

Quick Tips about Filling a PTA Officer Vacancy



These “Quick Tips” are intended only as a reference. Please refer to your *Local Unit Bylaws* for more detailed information.

What is a PTA officer vacancy?

An officer vacancy occurs with a resignation, removal from office or death of an elected officer.

Who elects individuals to fill a vacated PTA officer position?

The local unit PTA/PTSA Board of Directors (BOD) has the duty to fill PTA officer vacancies at a regularly scheduled Board of Directors meeting or at a Special (called) meeting of the Board of Directors. Note: A Special BOD Meeting requires that you **ONLY** address the reason for which the meeting was called and address no other business.

When should an election to fill an officer vacancy occur?

It is important that an officer vacancy be filled as soon as reasonable so that the PTA/PTSA can move forward in handling its business and managing the organization. The timeframe varies, but it is reasonable that it may take a few weeks. If the filling of the officer vacancy is to occur at a special (called) meeting of the Board of Directors, per the bylaws that meeting requires a notification to **all** members of the Board of Directors, in writing, 3 days prior to the special meeting. Note: A quorum must be present to conduct the meeting.

Who is qualified and eligible?

The same qualifications and eligibility criteria apply to this process as to the annual election of officers. Only members of your local unit PTA are eligible. Note: Individuals authorized to sign checks shall not be related to each other by marriage or any other relationship. (i.e., president, treasurer or secretary)

Process for Filling a PTA Officer Vacancy – the Election

- Board of directors meeting must be the venue for the process.
- Specific meeting notification is required per the bylaws.
- VP conducts the meeting when the president has resigned.
- Secretary is to take the Minutes.
- Pass an Attendance Sheet to be signed by all board members in attendance – officers, principal, parliamentarian, standing committee chairs. [Per the bylaws, proxy voting is prohibited.]
- A quorum must be present.
 - Secretary must confirm that a Quorum is met and state such for the minutes. [Quorum for BOD meeting is a **majority** per the bylaws. Therefore, one-half of the total number of persons on the board of directors (not number of committees) plus 1 person equals the quorum. Note: The parliamentarian counts in the quorum number requirement, but DOES NOT VOTE unless by ballot vote. And the presiding officer only votes to break a tie.
 - If a quorum is present, proceed. Otherwise, the meeting must be adjourned and subsequently another special meeting called. The 3-day notice process begins again, etc.
- With a quorum present, proceed to formally accept the Resignation of the departing officer, stating this for the minutes.
- Parliamentary procedure (per Roberts Rules of Order, per the bylaws) will govern the election. [Specific wording available upon request.]

Note: Annual Election of PTA/PTSA Officers is NOT the Same Process.

Procedures Subsequent to an Election to Fill a PTA Officer Vacancy

1. File with the minutes the resignation letter or a copy of the resignation e-mail] from the resigning officer. [secretary]
2. File the attendance sheet with the minutes. [secretary]
3. File the associated special BOD meeting notification with the minutes. [secretary]
4. Document your action with state and council levels of PTA by completing the officer change form. [See Georgia PTA website OR the Georgia PTA Leadership Resource manual.]. Send Council's copy to the council president. [secretary]
5. At the next general meeting, announce the resignation and the subsequent action taken by your Board of Directors per the Bylaws to fill the vacated position. Remember to thank the departing, and introduce and recognize the newly elected.
6. Through your next PTA newsletter - do same as # 5.
7. Ensure that all records, files, and training materials are transferred to the newly elected officer as soon as possible, setting a deadline for turning over those documents. NOTE: In the case of the secretary, president or treasurer a new signature card should be filed. For changes in treasurer, an audit is required BEFORE the incoming officer takes possession of the PTA's accounts and records. [Resignation of a treasurer requires an audit per the bylaws. Since every PTA's circumstance is unique to that PTA, contact council/ district to make sure your PTA takes all appropriate actions to protect itself - both those leaving office and those entering office.]
8. All actions in regards to filling the vacancy must be reflected in the minutes of the (special) board of directors meeting and general meeting, independently of one another.
9. If a departing officer was serving as a council delegate for your PTA, then the executive committee assigns another person to replace that delegate and notifies council PTA of the change. The council handbook / voting card is also transferred to the newly chosen delegate. Inform the new delegate of the council meeting dates so they may plan to attend representing your PTA.
10. Encourage and inform the incoming officer to attend training, such as a PTA University workshop or any others that may be offered by state, district or council levels of PTA throughout the year. Arrangements may be made with your council/district to provide a mini-training session, which can be scheduled directly with a council president or district director.

Local Unit Bylaws References

- Vacancy in Office - Article VI, Section 6, pg 5
- Special Meetings of Board of Directors - Article X, Section 7, pg 9
- Qualifications & Eligibility to be an Officer of PTA/PTSA - Article VI, Section 4, pg 4
- Signature Authorization Restriction as to Eligibility - Article VII, Section 4.d., pg 6
- Parliamentary Authority - Article XVII, pg 11
- Quorum Requirement - Article X, Section 8, pg 9
- Council Delegates - Article XIV, Section 1, pg 10

“Common” Mistakes

- Forgetting to inform potential candidate of the office's duties/responsibilities per local unit bylaws.
- Forgetting to inform the potential candidate of meetings expected to attend representing the local unit.
- Forgetting to inform the potential candidate of assigned duties as adopted in the local unit.
- Failure to inform potential candidate that bylaws and PTA positions and objectives, it's Mission and Purposes, govern decisions, programs and management of the organization.

Questions: Direct questions to either a Council or District PTA Officer or the state PTA office.