

General Procedures for CHES PTA 2011-2012

1. Procedure for Flier, Email etc Approval -

- Give yourself **6 working days** to get a flier approved by admin, make copies and distribute – Mrs. Hines/Mrs. Brown are requesting 3 working days to approve the document and you may need an additional 3 days to get it out.
 - i. Send email to Mrs. Hines and Mrs. Brown with attachment for approval and if you want it announced to school. (catherine_hines@ccpsnet.net , karenw_brown@ccpsnet.net)
 - ii. Mrs. Hines (or Mrs. Brown) will approve it and send you an **approval email**.
 - iii. Please use the green PTA paper in the copy room to make your copies. If you need to use an outside source to make copies talk to your VP for approval. **It is costly to use an outside source so we try to limit this.**
 - iv. Print out a hard copy for Michele Greis and front desk staff. Ask Michele to have it announced during announcements if necessary. (Michele_Greis@ccpsnet.net)
 - v. Put a hard copy in everyone's box in the hallway of office when you're your putting them in teachers' mailboxes (Mrs. Hines, Brown, Michele Greis)
 - vi. **Please don't send out fliers on a Friday**... Parents might not see them.
 - i. Please keep in mind children are not permitted to accompany you to the workroom due to safety concerns.
 - i. Whenever using the copiers please make sure it is convenient to the staff working. **Usually between 10:45 and 1:00** the IA.'s have lunch duty and the room is less busy. Please remember that staff should always get first priority over PTA business.

2. Procedure for Meetings –

Getting on Agenda, Committee reports before meeting, Parliamentary procedures, How do I make a Motion?

- I will send reminder to get on agenda - Please **send agenda items to President 7 days** before meeting and agenda will be sent to board 3 days before meeting
- Send **committee reports 7 days before** meeting to the entire board so everyone can review and formulate questions (this will make meetings go faster!)
- If you are not on the agenda, you will not be able to address issue in meeting unless you make a motion during New Business.
- See attached "How to make a motion" document
- More parliamentary procedures to be discussed in meetings

3. Signing a Contract Procedure –

- IF your contract has a monetary amount on it please follow the procedures:
 - **President must review and sign the contract** as Clover Hill PTA, not as an individual (i.e. The signature should read "Clover Hill Elementary PTA by President")
 - If President is unavailable, VP's can help with review and signing