

## PTO FAQs

### **What is the Indian Hills Elementary School Parent Teacher Organization?**

The PTO (Parent Teacher Organization) works to improve, enhance, and expand on each enrolled child's school experience by creating an alliance between the teachers, administrative staff, and parents.

### **When are PTO Meetings?**

PTO meetings are every second Wednesday at 7pm. You can attend in person (in the Indian Hills Elementary School Library) or online via Google Meet. The link can be found on Facebook (@bearspto), on Instagram (@bears\_pto), on the PTO website ([www.ihepto.org](http://www.ihepto.org)) and in the monthly parent newsletter.

### **How do I become a member?**

Indian Hills Elementary School Parent Teacher Organization Membership is open to parents/guardians of current Indian Hills Elementary School students and current Indian Hills Elementary School staff.

### **Does it cost anything to join?**

There are no fees or membership dues to join the Indian Hills Elementary School Parent Teacher Organization (PTO). In general, Parent Teacher Associations (PTAs) charge dues as they are affiliated with state and national associations, whereas Parent Teacher Organizations (PTOs) and Booster Clubs are not associated with a state or national group.

### **Can I vote?**

Any general member present (in person, or online) can vote on any motion at an Indian Hills Elementary PTO meeting with the exception of motions to amend the Indian Hills PTO Bylaws and voting in of the Indian Hills Elementary School PTO Executive Board. Any general member must attend a minimum of three meetings during the school year to vote on amendments to the Bylaws and Executive Board Member positions.

### **How can I add a topic to the meeting agenda?**

Meeting agendas are created the week before the general meeting. If you can email [bearspto@gmail.com](mailto:bearspto@gmail.com) with your questions or concerns by the first of the month, it will give us time to reach out to the appropriate staff members at the school or district and can begin conducting research to give a thorough response. If you are not able to email in advance, you can bring up your topic during the **Open Discussion, Q & A** portion of the meeting, but we may not be able to resolve it onsite.

### **How are PTO meetings formatted?**

Every meeting will have an agenda and will be governed by Robert's Rules of Order, Revised.

### **What are Robert's Rules of Order?**

Robert's Rules of Order (also referred to as parliamentary procedure) were created to run meetings in a way that is fair, efficient and orderly. The rules:

- Give all members an equal opportunity to have their voices heard (everyone must have the opportunity to speak before someone speaks for a second time).
- Use the majority rule.
- Protect the rights of all members.

(See next page for more details).

## **Robert's Rules of Order, Revised (& simplified).**

### **Motions:**

Proposals made by a member of the group must be made in the form of a motion. A member will state "I move to (or I move that we)..." and will then state the proposal. Negative motions are not permitted in Robert's Rules of Order (so you would not say "I move that we NOT...", instead you would state "I move that we..." and re-phrase accordingly).

A motion requires a second to be considered. If the motion is not seconded, it is a failed motion.

### **The Steps in Presenting a Motion:**

**1. A member makes a motion**

*"I move that we...(insert proposal)"*

**2. Another member seconds the motion**

*"I second the motion" (this means that you support the motion.)*

*You could also say "I second for discussion" if you want to be clear that you are not in support of the motion, but want to open the floor for debate."*

**3. The Chair states the motion and opens the floor for debate**

*"It is moved and seconded that we...(insert proposal). Is there any further debate?"*

**4. Members debate the motion as needed**

*All members have an equal right to be heard, but you are not required to speak if they don't want to.*

**5. The chair puts the motion to a vote**

*"The question is on the motion to...(insert proposal). All those in favor, (raise hand or say "aye" depending on method of voting). All those opposed, (raise hand or say "nay" depending on the method of voting)."*

*You also have the option to abstain.*

**6. The chair announces the result**

*The "ayes" (or affirmative votes) have it, and the motion is adopted. We will ... (insert original proposal).*

*-or-*

*The "nays" (or negative votes) have it, and the motion has not passed. We will not ... (insert original proposal).*

### **Methods of Voting**

- *Adopt by consensus: If there is no opposition or only one or two opposed*
- *Voice vote: Ayes vs. nays*
- *Show of hands: Keep hands raised until Chair and staff have completed counting*
- *Roll call vote: Only used if requested by a voting member*

## Other scenarios:

### **Amend the motion**

*You support the proposal, but want to change some of the language.*

*"I move that this motion be amended to..."*

*\*\*Needs to be seconded\*\**

### **Motion to refer to a committee**

*You want advice or more information on the motion.*

*"I move to refer the motion to a committee to be appointed by the chairperson and report back at (specific date, next meeting, etc)*

*\*\*Needs to be seconded\*\**

### **Motion to postpone**

*You would like more time to think about the motion*

*"I move we postpone this matter until..."*

*\*\*Needs to be seconded\*\**

### **Call the question**

*You would like the debate to end.*

*"I call the question."*

*\*\*Must be seconded. If seconded, a vote occurs immediately to see if debate will end. It takes  $\frac{2}{3}$  of the voting members in favor to stop the debate. If  $\frac{2}{3}$  majority does not vote in favor of ending the debate, it will continue.*

### **Enforce the agenda**

*The discussion has gone off topic.*

*"I call for the orders of the day"*

*\*\*Does not need to be seconded\*\**

### **Enforce the rules**

*Someone is disobeying the rules set forth in the meeting (speaking out of turn, speaking over the allotted time, breach of etiquette, etc.)*

*"Point of order" wait for the chairperson to acknowledge and then call out the broken rule. The chairperson must rule immediately on the subject.*