetings

September- No meetings

October/November –Board meeting/ General membership mtg- school board break-

 out sessions-

 December- No Meetings

January – Board meeting/planning meeting for Reflections/ Annual Banquet/

 Volunteer/Scholarship- No General Membership mtg

February – HCCPTA Reflections Reception

March- Board meeting/General Membership mtg -

April- Board meeting- finalizing Banquet-/No General Membership mtg

May – Board meeting/Annual Banquet

June –Incoming leadership training/transition/ newly elected president presides over meeting

July-No Meeting

1. All Executive Board meetings will be operated using the following general code of conduct guidelines (ground rules):

-All meetings will start and finish at the designated time.

 -All members will participate in keeping the meeting on track by following the agenda and moving deliberations forward.

 -All members will hold only one conversation at a time, will avoid side bar discussions and will share the floor for discussions.

 - All members agree to disagree and accept responsibility for reaching consensus.

 - All members will actively take part in accounting for the interests of the group as a whole.

 - All members will avoid unnecessary or unrelated use of electronic devices during the meetings.

 - All members will participate and listen with respect.

 - All members will share relevant information freely.

 - All members will use strategies and activities that promote shared decision making to achieve consensus on key issues.

 - All members agree to resolve differences via majority decision if and when consensus cannot be achieved.

 - All members agree to own the Council’s ideas and concepts and will not talk disrespectfully of Council activities in public.

FINANCES:

1. The Treasurer, President and one other board member as assigned by president shall be co-signers for the council checkbook. None of the signers can sign for their own reimbursement.
2. The monthly bank statements shall be checked against the treasure’s records by someone who is not a signee on the account.
3. When authorized purchases are made for which the PTA is to be billed:
4. A reimbursement request form shall be completed, signed and forwarded to the

 Treasurer with receipts within 10 days of receiving the bill.

1. If the purchase was paid by the member, the receipts and disbursement form shall be

 sent to the treasurer within 30 days.

1. When monies are available, the Executive Board shall determine the method of selection of attendees to workshops, conferences and conventions.
2. Registration to be paid by HCCPTA determined by number of attendees and availability of HCCPTA funds.
3. Hotel – Rate for one- half of a double room at the hotel for a PTA function. (if more than one attendee, must share room) Amount to be paid to each attendee determined by hotel invoice/receipt and availability of HCCPTA funds
4. No meals will be reimbursed
5. Travel – maximum limit to be determined on a case-by-case basis dependent upon type of event and location and available HCCPTA funds.
6. If HCCPTA pays for registration and registrant does not give 15 days’ notice regardless of any emergent situation, registrant must reimburse HCCPTA. Any hotel costs at this time are also non-reimbursed by HCCPTA.

COMMITTEE CHAIRS:

**Area Representatives.** There is one area rep from each magisterial district in Henrico County: Brookland, Fairfield, Three Chopt, Tuckahoe and Varina. To be eligible for this position; must reside in district where child goes to school. Must have experience as a President of a local unit (one year) is highly preferred and/or extensive experience within different positions on a local PTA. Duties include:

* Communicate issues and concerns from their magisterial area to the President and the Board, and act as a resource to the PTA/PTSAs in their area.
* They must possess the ability to work and communicate with a diverse group of volunteers, parents, teachers, and principals at the schools throughout their magisterial area.
* Shall facilitate units to keep them in good status.
* Shall keep track of unit bylaws, contact info and good status reports of all local PTA units in district. (Will get this report from the HCCPTA president.)
* Should visit each unit at least once a year and hold at least one meet and greet a year.
* Must copy president on all communication to local units.
* Will work with local units to help with any leadership training.
* Make sure all units are in compliance according to the bylaws of the council and state

**Banquet Chair** is responsible for establishing a committee to work on annual HCCPTA banquet held in May. This committee will decide on a theme, determines location and menu. Will ensure banquet packet is put together and ready for approval by executive board by Feburary. Must make sure program budget is adhered to. Banquet reservation form must be sent out to local units in February. Chair is responsible for getting speakers, putting together program and work with president on agenda. Committee will also work hand and hand with Volunteers committee, treasurer, scholarship chair and HCPS liaison. President is included in committee and must be informed of committee meetings/actions.

 **Bylaws Chair** is responsible for reviewing and maintaining the council bylaws and any amendments as well as reviewing and maintaining the council standing rules. Review VAPTA statistical report to see which local unit bylaws are up for revision. Is responsible for assisting local units in amending or updating their bylaws. President is included in committee and must be informed of committee meetings/actions.

**Communication/ Website/Newsletter Chair** is responsible for the preparation and distribution of the HCCPTA newsletter. The Newsletter chair will be required to send out a minimum of four (4) newsletters, one for each quarter between September and June of their term. The newsletters must be approved by the president before sending to local units. The newsletters should be sent to everyone on the Council board, the Richmond District PTA President, the principals and local unit presidents. The newsletter should be published and archived on the HCCPTA website. Articles should include important info from HCPS, local unit PTA notices of importance, HCCPTA –VAPTA upcoming dates and programs, important info from National PTA and VAPTA.This committee chairis also responsible for all updates and additions to the HCCPTA website www.hccpta.com and the email distribution list. Must have all additions approved by president. Must update additions as soon as possible no longer than seven (7) days of request. Must take initiative to make sure website is up to date. President is included in committee and must be informed of committee meetings/actions.

**Education /Legislation Chair** shall keep abreast of all educational issues concerning Henrico County Public Schools, including VAPTA and the national PTA that which will impact HCPS students and teachers. This chair may act as the Council’s liaison to Henrico County’s Lay Advisory committee and any other programs that the chair deems necessary. This chairman shall monitor all information published by the VA PTA Education Chair. This chair should go to HCPS board meetings and relay a report of proceedings to the council. In addition, this chairman will advise the council of issues within the Board of Education of the State of Virginia. This chair shall also serve as the council’s link to the local units, assisting with concerns relating to the Legislation Program of the Virginia PTA and National PTA. This chair is responsible for notifying local units and updating council board on new Legislative Action Items.
Also responsible for sending out and getting the tallies on the Proposed Legislative Action Items to be voted on by local units. This chair should share any legislation updates with the council and local units. The Legislation Chair should coordinate with area district reps to help set up meet and greets with Senate and House for PTA Day at General Assembly for each magisterial district. Will help with advocacy training. President is included in committee and must be informed of committee meetings/actions.

**Reflections/Cultural Arts Chair i**s responsible for putting together a committee and shall plan and implement the Reflections Program and inform local units on important turn in dates.  Committee is responsible for sending out Reflections program information via email, website, and/or paper by early September;  gathering entries from local units;  arranging for the judging of entries and sending winning entries to the Richmond District PTA Reflections chair or District Director by deadline.

Chair, with the support of the committee, is responsible for planning the Reflections Awards Program, including the agenda, arranging for and presenting awards to the winners, displaying of entries, and preparing the program for printing.  Committee will work closely with HCPS liaison in planning the event.

Awards to entries will include: medallion ribbons for Outstanding Interpretation (1st place), Award of Excellence (2nd place), Award of Merit (3rd place) and as needed, Honorable Mention.  Ribbons of participation will be given to all participants at the county level.  Printing of Certificates of Participation may be optional.  Recognition for schools with Outstanding Participation may be optional.

This committee shall also assist local units with concerns relating to Arts in Education.  This may include Reflections Theme Search, Power Plates and Citizenship Essay.

The president is included in committee and must be informed of committee meetings/actions.

**Scholarship Chair** is responsible for forming a committee to work on “advertising” the need for donations from local units and maintaining a list (from the treasurer) of the schools that have contributed and recognize those units. The committee shall prepare a Scholarship packet and send information to the schools in January/February. Scholarship recipients include one winner from each HCPS high school in good standing with the council and will be awarded a monitary scholarship amount to be determined by the committee and treasurer. Committee shall gather all completed applications, arrange for the selection process and vote on winners. The committee will notify the winners and give them a detailed letter explaining the process of receiving funds and also inviting them to accept the award at the Annual Meeting. All applicants must be a PTSA member at their high school. All high schools must be in Henrico County and a PTSA member of the council. The local unit does not have to be in good standing in order for applicant to qualify. If a scholarship winner for any reason is unable to complete their education at a college or another learning institution and still has funds from the HCCPTA scholarship then the school or institution is required to send back the remaining balance of funds to the HCCPTA. The Scholarship committee is then responsible for awarding another applicant from the same High School or not awarding one. It is up to Scholarship committee to make a decision then go to the HCCPTA executive board for final approval. Scholarship chair is to hold all winning entrants judging criteria and results plus the runner ups judging criteria for two years. Should also work with Banquet Chair for notification of who is attending banquet. Each recipient is entitled to a free meal, family members must pay for their dinner. President is included in committee and must be informed of committee meetings/actions.

**Volunteer Chair i**s responsible for the volunteer portion of the Banquet Packet that will be sent out to local unit leaders in February. Will form a committee that is responsible for gathering the information from the volunteer portion of the Banquet packets. Must pick Volunteer of the Year (VOY) winners. There are three (3) possible VOY winners selected from each unit; they are parent, teacher and student. It is up to the committee to select these winners. It is up to the committee to select gifts and awards for the winners to be awarded at the annual banquet mindful of budget. President is included in committee and must be informed of committee meetings/actions.

***Ad Hoc/Special Committees***

**Nominating Committee** is made up of elected members of this council whose PTA/PTSAs are in good standing with the VAPTA. There will be five (5) members; no two members can be from the same magisterial district or same unit. One member from each of the five (5) HCPS magisterial districts; Brookland, Fairfield, Three Chopt, Tuckahoe and Varina. The committee is responsible for electing its own chair at the close of the meeting in which they were elected. The chair is responsible for submitting a nomination request form to all local unit leaders highlighting what the positions are and what the duties entail. They are responsible for proposing a slate of officers for the General Body by the timeline stated in the bylaws of this council. They will provide written ballots, tellers and help in the election process. They will also have a date scheduled for a retreat for the newly elected board to discuss plans and goals and the appointment of committee chairs for the upcoming year. A suggested date could be the Sunday after elections. However, it does need to be as soon as possible bylaws state within 30 days of election.

Parlimentarian position is usually held by the outgoing HCCPTA President if they choose to remain on the board. Review and study the bylaws and standing rules annually. Become familiar with the unit’s copy of *Robert’s Rules of Order Newly Revised* (or *IN BRIEF*), *latest edition*. Provide the members and the executive board with training on simple parliamentary procedures; how to state a motion, rules of debate, quorums. Assist the president in meeting preparation, when requested. Advise presiding officer, when requested, on questions of parliamentary procedure. Parliamentarians do not “rule.” Only the chair has the power to rule on a question of order. If the parliamentarian has expressed an opinion at the request of the chair, the chair must still make the ruling. Assist the presiding officer by keeping track of the order of those wishing to speak, motions, amendments, voting, etc., during meetings.

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