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# GUIDELINES FOR LOCAL PTA/PTSA STANDING RULES

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*All councils and local PTAs/PTSAs should have their own set of standing rules. The following guidelines for local standing rules are provided by the Utah PTA Board of Directors as general information and suggestions and should be attached to your standing rules for ongoing reference and instruction. Councils should adapt the wording to apply to them.*

Standing rules are the rules your PTA/PTSA adopts to administer its affairs under the provisions of your bylaws. Standing rules must conform to and may not be in conflict with your bylaws.

Standing rules are generally not adopted when a PTA/PTSA is newly organized but are developed and adopted by your general PTA/PTSA membership at a general PTA/PTSA membership meeting as needs arise.

Standing rules are detailed guidelines that contain additional information based on your bylaws. They set forth the procedures adopted to direct your PTA/PTSA and to accomplish specific PTA work. They provide continuity and serve as a guide to ensure the orderly transfer of duties from one administration to the next. They are a valuable training tool for the orientation of new board members. They may contain any traditions or specific information that pertains to your PTA/PTSA. They are **not** sent to or approved by the Utah PTA.

Standing rules are more flexible than bylaws. They do not contain parliamentary procedure but are adopted and amended according to the following parliamentary procedures: A standing rule(s) may be (a) adopted, as a main motion, at any general membership meeting by a majority vote without previous notice having been given; (b) suspended for the duration of any meeting (but not longer) by a majority vote; (c) amended or rescinded by a two-thirds vote at a general meeting. If notice of the proposed action is given at a previous meeting or in the call for the meeting, a standing rule may be amended or rescinded by a majority vote.

Standing rules are kept with your bylaws in your officers' procedure books and passed on to incoming officers. All board members and committee chairs should have a copy of your standing rules.

Your bylaws and standing rules need to be studied by your incoming officers as soon as they are elected and reviewed frequently for understanding and training and to ensure they are still accurate and applicable.

Your secretary shall have a copy of your standing rules available at all PTA/PTSA meetings.

## **GENERAL SUGGESTIONS**

Each set of standing rules is unique. No two are alike because no two PTAs/PTSAs are alike.

Your standing rules may be organized in any way you desire, such as in articles and sections as in your bylaws, in numerical order as they are adopted, in topic and sub-topic groups, etc. Developing standing rules is not difficult. They may be adopted individually in a general membership meeting as the need arises.

To adopt a set of standing rules these suggestions should be followed:

1. Appoint a committee of at least three experienced, knowledgeable members of your PTA/PTSA to prepare a set of standing rules.

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2. Using your bylaws as a starting point, the committee should consider each provision and then formulate instructions for applying it. The minutes of board and general meetings and the experience of committee members are additional resources.
  3. After the committee has prepared the standing rules, they are presented to your board for review and then to your general membership for approval by a majority vote.

Standing rules may contain as much information and detail as you want to include for the functioning of your PTA/PTSA. The more details included the easier the job will be for future board members.

Your standing rules should include any specific, detailed duties and responsibilities of your individual officers and commissioners, your executive committee, your board and your committee chairs.

Details and descriptions that would be helpful include any consistent person, date, location, time, event, activity, assignment, tradition, and process that occur traditionally during your PTA/PTSA year.

Detailed information about the following additional topics, and any others applicable to your PTA/PTSA, could be included in your standing rules:

- Titles of your vice presidents
- Orientation of new board members
- Procedure books
- Meetings
- Standing and special committees, which could include finance, membership, public relations, newsletter, volunteers, programs, legislation, Reflections, fund-raising, telephone tree, Founder's Day, teacher appreciation, and hospitality
- Committee duties, who serves on them, and how committee members are determined
- Needs assessment
- Student involvement
- Fiscal policies and procedures, including location of bank and updating signature cards at the bank
- Nominating committee instructions
- Installation of new officers
- Information and requirements for special recognitions and awards
- Equipment your PTA/PTSA owns and where it is located
- Your council and region, including meetings and those who attend