

London I.S.D.



London Parent Teacher Organization

L. P. T. O.

1306 FM 43

Corpus Christi, Texas 78415-9713

Handbook

Standard Operating Procedures for:

- Executive Board of Officers
- Committee Chairpersons
- Other General Information for
PTO

LONDON PARENT/TEACHER ORGANIZATION BYLAWS

ARTICLE I: NAME

The name of this organization shall be London Parent/Teacher Organization (LPTO)

ARTICLE II: PURPOSE

The purpose of this organization shall be to support high educational standards; to enhance relations among parents, teachers, administration, and the School board; to promote extracurricular educational experiences/events for the students and teachers; and to raise funds as needed for these purposes.

ARTICLE III: MEMBERSHIP AND ELIGIBILITY

Membership shall be open to all parents and guardians of students, to the school's teachers and staff and any person interested in furthering this school upon payment of dues. The amount of dues shall be established annually by the Executive Board of the LPTO.

ARTICLE IV: OFFICERS AND DUTIES

The Executive Board will be members in good standing and made up of the following officers:

1. President

- calls and presides at general meetings and Executive Board meetings
- appoints all committee chairpersons with Executive Board approval
- appoints nominating committee with Executive Board approval

2. Vice President of Membership

- shall coordinate membership
- shall sign-up and manage volunteers
- fills in for president, when needed

3. Vice President of Programs

- shall be head of the Room Parent representatives
- shall maintain communication with Room Parent representatives and Teachers
- fills in for the president, when needed

4. Vice President of Fundraising

- shall be head of fund raising projects
- fills in for president, when needed

5. Secretary

- record minutes of Executive Committee and general meetings
- responsible for carrying out communications between the Executive Board and parents, teachers, administration, and the School Board

6. Treasurer

- pays bills
- makes deposits
- responsible for handling all finances at Parents Organization functions
- provides year-end financial report and other reports as directed by the Executive Board

7. Special Programs

- shall lead and organize parent-student programs
- shall organize and lead the WatchDog program

8. Elementary/ Middle School/ High School Liaison

- shall be head of organizing teacher hospitality
- shall update and maintain bulletin boards on designated school campus

9. Parliamentarian

- shall be the past-President (with exception of 1996-97) (with the exception of 2017-2018)
- shall serve as the President's advisor/consultant on procedural matters
- shall be chairman of the nominating committee
- shall update and maintain LPTO website

Each office shall be held by a parent or guardian of a student in the school. Officers shall be a member of LPTO in good standing. Each officer shall serve for a term of one year and may seek reelection. No officer shall hold more than one position on the board in the same year. School Administrators can not serve on the Executive Board.

A quorum of the Executive Board shall consist of three (3) or more members. Approval of any item requires a majority vote of the members present.

ARTICLE V: MEETINGS

General membership meetings shall be called by the Executive Board during the school year, with the first regular meeting of each year being necessary by the month of August. At least four general meetings will be held each year (with the exception of 2019-20, 2020-21).

ARTICLE VI: ELECTIONS

Elections shall be held annually during the months of April or May at a general membership meeting, in a manner to be determined by the Executive Board. Members of the Organization will be notified of the time and place of said meeting. The Nominating Committee's list of candidates will be presented for election, and the officers shall be elected by a majority of the votes cast. In all

matters coming before the Organization no more than two votes may be cast per family. All votes shall be cast in person (with the exception of meetings held virtually). Special elections may be held anytime during the year with a two week minimum written notification to fill the Executive Board.

ARTICLE VII: STANDING COMMITTEES

The Chairperson of a Standing Committee shall be appointed by the President, with the approval of the Executive Board. Chairpersons and Committee members shall be a member or LPTO in good standing. Committee Chairpersons shall be held by a parent, guardian, teacher or staff member of London I.S.D. The President of the LPTO shall be an ex-officio member of all committees. The appointments, term, responsibilities, and limitations will be set by the President upon approval from the Executive Board. When a child is represented by two parents or two guardians, both may hold the chair or be members of the committee.

The Executive Board shall consist of no less than five (5) officers one of which is the President

ARTICLE VIII: SELECT COMMITTEES

The Organization President shall be empowered to appoint Select Committees, and their respective Chairpersons, for special purposes as the need arises. The appointments, terms, responsibilities and limitations will be set by the President with the approval of the Executive Board.

The Executive Board shall have the power to remove committee Chairpersons upon the recommendation of the President and the Vice-President under which that Chairperson serves.

Nominating Committee shall be considered a select committee in that it is necessary only prior to annual elections. This committee shall consist of three persons and the outgoing President as an ex-officio member and the Parliamentarian as Chairperson.

In March, the nominating committee shall be appointed by the President, with the approval of the Executive Board. The nominating committee shall form a

list of candidates to present for election at the general membership meeting in April/May.

ARTICLE IX: FISCAL YEAR

The fiscal year for the London PTO shall be from July 1st through June 30th.

ARTICLE X: AMENDMENTS

The Bylaws may be amended by two-thirds of the members present at a general membership meeting as deemed necessary by the Executive Board.

BYLAWS: Aug 1996; revised; Sept 1996, revised July 1998; revised July 2017; revised July 2020

Guidelines for Executive Board Officers London Parent Teacher Organization (L.P.T.O.)

President

After the elections

Now is the time to set up a meeting with your school's principal. The channel of communication should always be open between the PTO and the school administration. Discuss with your principal the goals of the school, the vision of his/her administration, the role of PTO in schools, and your PTO's goals, projects, programs, parent education courses, and budget. Working together can bring the home and school into a closer relationship.

Study Completely

- Your Bylaws and standing rules.
- Become familiar with proper accounting procedures/IRS tax filing dates & requirements.
- LONDON PARENT TEACHER ORGANIZATION HANDBOOK
- Robert's Rules of Order Newly Revised (1990 Edition)

Get Organized and Begin Planning

- Call a meeting of newly elected officers to approve appointment of standing committee chairpersons
- Assess needs and set goals and objectives with your board and the principal
- Set dates for the new year. EX: Monthly meetings (gen. meet., exec. meet.), festival, etc.
- Review new ideas and programs for the upcoming year.

- Be sure the names of new officers and chairpersons have been given to the administration secretary and have been posted on the front board. This allows easy contact from parents, teachers, administration, C.E.I.C. members and school board members.
- Review procedure books and notes of previous officers and chairpersons and distribute to the new leaders.
- Instruct all officers and chairpersons of their duties. Clarify information
- Verify that an audit of the PTO books has been properly conducted, signature cards at the bank have been changed, IRS reports have been completed, state sales tax is paid (if any), and that you know your PTO's Federal (Employer) Identification Number (FIN or EIN).

June

- Review Bylaws; immediately incorporate any changes; update
- Remind officers/chairpersons to develop plans of work (action steps to achieve goals) for approval.
- Work with the treasurer in preparing the budget for approval by the executive board and adoption by the general body.
- Work with the Membership chairperson and committee to plan membership enrollment.
- Work with the Hospitality chairperson and committee to plan the year's programs.
- Prepare an agenda for the first board meeting,
- Approve plans of work and budget at the first board meeting,
- Prepare an agenda for the first general meeting.
- Train/instruct room representatives, committee members, and volunteers.
- Select Committee Chairpersons
- Order Board shirts
- Determine and order membership incentive gifts.

August

- Prepare agendas for the board and general meetings, and articles for newsletter/website/social media..
- Adopt audit report at the first general meeting,
- Adopt the PTO budget at the first general meeting.
- Begin fall membership enrollment campaign.

November

- Prepare agendas for the board and general meetings, and articles for newsletter/website/social media.
- Promote membership enrollment.

December/January

- Prepare agendas for the board and general meetings, and articles for newsletter/website/social media.
- Appoint a committee to review bylaws and recommend revisions or amendments, if needed.

February/May

- Prepare agendas for the board and general meetings, and articles for newsletter/website/social media.
- Give clear instructions and guidelines to Nominating Committee
- Report nominees for officer's position
- Update LPTO handbook

April/May

- Conduct election of new officers.
- Remind newly elected president to call a meeting to select a standing committee chairperson (if necessary)
- Conduct informing/ training meeting to select standings committee chairpersons
- Prepare and present at the annual (last) meeting a year-end summary report of this year's activities (funds raised and how those funds were expended to benefit the students, the school, and the PTO; volunteer hours recorded and in what areas, etc.)
- Coordinate installation of new officers, thank this year's PTO officers, chairpersons, volunteers, and workers.
- Update president's binder.
- Remind outgoing officers and chairpersons that their procedure books and materials must be submitted within fifteen (15) days after their successors assume their duties.
- Pass all the information along to the newly elected president to ensure a smooth transition.

Resources

LONDON PARENT TEACHER ORGANIZATION HANDBOOK
Robert's Rules of Order Newly Revised (1990 Edition)

Job Description & Outline Of Duties For London PTO

President

- Acquire a working knowledge of parliamentary law and procedure
- Preside and maintain order at general meetings and Executive Board meetings
- Appoint all committee chairpersons with Executive Board approval
- Appoint nominating committee with Executive Board approval
- Attend School Board meetings or appoint a representative from Executive Board
- Explain and decide all questions of order
- Announce all business
- Be informed on communications
- To entertain only one main motion at a time and state all motions properly
- To permit none to debate motions before they are seconded and stated; to encourage debate and assign the floor to those properly entitled to it
- To put all motions to vote and give result; to decide a tie vote or not to vote at all; to abstain from voting, if wiser
- To stand while stating the question and taking the vote
- To remain seated while discussion is taking place or reports are being given
- To enforce the rules of decorum and discipline
- To talk no more than necessary when presiding
- To refrain from discussing when residing
- To be absolutely fair and impartial
- To extend every courtesy to the opponents of a motion even though the motion is one that the presiding officer favors
- To give signature when necessary
- To be an ex-officio of all committees
- To show appreciation to officers and chairpersons of committees for devoted service
- To perform such other duties as are prescribed in the bylaws

Guidelines for Executive Board Officers London Parent Teacher Organization (L.P.T.O)

Vice President

The vice president, who may be called upon at any time to assume temporarily the place of the president, should make a thorough study of the president's duties and responsibilities and be familiar with the work of the LPTO.

Study completely

- Refer to the section for president duties.
- Your Bylaws and standing rules.
- Become familiar with proper accounting procedures, and IRS income tax and state sales tax filing dates and requirements.

Major Duties

1. Preside at meetings in the absence or inability of the president to serve.

2. The vice president may be asked to give a report of the executive board meeting, it's actions, and recommendations, at the next regular meeting. When recommendations are contained in the report, it is necessary for the vice president to move the adoption of each recommendation.
3. Act as an aide to the president
4. Perform any other specific duties that may be provided for in the bylaws.
5. Assume responsibility for the administrative details delegated by the president.
6. Represent the president upon request. Assume the duties of the president in case of his/her resignation until the position is filled in accordance with the bylaws.
7. If acting as chairperson of Programs, Membership, Finance, Fundraisers, or any other committee, look for major duties of each on the page(s) for each of the committee chairpersons.

Resources:

LONDON PARENT TEACHER ORGANIZATION HANDBOOK
Robert's RULES of order Newly Revised (1990 Edition)

Guidelines for Executive Board Officers

London Parent Teacher Organization (L.P.T.O.)

SECRETARY

The secretary is responsible for keeping accurate records of the proceedings of the LPTO. This includes minutes of the executive board meeting, special meetings, committee meetings, correspondence of the LPTO, etc. The prime qualifications are promptness, accuracy, and a through knowledge of the PTO objectives, policies, and methods.

STUDY COMPLETELY

- Your bylaws and standing rules

- Become familiar with proper accounting procedures, and IRS income tax and state sales tax filing dates and requirements.

MAJOR DUTIES OF SECRETARY

1. The secretary may be asked to give a report of the executive board meeting, its actions and recommendations, at the next regular meeting. When recommendations are contained in the report, it is necessary for the secretary to move the adoption of each recommendations
2. A secretary may vote like any other member. He/She also make motions, nominate people or enter into discussion if he/she wishes. The secretary may be asked to help count the standing vote when requested by the president.
3. The secretary should have: the minutes book, the bylaws and standing rules, a listing of all the current committees, a copy of the approved budget, and a copy of the agenda for each meeting. He/She should also have a current membership list, (in alphabetical order), and rosters of: the students attending London ISD (if available), the LPTO executive board, the LPTO committee chairpersons, the faculty/staff of London ISD, and the London School Board members.
4. The secretary promptly gives his/her successor all minutes, records, reports, procedure book, and other pertinent materials (including his/her telephone number)
5. The secretary always sits close to the president and rises to read the minutes. (The minutes can be typed, and copies made available to all attending the meetings for approval, if desired).
6. The secretary acts as corresponding secretary if none is provided for in the bylaws.
7. Usually, the secretary is the person designated in the bylaws to contact executive board members and remind them of the executive meetings. This may be done electronically.
8. If acting as the corresponding secretary, read correspondence as requested by the President. In reading the correspondence, first read

the name of the person and/or organization, then proceed with the body of the letter or note.

9. The recording secretary should also maintain a roll call record. At executive meetings, the general method of roll call is by voice. (You may note the names of those attending in the minutes, as another method of keeping attendance.) At general meetings, the members may sign in to record attendance. (You may note the number of attending in the minutes). This procedure is important in order to adhere to a bylaw requirement of establishing a quorum.
10. Copies of the minutes of the general meetings can be viewed electronically. This will help keep everyone informed as to the actions of their LPTO. Agenda and minutes may be included on the website prior to the next general meeting.

MAJOR DUTIES OF CORRESPONDING SECRETARY

1. The corresponding secretary conducts the correspondence of the LPTO.
2. The corresponding secretary reads the communications at meetings. (When reading a communication, always read the name of the writer before the message.) Sometimes, the corresponding secretary is asked to serve as Newsletter chairperson.
3. The corresponding secretary's most often asked job is writing thank you notes to someone who gave the presentation to the LPTO, or the thank you notes to those who donate to the school festival. (The corresponding secretary may have help with the thank you notes, but he/she is in charge of making sure they are complete and mailed.

When thanking a participant:

- a. Be prompt in expressing appreciation.
- b. Date your letter. In an informal note of appreciation, it may be written below and to the left of your signature.
- c. Quote a worthy comment made by the presenter.
- d. Reaffirm the group's appreciation for the time and thought the speaker gave to the presentation.

- e. Sign the LPTO's name followed by your own signature. Be sure to identify your relationship to the LPTO, i.e., *(Your Name)*, Secretary.

4. Other correspondence that will be asked of you is to take care of "sympathy/sunshine notes. When writing notes to members concerning grief, illness, a new baby, etc.:

- a. Keep in mind that you are writing for the LPTO, not yourself.
- b. Recognize the specific reason for writing.
- c. Express the group's interest and reaction to what has happened to the member.
- d. End on an appropriate note.
- e. Date your letter.
- f. Sign the LPTO's name and your own as corresponding secretary.

*Executive board meetings are for the executive board members only. Reports for the committee's are discussed from the information given to a board member, not from the individual.

*Receipts for all secretarial supplies should be turned in to the treasurer. (Even if the items are donated). This helps to determine the expenses of sending out note cards, letters sent to members, etc.

Resources

LONDON PARENT TEACHER ORGANIZATION HANDBOOK

Robert's Rules of Order Newly Revised (1990 Edition)

JOB DESCRIPTION & OUTLINE OF DUTIES FOR LONDON PTO SECRETARY:

-record minutes of Executive Board, Committee, and General meetings

-record attendance of Executive Board (names), Committee (names), and General meetings (# only)

-record the proceedings (what is done), not the debate (what is said)

- record the name of the member who introduced a motion. (Not necessary to record the seconder)*
- make copies of all Executive Board and General meetings and distribute to the Executive Board*
- make copies of the agenda/general LPTO minutes to distribute at General meetings*
- post the agenda of upcoming General meeting, the minutes of last General meeting at designated location*
- responsible for carrying out communications between Executive Board, parents, teachers, administration, and School Board*
- serve as liaison between Executive Board and membership related LPTO committee chairpersons*
- call a meeting to order, in the absence of the President or Vice President*
- submit all receipts/reimbursement requests to the LPTO Treasurer in a timely manner*
- make sure all teachers have a list of General PTO meeting dates*

Guidelines for Executive Board Officers London Parent Teacher Organization (L.P.T.O.)

TREASURER

The treasurer is authorized custodian of the funds of the LPTO. He/She receives and disburses all monies indicated in the budget and prescribed in the

local bylaws or as authorized by action of the LPTO. The treasurer should issue a receipt for all monies received.

The treasurer should be the chairperson of the Budget Committee. Additional duties which then become the responsibility of the treasurer are listed in the following section.

The treasurer should provide a financial statement at the general meetings, executive board meetings, and at other times when requested by the LPTO or executive board. This financial statement should be referred to the auditor, who should report to the LPTO at such time as the bylaws may require.

Treasurer and the President of LPTO shall be the authorized signers on all bank accounts. (Two signatures can be required on all checks but is not mandatory). The treasurer shall be an authorized signer on all bank accounts of LPTO.

The treasurer shall make a full report at the meeting when new officers assume their duties. The annual report and the auditor's report are filed with the secretary after the LPTO has formally adopted the auditor's report.

The bylaws state that all executive board officers and committee chairpersons shall be members of the LPTO. All dues must be current in order to maintain their positions on committees and/or on the board.

MAJOR DUTIES

1. Study carefully all references to duties and finances in the bylaws
2. Keep an accurate and detailed account of all monies received and disbursed
3. Keep on permanent file the Employer Identification Number (EIN) assigned by the IRS, and the state sales-tax permit number from the school.
4. Present financial statement at general meetings of LPTO and Executive Board meetings.

This statement should include:

- Beginning balance (should be the ending balance of the previous report)
- List of all receipts in detail and total of those receipts

- List of all disbursements, itemized and total of those disbursements
- Ending balance as of the date of the report

There are different reports for the executive board and the LPTO meetings. Savings accounts and/or certificate of deposit accounts should be reported in the same manner.

5. Receive all monies and deposit them in a timely manner in the bank approved by the executive board of the LPTO. Never deposit monies in a personal bank account or in the school account. This account is in the name of LONDON PARENT TEACHER ORGANIZATION (LPTO)

6. The bank statements should be reconciled monthly as soon as they are received. The back of the bank statement usually has a printed form that should be used in reconciling

7. Make disbursements as authorized by the LPTO in accordance with the budget adopted by the LPTO. All bills must be paid by check, **never cash**.

8. The treasurer and membership chairperson shall work together to ensure that all members of the LPTO are recorded. LPTO members are not considered “members in good standing” until their dues are paid

9. The treasurer submits to the Auditor the previous audit report and copies of the current years budget adopted by the LPTO with the approval date. If the budget has been amended at any time during the year, also include copies of the amended budgets with the date of the amendment. Also include copies of all financial statements, checkbook, bank statement with cancelled checks (or copies of), deposit slips, voucher/receipts of checks and ledger showing a running total of the transactions in each budget category.

10. Deliver to successor, unless the LPTO has ordered otherwise, all books, papers, and correspondence pertaining to the office of the treasurer, including the audited books, approved and paid bills, cancelled checks, plan and procedures

11. Maintain a ledger sheet for each budget category showing an opening balance, a credit column, a debit column, and a current balance column. Each transaction should be recorded showing date, check number, payee and amount. The balance should be recorded after each transaction.

RESOURCES

LONDON PARENT TEACHER ORGANIZATION HANDBOOK

Robert's Rules of Order Newly Revised (1990 edition)

JOB DESCRIPTION & OUTLINE OF DUTIES FOR LONDON PTO TREASURER:

-pay bills from officers and committee members only when clearly authorized and when receipts for expenditures are attached

-responsible for handling all finances at LPTO functions

**will have a cash box w/ start-up cash available at the beginning of each function*

**will have a report available after each function*

-will keep a separate ledger for each activity showing all deposits and credits

-will serve as a liaison between the Executive Board and all committee chairpersons that may incur expenses during the year

Guidelines for Executive Board Officers London Parent Teacher Organization (L.P.T.O.)

PARLIAMENTARIAN

The primary duty of the parliamentarian is to advise the presiding officer on parliamentary law and matters of procedure when requested.

A parliamentarian should have a fair and impartial mind and attitude, as well as knowledge of parliamentary law. A parliamentarian should have a fundamental knowledge of the Objects, policies, and principles of the LPTO.

The parliamentarian should be seated near the presiding officer so that he/she may be easily consulted.

When the parliamentarian sees that something is being done out of order, he/she may write a few words on a piece of paper and quietly place the note on the presiding officer's desk or rostrum.

The presiding officer may call on the parliamentarian for advice at any time. Only upon the presiding officer's request is the parliamentarian permitted to rise and explain a parliamentary point to the assembly. Members desiring parliamentary information should make their requests to and through the presiding officer.

The Chair alone has the power to make decisions or rule on a point of order. Thus, after the parliamentarian has given his/her advice, the presiding officer must make the ruling to the assembly; he/she is not obliged to follow the recommendation of the parliamentarian.

Any member may appeal the decision of the presiding officer. Such an appeal requires a second and a majority vote is necessary to reverse the decision.

Only the minimum amount of parliamentary procedures are necessary to assure democratic rule.

PARLIAMENTARY PROCEDURE, BYLAWS, AND STANDING RULES

PARLIAMENTARY PROCEDURE

Parliamentary law (parliamentary procedure) originated with the British Parliament. These fundamental rules of conducting meetings have been modified through the years. They are designed to maintain order, ensure justice and equality, expedite business and enable an organization to accomplish the objectives for

which it was formed. These rules are based on logic, good sense and fair play. It is democracy in action. Every member should understand at least the fundamentals of correct procedures. *Robert's Rules of Order newly Revised* (1990 edition) is adopted by both the National PTA and the Texas PTA as their parliamentary authority.

Pointers on Parliamentary Procedure

Rules fall into two classes:

- General rules are those generally used in all assemblies. *Robert's Rules of Order Newly Revised* has been the most widely accepted authority.
- Special rules are those that have been composed and adopted for a particular purpose. They include **bylaws** and **standing rules**.

Basic steps of parliamentary procedure include:

- Courtesy to all
- One item at a time
- Majority rules
- Respect for the rights of the minority
- Justice for all
- Partiality for none

Basic guidelines include:

- The organization is the most important.
- All members are equal.
- An established number of voting members must be present to conduct business (quorum).
- Only one main proposal or topic (motion) may be before the assembly at a time, and only one member may have the floor at any one time.
- The maker of a motion may vote against it, but is not permitted to speak against it.
- Nominations do not require a second; a motion to accept the report of the Nominating Committee is out of order.
- A majority vote decides, except where rights of members are involved.

- A two-thirds vote is necessary when a motion limits or interferes with the privileges of a member or of the assembly (bylaws, cutting off debate, close nominations, rescind action without notice, etc.).
- General consent is a silent method of voting; by silence they agree to go along with the decision of the majority.

Parliamentary law requires us to accept the will of the majority and respect the opinion of the minority. The president (the chair), as the elected leader, is to carry out the will of the assembly-not to bend the will of the assembly to his own. Remember, authority is vested in the office, not in the person.

NOMINATIONS AND ELECTIONS

The Nominating Committee is a special committee and holds the key to a successful PTO. Its responsibility is to present the best qualified nominees for office.

Careful consideration should be given to the selection of the Nominating Committee. The bylaws should provide for the election of one or more alternates for the Nominating Committee members. If no provision is made in the bylaws and a member of the committee is unable to function, the meeting may legally be conducted if a majority of the committee is present. Only a majority of the committee must agree on the nominees. It is recommended when this committee meets with an alternate serving, he (the alternate) be a member of the committee until the work of the committee is completed.

Members of this committee should be familiar with the principles, policies and procedures of the PTO. They should know the qualifications of the members eligible to be nominated. The committee is responsible for selecting nominees who will uphold the ideals of the organization and promote its objectives and policies. The local membership list should be checked to be sure the nominee has paid dues and is eligible to hold office.

A Nominating Committee, unlike other special committees that are automatically discharged when their report is made, has not completed its work until balloting for nominees has begun. If a nominee withdraws before the balloting begins, the Nominating Committee shall present another nominee. In the event the Nominating Committee cannot secure a nominee, it must report that fact to the PTO.

Nominations from the floor shall be called for then. When an officer resigns after election this creates a vacancy in office. If this person was president, he is considered a past president even though he may never have had the opportunity for active service in office. The vacancy is filled according to the bylaws.

Those portions of the bylaws pertaining to the nomination and election of officers should be read to the entire membership before election of the Nominating Committee. The Nominating Committee should be named at least a month prior to the meeting at which the election is held. No member shall automatically serve on this committee because of his office in the unit or position in the school system. Additionally, the principal does not serve on the committee unless elected to do so.

The committee considers qualified members, starting with the highest office, after having discussed duties and responsibilities of each office to be filled. Only officers named in the bylaws are to be nominated. The responsibilities of an officer should never be minimized or misinterpreted. The organization needs interested, responsible, energetic leaders and each nominee should be qualified for the office for which he is nominated.

A member of the committee may be named as a nominee if he has the necessary qualifications. The Nomination Committee may select nominees for office by voice vote, show of hand, or by ballot. The consent of each nominee is required before being placed in nomination. Matters discussed by the Nominating Committee are strictly confidential, and no names should be revealed until they are released according to established procedures.

The chairman reports for the committee at the meeting designated in the bylaws. After the slate is read, the chair calls for nominations from the floor. (Consent of the nominee is necessary.) Nominations do not require a second. The presiding officer must allow sufficient time for nominations from the floor before a motion to close nominations is in order. The chair may close nominations by general consent without a motion.

The method of electing officers should be clearly defined in the bylaws. When the bylaws require that election be by ballot, this rule may not be suspended unless the bylaws provide for its suspension.

The motion to close nominations and elect by acclamation is never in order. When election by voice is permitted by the bylaws, in the event there are no nominations from the floor, the chair may declare nominations closed and the officers elected by voice.

A simple, dignified installation ceremony shall set forth the privileges, duties, and opportunities for service that are transmitted to the incoming officers. It is a ceremony only, and not necessary for the new officers to begin their term.

Guidelines for Selecting Standing Committees London Parent Teacher Organization (L.P.T.O.)

Suggestions for Committees

Committees should be appointed to fit needs, programs, and projects of London's PTO. These guidelines are only suggestions for standing committees. Duties and responsibilities will vary year to year depending on the needs of the school.

Standard Operating Procedures (SOP) for some of the committees are available for your use. Check with the president for the desired committee folder. Updating any changes in procedures or suggestions for improvements for your predecessor before turning in the folder would be appreciated. (Pictures are a great help, if possible)

BUDGET AND FINANCE: Develop a financial plan/budget for apportioning LPTO funds to meet the needs of the year's activities as planned by the LPTO. Proposed annual budget shall be presented to and approved by the membership. This committee is comprised of the executive board members. **(This position is not a chairmanship, but is included because of its importance to the LPTO).**

EDUCATION RELATIONS: Works closely with the principal and executive board to plan activities that will inform parents and the community of the educational programs and services provided to students in the school. Such programs as bilingual education, career education, vocational education, and gifted and talented programs are examples of concern. Regularly attends and reports on meetings of the school board.

ENVIRONMENTAL: Develops programs and projects that will enhance the beauty of the school and community. Promotes environmental education. Promote recycling, etc, by demonstration of products that can be recycled and show what the products have been recycled into. EX: tires into pens, sandals, etc.

SALES FUNDRAISER: Plan and carry out the yearly fundraiser. Decides with the approval of the Executive Board which sales fundraiser will be utilized. Contacts the appropriate company representative and sets the details of the fundraiser. Informs the secretary of the Executive Board of notice to be sent to the school. Motivates the sales, calculates the totals (with the treasurer) and distributes the items. (Work with Room Representatives, if in place, or Volunteers In Person (V.I.P.) chairperson.)

TEACHER APPRECIATION: Arrange for special treats for first day of school, end of six weeks periods, and end of school. Recognize the teachers and staff for their birthdays and during holidays. Arrange for luncheon for Teacher Appreciation Week. Special treats can consist of motivational notes, candy bars, bath soaps/perfume samples, cookies, baskets of fruit (during standardized testing or teacher work days), etc. Check with the previous chairperson and/or notebook for additional ideas.

TEACHER WISH LIST: Help inform teachers of the process with which the LPTO will help obtain items for their class. **(LPTO will help teachers to obtain educational items for use in their classrooms that cannot be obtained through the school due to shortage of school funding).** Encourage the teachers to utilize the requisition forms provided to them from the school. Visit with teachers and get to know their desires for the class. Organize extraneous needs of teachers for the classroom and report them to the executive board. Promote open communication between the teachers and the LPTO.

VOLUNTEERS IN PERSON (V.I.P.): Coordinates LPTO volunteer activities in the school in cooperation with the school faculty/staff. Encourages participation by parents and interested citizens in the school program through volunteerism. Arrange for volunteers for the school activities/events such as: Book Fair, Tournaments, Pirate Treats, help in the individual classrooms, library, room representatives, yearbook (taking pictures, working with the teacher in charge of the yearbook, etc.), teacher appreciation week, fall festival, etc.