

# Council Meetings: Members and Guests

PTA is a membership organization. PTA meetings are open to our members; our meetings are not open to the general public. Anyone who is not a member, but wishes to attend, must be granted a courtesy seat by the PTA president.

## Who is invited:

- **Your council executive board** (as stated in Council Bylaws, Article IX, Section 1, as follows: The executive board shall consist of the officers of the council, the chairmen of standing committees, and the presidents of member associations or their representatives, the superintendents of schools or their representatives, and principals of the schools having associations in this council or their representatives, all of whom shall be members of local associations in this council territory.)
- **Superintendents and principals** of schools or their representatives are optional and may or may not be part of your council executive board, as determined by your individual council's bylaws.
- An individual PTA member could also be a **school board member or school staff** member and may serve as a council executive board member only if properly elected or appointed to an officer or standing committee chairman position. If this happens, the individual is acting as an individual and should not be considered to be officially representing the school district.
- Unless your council's bylaws have been amended to include a **school board representative**, such representative would not be considered an official member of the executive board and would not be entitled to attend any executive board meetings unless invited to attend as a guest and granted a **courtesy seat\*** by the council president.

## Granting Courtesy seats:

- Courtesy seats are generally handled in the same manner for any guest (someone who is not included as a member of that particular group) at any meeting. The bylaws state which individuals are considered members of each group: council voting body, council executive board, council executive committee (if not lined out) and/or other committees. The president has some discretion in determining whether or not to ask guests to leave a general membership (council voting body) meeting.
- Guests are not entitled to make motions, debate or vote on any executive board business.
- Procedures for attendance of any guest at any executive board meeting are to place the guest at the beginning of the agenda to make his/her report or presentation, answer any questions posed by the council executive board members, and then be excused before further council business is considered.
- If the standard practice has been to allow a representative from the school board to remain for the entire board meeting, changes to this practice should be preceded by a full discussion by the council executive board.

## School Board Representatives:

- If a representative from your school board regularly attends, please consider the development and adoption of appropriate standing rules to put into writing the desired procedures for school board participation in council PTA business.
- Such standing rules might include the number of school board member representatives to be included, how they are selected and replaced upon resignation/vacancy, term for the position, and what rights and responsibilities they have (voting rights require membership in a local PTA within council PTA boundaries).
- In accordance with the council bylaws, a special executive board meeting can be called for this purpose.