



9/2/2010

## Conducting a PTA Endorsement Vote

**Where:** A PTA can use school property if the PTA has signed a facilities use agreement with the school or school district.

**Who:** A board and/or the general membership can take an endorsement vote. It is recommended that a general meeting be held.

**When:** A regularly scheduled meeting or a special meeting with published date of meeting 10 days in advance.

- Kid mail can be used to announce a vote as long as it is a neutral announcement and something you regularly do in your kid mail communications.

### How To:

1. Present the Pros and Cons
  - Include the State PTA or Council Position on this issue and their rationale.
2. Ask for the Motion to Endorse:
  - Recommend preparing someone in the room who is amenable.
  - Give them the actual motion and ask them to "make the motion for endorsement".
    - This saves time trying to work from scratch word-smithing the endorsement
3. Suggested Motion:
  - *The (Put your PTA name here) endorses a "Yes or No" on the Month 2010, Ballot/Initiative Number and Name.*
4. Ask for Discussion:
  - Refer to resource materials provided by WSPTA, pro and con campaigns. Use other sources as needed.
5. Take the Vote:
  - If the room is generally in agreement conduct a vote by a show of hands, voice yeah or nay, or by ballot.
  - If the membership appears to be split and this is controversial, you do not have to take the vote.
  - The motion can be withdrawn, or tabled for another meeting when it can be revisited.
6. Publish the Endorsement:
  - You can publish the outcome of the vote and only use Kid Mail for this factual information.
  - You can also send your endorsement to the campaign and let them know the outcome.
7. You can make a campaign contribution:
  - Depending on your standing rules you will need either a board vote or a general membership vote.
    - Generally, if you have a generic line item in the budget for campaign contributions, only the board needs to vote.
    - If you do not have a line item, then you need to amend your budget to add one - and then take the budget back to membership for approval.
  - Do watch how much you spend on campaigns, aim for no more than 5 percent of your budget and you'll be within IRS guidelines.