

Let's Talk About Quorums

A quorum is the minimum number of voting members who must be present at a meeting in order to conduct PTA business and make decisions. The Bylaws define the executive board and association quorums for your PTA. Here are the formulas to use in determining your quorum numbers. They are also explained on page iii of your Bylaws.

Executive Board Quorum Formula: **(Executive Board \div 2) + 1 = Quorum.***

Executive Board = (Number of officers + Number of standing committee chairs + 1 teacher rep + 1 principal). The minimum executive board quorum is 5.

Association Quorum Formula: **Number of officers + 4 = Quorum.***

The minimum association quorum is 11.

Example #1: Your PTA has 7 Officers (President, Vice President, Secretary, Treasurer, Auditor, Historian, Parliamentarian), 4 standing committees (Ways & Means, Membership, Programs, Legislation), Principal and Teacher Rep: $7 + 4 + 2 = 13 \div 2 = 6.5 + 1 = 7.5$ round up to the next whole number

Executive Board Quorum = **8**

Association Quorum = $7 + 4 =$ **11**

*If there are ten (10) or more standing committees, that number is to be divided by two (2) and added to the association quorum and to the formula for the executive board quorum.

Example #2: Your PTA has 16 standing committee chairs + 10 officers + 1 principal + 1 teacher rep.

Executive Board Quorum = $(16 \div 2) + 10 + 1 + 1 =$ **20**

$(20 \div 2) + 1 =$ **11**

Association Quorum = $(16 \div 2) + 10 + 4 =$ **22**

