

## Letter From First District Parliamentarian

---

Hello,

Welcome to the wild and wacky world of PTA Bylaws! My name is Steve Richman and I am the Parliamentarian for First District PTA. I am here to assist you with your Bylaws revisions and questions, as well as any other Parliamentarian-related issues you come across during your term.

The purpose of this email is to introduce you to certain resources available to you and get you acquainted with the Bylaws revision process. I assure you it's not as complicated as it may seem right now. Bear with me and we'll get through this together!

Following is a summary of the process to be followed when submitting your Bylaws for review. Please follow these steps to ensure timely processing of your Bylaws. Bylaws will not be accepted without the First District Bylaws Change Form completed and the required copies provided. Thank you for your understanding.

Additional information will be forthcoming. In addition, many forms will be posted to the First District website to assist you throughout the year. The website address is: [www.pta1.org](http://www.pta1.org).

Units should utilize PTA's **eBylaws** system when revising their Bylaws. I have attached instructions on how to access eBylaws and establish a user account. Once your account is established the process is very simple and much faster than using the fillable pdf template and certainly faster than manually re-writing your Bylaws.

Unfortunately eBylaws does not yet support council Bylaws or the bilingual version of unit Bylaws. When revising these Bylaws, I highly recommend you use the fillable pdf template available. I will be sending these templates to you in future emails as well as making them available at the First District website.

The following assumes the Bylaws Committee has already met and proposed changes have already been approved by your PTA Board. See attachments outlining this part of the process.

### **Process Summary:**

1. Access eBylaws and update to make any changes necessary.
2. Complete the Bylaws Change Form (BCF). BOTH pages must be completed.
3. Printing your Bylaws:  
Units should print the following:
  - 4 COMPLETE sets** (one serves as the original, 3 are copies), including all Standing Rules.  
**Print all sets double-sided.**
  - 4 additional signature pages** (also printed double-sided (front and back).
  - Bylaws Change Request Form** (BOTH pages must be completed). Page 1 lists the legal information related to your PTA; Page 2 lists each individual change you are making to the Bylaws since the previous approved version.

Ever wonder why you need to print so many copies?

-PTA Unit keeps one copy and forwards the original and 2 copies, along with all 4 extra signature pages and the BCF to Council.

-Council reviews, keeps one copy and forwards the original and one copy with all 4 extra signature pages and BCF to District.

- District reviews, keeps one copy and forwards the original and all 4 extra signature pages and BCF to State.
- State reviews, approves, signs the original and all 4 extra additional signature pages and sends entire package back to District.
- District notifies Council that Bylaws are approved and available for pick-up.
- Council delivers entire package to unit who follows the adoption process. Once adopted by the Association, unit signs original Bylaws and all 4 extra signature pages. Unit keeps the original and two signed signature pages, and sends the other two signed signature pages (one to Council and one to District).

It's that simple!

**I ask that units and councils go through the proper chain of command when submitting questions or Bylaws.** Units should seek assistance from their Council Parliamentarian first. If you do not have a Council Parliamentarian please channel requests through your Council President. Councils should channel requests directly to District. Please refrain from submitting requests directly to State PTA. If there is an issue we cannot assist with we will contact the appropriate State PTA people on your behalf.

Thank you for volunteering and I look forward to meeting as many as you as possible throughout the year at First District events.

Regards,

Steve Richman, First District PTA Parliamentarian \* (909) 702-9165 \* [parliamentarian@pta1.org](mailto:parliamentarian@pta1.org) \* [steve@richmancas.com](mailto:steve@richmancas.com)