

PTA COUNCIL OF BALTIMORE COUNTY, INCORPORATED

STANDING RULES
Amended December 3, 2009

FORWARD

The purpose and policies of the PTA Council of Baltimore County, Inc. are fixed by its bylaws, as adopted by the membership. Its programs and its methods of operation are directed by the state PTA and National PTA.

These standing rules are adopted by the board of directors for its own governance, in order to carry out its responsibilities, under the bylaws, in a consistent and orderly way. They are founded on teamwork and voluntary cooperation for purposes mutually believed.

Small details of management have purposely been omitted. They can be covered more usefully, in a limited basis, by guides or checklists evolved from experience and passed along informally, with a reference copy in the files of the secretary.

AMENDMENTS

The board of directors may amend these standing rules by a majority vote. When the council delegates approve bylaws amendments, corresponding changes to these standing rules need no further action by the board of directors.

INDEX

Part I - ADMINISTRATIVE

Part II - AREA VICE PRESIDENTS

Part III - STANDING COMMITTEES

Part IV - ADMINISTRATIVE SERVICE PERSONNEL

Part V - NOMINATING COMMITTEE, NOMINATIONS, AND ELECTIONS

PART I - ADMINISTRATIVE

A. OFFICERS

The officers shall be:

- President
- First Vice President
- Vice President for Leadership
- Vice President for Chairmen

Vice President for Membership
Secretary
Treasurer
Two Area Vice Presidents for each educational area

Duties of the officers, in addition to those enumerated in the bylaws, are as follows:

1. The president shall:
 - a. Appoint with the approval of a majority vote of the executive committee
 - (1) administrative service personnel
 - (2) chairmen of standing committees
 - (3) individuals to act as liaison members of county wide committees, commissions, advisory councils, task force groups, and interagency committees;
 - b. Appoint chairmen of special committees;
 - c. Enhance Maryland PTA and National PTA programs in Baltimore County;
 - d. Be ex-officio a member of all committees except the nominating committee and the audit committee;
 - e. Be the PTA council representative at the board of education meetings and community meetings or send a representative;
 - f. Gather and coordinate materials pertinent to PTA Council from the NPTA, MCPT, and all the council officers; and
 - g. Compile the materials for distribution to board of directors members.
2. The first vice president shall:
 - a. Plan (in consultation with the president), arrange, schedule, publicize, and conduct all council general meeting programs;
 - b. Serve as chairman of the fall workshop;
 - c. Coordinate reports from Maryland PTA and National PTA Conventions, and publish articles in the PTA Council *BULLETIN* with highlights;
 - d. Be ex-officio a member of all committees except the nominating committee and audit committee;
 - e. Arrange locations for board of directors meetings; and
 - f. Provide recognition for the out going president.
3. The vice president for leadership shall:
 - a. Provide all AVPs with procedure books and other essential materials and information;
 - b. Communicate with AVPs to assure they are carrying out their duties and to assist them in identifying and resolving problems in their area;
 - c. Advise the president of problems and progress in all areas of the county;
 - d. Ensure that outgoing AVPs turn over to their successors procedure books and all material pertinent to the office;
 - e. Submit budget input to the budget committee for his area of responsibility;
 - f. Coordinate leadership activities with the state PTA when appropriate;
 - g. Develop leadership materials and place pertinent material in the PTA Council *BULLETIN*;
 - h. Plan and coordinate the June Leadership Meeting as well as ongoing leadership workshops and leadership training; and

- i. Promote leadership training and participation in state and national conferences, conventions, and special sessions.
 4. The vice president for chairmen shall:
 - a. Assure that all chairmen have procedure books and other materials required to do their job;
 - b. Assist chairmen in preparing plans of work and annual reports;
 - c. Contact chairmen periodically to ensure progress in completion of the plans of work;
 - d. Obtain reports from chairmen as necessary to keep the board of directors informed;
 - e. Recommend to the president replacement of chairmen not fulfilling their responsibilities;
 - f. Provide recommendations to the president for potential chairmen;
 - g. Obtain from outgoing chairmen all procedure books and materials;
 - h. Submit budget input to the budget committee for his areas of responsibility;
 - i. Provide resource table at all council general meetings, workshops, leadership training and special sessions with volunteer request form; and
 - j. Assist first vice president and vice president for leadership in content portion of fall workshop and committee portion of leadership training.
 5. The vice president for membership shall:
 - a. Ensure that membership information gets to local membership chairmen;
 - b. Share membership ideas with local membership chairmen;
 - c. Assist local PTAs to build an informed, active membership, familiar with the mission, purposes, and policies and programs of the National PTA and the Maryland PTA;
 - d. Field calls from local PTAs concerning membership, membership themes, obtaining membership cards, etc.;
 - e. Inform local PTAs of national, state, and council PTA membership incentives and awards;
 - f. Attend the Maryland PTA Annual Convention and collect membership awards from state to deliver to the local PTAs at the next general council meeting;
 - g. Present other membership awards at the appropriate general council meeting;
 - h. Turn over to the treasurer money collected for dues and prepare a report of same to be included in the audit;
 - i. Send directories to local presidents after receipt of council dues;
 - j. Order voting delegate cards for all the council general meetings;
 - k. Mail voting delegate cards prior to each general council meeting to all local PTAs which have paid their council dues;
 - l. Issue voting cards to board of directors members;
 - m. Be responsible for registration at all council general meetings, recording attendance, and verifying that a quorum is present; and
 - n. Prepare and submit articles for the PTA Council *BULLETIN*, as needed, pertaining to insurance coverage, delinquent payments, and state and national dues.
 6. The secretary shall:
 - a. Process all correspondence as delegated;
 - b. Accomplish roll call as necessary;
 - c. Send a copy of the minutes of board of directors meetings to each board of directors member, method of transmission to be determined by the board of directors;

- d. Maintain a list of all elected officers, date of their election, date their term started, number of terms served, and whether elected by the general council membership or the board of directors;
 - e. Monitor attendance for compliance with bylaws and forward to the appropriate vice president for action;
 - f. Submit the council evaluation to Maryland Congress of Parents and Teachers, Inc.; and
 - g. Maintain a current history of the council and preserve the archives.
7. The treasurer shall:
Send to the recording secretary a list of board members receiving funding for state summer conference, state convention, and/or national convention within three days after issuing a check.
8. The area vice presidents shall – See pages 9 and 10 (A and B)

B. BOARD OF DIRECTORS DUTIES

1. Board of directors members are expected to attend all regular and special meetings of the board of directors, assigned committee meetings, and the general council meetings. Failure to attend two (2) consecutive board meetings without being excused is grounds for removal from the board. If unable to attend:
 - a. Officers, except AVPs, shall notify the president;
 - b. Administrative service personnel shall notify the first vice president;
 - c. Area vice presidents shall notify the vice president for leadership; and
 - d. Chairmen shall notify the vice president for chairmen.

The excusing officer (president or appropriate vice president), when notified by the secretary of the failure to attend meetings, shall take appropriate action as deemed necessary.
2. Board of directors members who fail to attend meetings, for which a financial obligation has been made, without cancellation of reservations, will be billed for the cost.
3. Board of directors members funded by the council, attending workshops, conventions, or conferences, shall file a written report within fifteen (15) days following the conclusion of the event. Copies of the report shall be sent to all members of the board of directors, the original sent to the secretary. Failure to submit a written report will prohibit board members from being funded by council for future workshops, conventions, and meetings.
4. Board of directors members are expected to assist in carrying out the program at general council meetings, leadership training, workshops, and other meetings necessary to advance the PTA Council.
5. Board of directors members shall submit a list of any known organizations within their communities improperly using the registered service mark "PTA". The president shall notify the Maryland PTA president of the organizations, requesting that appropriate action be taken.
6. The calendar of activities for the next fiscal year shall be adopted at the last board of directors meeting of the school year (usually June).
7. Board of Directors shall meet in August to formulate goals for the year.
8. Board of directors members procedure books shall be kept current with input from the secretary. At the end of the term of office, the procedure book shall be turned over to the person designated below:

- a. Retiring officers, except AVPs, forwards to the incoming officer;
- b. Area vice presidents forward to the vice president for leadership;
- c. Committee chairmen forward to the vice president for chairmen; and
- d. Administrative service personnel forward to the first vice president.

C. MEETINGS

1. The schedule for all general council meetings and board of directors meetings for the coming school year shall be agreed upon at the last board of directors meeting of the current school year. The time for all meetings shall be 7:30 P.M. unless otherwise modified by the board of directors. Board of directors meetings shall be adjourned by 9:30 P.M. unless a motion to extend the time is adopted by a majority vote.
2. Printed agendas shall be available and distributed for each meeting. The president shall prepare agendas. Agenda items should be submitted to the president at least five (5) days prior to the meeting. Changes to the agenda must be approved by a vote of the body.
3. All motions shall be presented in writing. Debate shall be limited to 15 minutes per motion. A timekeeper shall be appointed by the president prior to each meeting.
4. In debate, each member has the right to speak twice on the same question on the same day, but cannot make a second speech on the same question so long as any member who has not spoken on that question desires the floor. A member who has spoken twice on a particular question on the same day has exhausted his right to debate that question for that day.
5. The secretary shall prepare minutes for each meeting within 15 days. Council board of directors meeting minutes shall be sent to board members at least ten (10) days prior to the next scheduled board meeting. Minutes from general council meetings are distributed at the next general council meeting.
6. All elections by the board of directors to fill vacancies shall be by written ballot.

D. ETHICS

1. Board members shall not engage in activities that violate PTA policies.
2. Discussion within committees shall be considered privileged information.
3. Board members are expected to support action taken by the board and to explain such action to PTA groups.
4. Board members are expected to support the state and National PTA positions.
5. Publicity or press releases shall be released only through authorized channels designated by the president.
6. Board members shall speak for the PTA Council only when authorized to do so by the president. If board of directors members are approached by the media on PTA council issues or activities, the board members should refer the media to the PTA council president.
7. When board members disagree with the majority report of a committee on which they are serving, they should file a minority report. They may vote as they choose.
8. No material from other agencies or organizations may be distributed by mail or at a meeting without the approval of the president.
9. No board members may be paid employees of the council.

10. The PTA Directory is for internal use of the PTA council and its local PTAs. It shall not be released to any commercial organization, community organization, individual, or other groups without the authorization of the council president.
11. PTA council letterhead stationery and/or logo may be used only for PTA council activities as authorized by the president.
12. Guidelines for acceptable email usage are as follows:
 - a. Do not write anything in an email message that you would not want to see in memos or messages to board members and other community organizations or in the pages of the local newspaper. Email may be easily forwarded to individuals you did not intend to view the message. Think before you send.
 - b. Email messages are NOT private or privileged communications. Courts have determined that organizational email users do not have the right to privacy regarding email messages. Under certain circumstances, the council president may open your mail box and the audit log to view from whom and to whom your email messages were addressed.
 - c. Do not swear or use foul language, type in all capital letters (perceived as yelling), or send "nasty grams".
 - d. Council website and email should be used for council business. Email should be used to convey information needed by council members in order to perform their council responsibilities.
 - e. Council website and email should not be used for personal gain - advertising seminars you provide, selling Mary Kay, or renting your mountain cabin.
 - f. Soliciting charitable contributions, fund raisers, raffles, etc. is prohibited.
 - g. Council members' personal email addresses will not be published. Correspondence and requests will be sent to the council email address.
 - h. Keep graphics and creative fonts to a bare minimum.

E. FINANCE

1. The council budget is prepared by a committee, which is chaired by the treasurer. It is presented for approval to the board of directors at the first board of directors meeting of the fiscal year. After the close of the fiscal year and prior to the approval of the new budget up to \$500 may be used for necessary expenditures.
2. When authorized purchases are made for which the Council is to be billed:
 - a. The bill should be sent directly to the board of directors member responsible for the purchase;
 - b. The member should check the bill and item(s) purchased for accuracy and the condition of the purchased item(s); and
 - c. The member will prepare and sign a disbursement form and forward the bill and disbursement form to the treasurer within one week of receiving the bill. If purchases are paid by the member, the receipt and disbursement form should be sent to the treasurer within thirty (30) days.
3. Council board of directors members who are actively involved in a local PTA shall seek funding for conference & convention registration, transportation, accommodations and sustenance from that local PTA. When funding is received, at the local level, board of directors members shall notify the council president of the amount.

4. When monies are available, the board of directors shall determine the method for selection of attendees and the extent of the authorized funding. The expenses of the board of directors members attending the Maryland PTA Summer Conference and Fall Convention may be reimbursed as follows:
 - a. Travel - \$0.25 per mile or the price of a travel ticket.
 - b. Meals - Maximum of \$25 per day, with receipts required.
 - c. Hotel - Reimbursement for a hotel room for all board members shall be the rate for one-half of a double room at the hotel for the PTA function. However, if no roommate is available, the reimbursement shall be for a single room.
 - d. Parking/Tolls - Paid, receipt required.
 Rates listed above are guidelines only, to be used when no committee has been established.
5. The convention committee appointed by the president shall establish reimbursement for National Convention. This special committee shall be appointed by the February meeting.
6. Reimbursement requests shall use the council disbursement form and shall be submitted within thirty (30) days. Those not received within thirty (30) days shall not be honored. The executive committee may waive this requirement if in their opinion a good faith effort was made or circumstances warrant.

PART II - AREA VICE PRESIDENT (AVP)

AVP clusters for the PTA Council of Baltimore County, Inc. are as follows:

SOUTHEAST AREA

NORTHERN CLUSTER

Chase Elementary
 Chesapeake High
 Deep Creek Elementary
 Deep Creek Middle
 Hawthorne Elementary
 Mars Estates Elementary
 Middleborough Elementary
 Oliver Beach Elementary
 Sandalwood Elementary
 Seneca Elementary
 Sussex Elementary

SOUTHERN CLUSTER

Battle Grove Elementary
 Bear Creek Elementary
 Berkshire Elementary
 Charlesmont Elementary
 Chesapeake Terrace Elementary
 Colgate Elementary
 Dundalk Elementary
 Dundalk High
 Dundalk Middle
 Eastwood Ct. Elem. Magnet
 Edgemere Elementary
 General John Stricker Middle
 Grange Elementary
 Holabird Middle
 Logan Elementary
 Norwood Elementary
 Patapsco High
 Sandy Plains Elementary

Sparrows Point High
Sparrows Point Middle

NORTHEAST AREA

NORTHERN CLUSTER

Carney Elementary
Chapel Hill Elementary
Gunpowder Elementary
Harford Hills Elementary
Joppa View Elementary
Kingsville Elementary
Parkville High
Parkville Middle
Perry Hall Elementary
Perry Hall High
Perry Hall Middle
Pine Grove Elementary
Pine Grove Middle
Seven Oaks Elementary
Vincent Farm Elementary

SOUTHERN CLUSTER

Eastern Technical High
Elmwood Elementary
Essex Elementary
Fullerton Elementary
Glenmar Elementary
Golden Ring Middle
Kenwood High
Martin Boulevard Elementary
McCormick Elementary
Middle River Middle
Middlesex Elementary
Orems Elementary
Overlea High
Red House Run Elementary
Shady Spring Elementary
Stemmers Run Middle
Victory Villa Elementary

CENTRAL AREA

NORTHERN CLUSTER

Carroll Manor Elementary
Cockeysville Middle
Dulaney High
Fifth District Elementary
Hereford High
Hereford Middle
Jacksonville Elementary
Lutherville Laboratory
Padonia International Elementary
Pinewood Elementary
Pot Spring Elementary
Prettyboy Elementary
Ridgely Middle
Seventh District Elementary
Sparks Elementary
Timonium Elementary
Warren Elementary

SOUTHERN CLUSTER

Cromwell Valley Elem. Reg. Magnet
Dumbarton Middle
Halstead Academy
Hampton Elementary
Loch Raven High
Loch Raven Technical Academy
Oakleigh Elementary
Pleasant Plains Elementary
Riderwood Elementary
Ridge Ruxton School
Rodgers Forge Elementary
Stoneleigh Elementary
Towson High
Villa Cresta Elementary
White Oak School

NORTHWEST AREA

NORTHERN CLUSTER

Cedarmere Elementary
Chatsworth School
Fort Garrison Elementary
Franklin Elementary
Franklin High
Franklin Middle
Glyndon Elementary
New Town Elementary
New Town High
Owings Mills Elementary
Owings Mills High
Pikesville High
Pikesville Middle
Reisterstown Elementary
Summit Park Elementary
Timber Grove Elementary
Woodholme Elementary

SOUTHERN CLUSTER

Bedford Elementary
Campfield Early Childhood Center
Church Lane Elementary Technology
Deer Park Elementary
Deer Park Middle Magnet
Hernwood Elementary
Milbrook Elementary
Milford Mill Academy
Old Court Middle
Randallstown Elementary
Randallstown High
Scotts Branch Elementary
Sudbrook Magnet Middle
Wellwood International
Winand Elementary

SOUTHWEST AREA

NORTHERN CLUSTER

Chadwick Elementary
Dogwood Elementary
Edmondson Heights Elementary
Featherbed Lane Elementary
Hebbville Elementary
Imagine Discovery Public Charter School
Johnnycake Elementary
Powhatan Elementary
Southwest Academy
Westchester Elementary
Werstern School of Technology
Westowne Elementary
Windsor Mill Middle
Winfield Elementary
Woodbridge Elementary
Woodlawn High
Woodlawn Middle
Woodmoor Elementary

SOUTHERN CLUSTER

Arbutus Elementary
Arbutus Middle
Baltimore Highlands Elementary
Catonsville Elementary
Catonsville High
Catonsville Middle
Halethorpe Elementary
Hillcrest Elementary
Lansdowne Elementary
Lansdowne High
Lansdowne Middle
Relay Elementary
Riverview Elementary

A. CLUSTER MEETING

All AVPs shall schedule cluster meetings for local PTAs and advise the board of directors of date, time, and location. Topics discussed shall be detailed in the leadership agenda.

1. A cluster meeting shall be held in August or September. The area assistant superintendent and principals shall be invited along with local PTA leaders.

B. RESPONSIBILITIES OF AREA VICE PRESIDENTS

1. Maintain a procedure book (pertinent information from local PTAs i.e. their bylaws, list of officers, activities, approved budget, audit report, annual report, and newsletters).
2. Seek assistance for those PTAs that have problems and facilitate local PTA concerns to the council.
3. Contact the vice president for leadership if you need assistance and regularly update him/her of activities within your area.
4. Return procedure books and leadership manuals to the vice president for leadership at the conclusion of the term.
5. Communicate with any local president unable to be present at the cluster meeting so that information may be reviewed.
6. Install officers of local PTAs if requested.
7. Send certificate, card, or letter to outgoing local PTA presidents in the cluster.
8. Attend board of directors, general meeting, or functions of local PTAs when possible.
9. Serve as a liaison between council and their local PTAs to keep them informed and offer leadership services throughout the year.
10. Maintain leadership manual (replace pages as needed with up-to-date information).
11. Participate in leadership training for your cluster. (See meeting agenda in leadership training manual).
12. Provide leadership training (when requested) at Fall Workshop.
13. Present information about your area to the council at each board of directors meeting via a written report. The report should include the names of the PTAs contacted and the topic of discussion. Only information related to the duties of AVPs should be included in the report.

PART III - STANDING COMMITTEES

Each standing committee shall have a chairman who shall be a member of the council board of directors appointed in accordance with the bylaws.

Committees are listed alphabetically.

COMMITTEES

- Bylaws and Procedures
- Cultural Arts
- Curriculum, Elementary and Secondary
- Family-School Partnerships
- Gifted and Talented
- Health and Safety
- Legislation/Issues
- Minority Education
- School Budget - Capital
- School Budget - Operating

Special Education

A. DUTIES OF COMMITTEES

1. Develop plan of work using the designated form.
2. Present plan of work to the board of directors by the September board meeting for approval. No committee work shall be undertaken until the board of directors approves the committee's plan of work.
3. Cooperate with other groups to achieve common goals of PTA.
4. Provide articles on a regular basis for PTA Council *BULLETIN*.
5. Provide resources and information at the PTA Council Fall Workshop.
6. Present a written report at each board of directors meeting. Report should include committee work done since the last report. Only council committee work should be included in the report.
7. Maintain a procedure book.
8. Submit a written annual report to the vice president for chairmen at the June board of directors meeting.
9. Supply all reports, including the annual report and the plan of work in writing, providing four copies, a copy for the vice president for chairmen, two for the secretary, and a copy for the committee's procedure book.

B. PLAN OF WORK

1. The plan of work shall contain the following elements:
 - a. Committee name;
 - b. Chairman's name;
 - c. Committee members;
 - d. General statement of goals;
 - e. List of specific objectives to accomplish goals;
 - f. Planned activities for fall workshop, general council meetings, and leadership training;
 - g. Proposed expenditures; and
 - h. Approval date.
2. A committee may amend or modify its plan of work only with the concurrence of the board of directors.

C. PROCEDURE BOOKS

Procedure books shall be turned in to the vice president for chairmen at the termination of a chairman's appointment.

D. RESPONSIBILITIES OF STANDING COMMITTEES

1. Bylaws and Procedures:
 - a. Review the council bylaws at least every three years and recommend revisions when necessary;
 - b. Submit proposed revisions to the board of directors for review;
 - c. Submit revisions to the general council membership for approval;
 - d. Submit to Maryland PTA for approval the revisions, which have been approved by the general council membership;

- e. Maintain inventory of approval dates of all local PTA bylaws and notify area vice presidents and local presidents whenever mandatory three (3) year review is required;
 - f. Assist local PTAs in revising their bylaws; and
 - g. Review annually the Standing Rules and the General Council Meeting Procedures and Policies. Recommendations and/or revisions will be made to the council board of directors for approval and upon approval the General Council Meeting Procedures and Policies shall be forwarded to the general membership for approval.
2. Cultural Arts:
- a. Promote the National PTA REFLECTIONS Program and conduct the council's REFLECTIONS contest and Awards Reception, selecting the location in consultation with the president and first vice president;
 - b. Work with the Baltimore County Public Schools to stimulate interest in arts programs;
 - c. Share information with local PTA; and
 - d. Promote the arts in a broad perspective.
3. Curriculum, Elementary and Secondary:
- a. Serve as coordinator between the council and Baltimore County Public Schools on all matters affecting curriculum of elementary and secondary schools (except in areas where a separate committee has been established);
 - b. Be the contact person with board of education personnel responsible for curriculum and instructional materials;
 - c. Share information with local PTAs; and
 - d. Represent the council on any committee, panel or task force convened by the Baltimore County Public Schools to study or review curriculum and issues related to elementary and secondary schools.
4. Family-School Partnerships:
- a. Become knowledgeable about the different types of family-school involvement;
 - b. Promote parenting programs established by the National PTA, Maryland PTA, PTA council, Baltimore County Board of Education, and Maryland Board of Education;
 - c. Address family issues that are primary to youngsters and parents;
 - d. Share parent involvement and parenting information and ideas with local PTAs; and
 - e. Work to promote the Family/Community Involvement Policies, including meaningful parent involvement on school based management teams.
5. Gifted and Talented:
- a. Inform PTAs of the issues pertaining to gifted and talented in the county school system, state, and nation;
 - b. Encourage local PTAs to include parents of gifted and talented students in all PTA activities through PTA Council *BULLETIN* articles and workshops where appropriate;
 - c. Encourage local PTAs to include a gifted and talented liaison on their board of directors;
 - d. Help to provide parent education pertaining to child and parents rights;
 - e. Act as a liaison to gifted and talented committees and groups throughout the county; and
 - f. Share information with local PTAs.

- 6 Health and Safety:
 - a. Support and promote Health Programs and Safety Programs for all children established by county, state, and National PTA;
 - b. Educate parents, teachers, and students on the health needs of children and the community, addressing such concerns as nutrition, substance abuse, environmental issues, AIDS, conflict resolution processes, and other issues as appropriate;
 - c. Inform local PTAs of ongoing programs, needs, and services;
 - d. Work with other groups addressing key issues concerning health issues;
 - e. Promote programs of substance abuse prevention developed by county, state, and National PTA;
 - f. Educate parents, teachers, and students on the safety needs of all children and the community, addressing such concerns as automobile safety, school bus safety, traffic hazards; home hazards, and general school building hazards;
 - g. Work with other groups addressing key issues concerning safety issues; and
 - h. Share information and ideas with local PTAs.
- 7 Legislation/Issues:
 - a. Study legislation on county, state, and national levels that pertain to children and youth and/or educational matters;
 - b. Present state and national legislative programs to council and local PTAs;
 - c. Draft testimony for presentation, forwarding the council position as appropriate; and
 - d. Continue to inform the council and local PTAs of status of legislation and advocacy activities through monthly reports, the PTA Council *BULLETIN* and legislative alerts.
- 8 Minority Education:
 - a. Coordinate educational issues with the Office of Equity and Assurance;
 - b. Bring educational issues effecting minorities to council;
 - c. Inform local PTAs of the issues pertaining to minority education in the county school system;
 - d. Encourage local PTAs to include minority education activities in their PTA program through PTA Council *BULLETIN* articles and workshops where appropriate;
 - e. Act as a liaison to minority education committees and groups throughout the county; and
 - f. Share information with local PTAs.
- 9 School Budget - Capital:
 - a. Provide accurate and current information concerning the capital portion of the education budget;
 - b. Encourage local PTAs to participate in the budget process by presenting testimony at budget hearings and by contacting fiscal authorities; and
 - c. Gather information on the capital budget process prior to plan of work being approved. Committee members shall not represent the board in any way, other than collecting information, until their plan of work is approved.
10. School Budget - Operating:
 - a. Provide accurate and current information concerning the operating portion of the education budget; and
 - b. Encourage local PTAs to participate in the budget process by presenting testimony at budget hearings and by contacting fiscal authorities.

11. Special Education:

- a. Inform local PTAs of the issues pertaining to special education in the county school system, state, and nation;
- b. Encourage local PTAs to include parents of special education students in all PTA activities through PTA Council *BULLETIN* articles and workshops where appropriate;
- c. Encourage local PTAs to include a special education liaison on their board of directors;
- d. Help to provide parent education pertaining to child and parents rights;
- e. Act as a liaison to special education committees and groups throughout the county; and
- f. Share information with local PTAs.

PART IV - ADMINISTRATIVE SERVICE PERSONNEL

Administrative Service Personnel shall consist of the following:

Bulletin Editor
Council Recognition
Directory Editor
Hospitality
Public Relations & Marketing

A. Bulletin Editor:

1. Secure bids from several printers and make a recommendation to the budget committee for approval;
2. Publish list of deadlines and distribution dates;
3. Receive and edit all information for the PTA Council *BULLETIN* and rewrite, if necessary, to achieve brevity;
4. Personally contact chairmen who should write regular articles to remind them of deadlines;
5. Submit PTA Council *BULLETIN* in form desired for printing; and
6. Keep a list of appropriate articles that should appear in the PTA Council *BULLETIN* each month. These articles may fulfill the bylaws or pertain to "the good of the organization".
7. Coordinate with the webmaster to maintain current website postings. Receive and edit all information to be posted to the website and rewrite (in consultation with the originator), if necessary, to achieve brevity.

B. Council Recognition:

1. Seek candidates for life memberships and/or other council recognition awards;
2. Send a council memorial card, signed by the council president, to the PTA (or school) and to the family of an administrator, teacher, student (PreK- 12) or PTA officer who has died while serving Baltimore County Public Schools or others at the discretion of the council board of directors;
3. Remind the treasurer to send the budgeted council donation to Maryland PTA Scholarship Fund by the end of the council fiscal year;

4. Coordinate the awards program, selecting the location in consultation with the president and first vice president.

C. Directory Editor

1. Secure bids from several printers and make a recommendation to the budget committee for approval;
2. Collect information for the directory and submit the required information to the printer;
3. Edit the proofs;
4. Process subscriptions for PTA Council *BULLETIN* and submit receipts to the treasurer;
5. Maintain a current mailing list to be used for council mailings; and
6. Distribute Directories to the vice president for membership, board of directors, and as directed by the president.

D. Hospitality:

1. Arrange for refreshments to be provided at all board of directors, general council, and special meetings.

E. Public Relations & Marketing:

1. Work with the executive committee to develop a communications plan to complement the goals for the year;
2. Maintain and update as necessary a media contact list;
3. Publicize PTA to the community using mass media (e.g., newspapers, radio, website, TV, PSAs);
4. Plan special events such as Founders Day activities and coordinate as directed by the board of directors;
5. Work with the committee chairmen to enhance committee effectiveness; and
6. Order PTA publications.
7. Submit periodic reports of PR activities and maintain a scrapbook for council reference.

PART V - NOMINATING COMMITTEE, NOMINATIONS, AND ELECTIONS

A. RESPONSIBILITIES

1. Follow the procedure as defined in the bylaws, Article VI, Section 5.
2. Identify potential officers of the council from local PTAs and board of directors members.
3. Publicize in the PTA Council *BULLETIN* positions and required qualifications, with date, time, and location of interviews.
4. Obtain a nomination form from each potential candidate.
5. Conduct interviews for offices where the nominating committee has received more than one nomination form.
6. Ask all candidates the same questions.
7. Present one eligible nominee for each office to be filled.
8. Publicize vacancies and required qualifications.
9. Provide recommendations to the board of directors whenever vacancies occur.
10. Notify the secretary of a pending election to fill a vacancy (duty of the chairman).

11. Review campaign rules and present at the November board of directors meeting in odd numbered years.
12. Publish campaign rules in the PTA Council *BULLETIN* published the month prior to the general meeting at which officers are to be elected.

B. MEETINGS AND REPORTS

1. Hold committee discussion confidential.
2. Meet at least one time prior to the November board of directors meeting in odd numbered years to discuss:
 - a. Officers to be elected;
 - b. Meeting dates to interview candidates, when required;
 - c. Nomination form revision if needed; and
 - d. Interview questions for candidates as needed.
3. After the interview process, all notes and copies of nomination forms shall be collected by the chairman and destroyed. The original nomination forms shall be retained by the chairman to be included in the committee procedure book.
4. Present a slate, in writing, at the March board of directors meeting and general council meeting in even numbered years, to include:
 - a. One nominee for each office to be filled.
5. Present annual report at the May board of directors meeting. The report shall include dates of all meetings, copies of the agendas, and attendance.

C. ELECTIONS

1. Shall be held at the last general council meeting in the even numbered years.
2. The president shall appoint an election committee when an office is contested.
 - a. The committee shall be charged with preparing for the election in accordance with Robert's Rules of Order Newly Revised.

Approved by the executive board: June 1, 2000

Revised: November 9, 2000
Revised: February 6, 2003
Revised: April 3, 2003
Revised: November 12, 2003
Revised: March 4, 2004
Revised: September 1, 2005
Revised: October 6, 2005
Revised: September 7, 2006
Revised: October 5, 2006
Revised: December 7, 2006
Revised: January 3, 2008
Revised: February 7, 2008
Revised: December 3, 2009