

BYLAWS APPROVAL TIMELINE SUMMARY

The following outlines the deadlines and steps to properly update the Bylaws based on standard parliamentary procedure. Refer to LouisianaPTA.org/bylaws for further guidance. The Bylaws need to be formatted in the Louisiana Local Unit Bylaws, May 2022 Bylaws template style.

1. Pick the date for the General Membership meeting that will vote on the Bylaws, noting that two General Membership meetings are needed to complete the process.
2. Appoint the Bylaws Committee of at least three people by making a motion at either a General Membership or Board of Directors meeting. If it is a General Membership meeting, a majority vote is required. At a Board of Directors meeting, a 2/3 vote is required.
3. The Bylaws Committee meets to complete the proposed LAPTA Bylaws template. They can ask LAPTA to review the proposed Bylaws to check for any errors by emailing Bylaws@LouisianaPTA.org.
4. At least 20 days before a General Membership meeting, publicly give notice of the meeting and post the Bylaws for review by the membership.
5. At the second General Membership meeting, ensure that the quorum is met. Present the Bylaws. Have time for any questions or changes. Make a motion to accept the Bylaws. A two-thirds vote of approval by the members present is required. Complete the Bylaws Approval Form.
6. Email the Bylaws Approval Form and the Bylaws to LAPTA at Bylaws@LouisianaPTA.org. LAPTA will review the Bylaws, give them the final stamp of approval and date of acceptance, and then email the stamped copy back to the PTA.

Here is a **sample** timeline if the Bylaws were to be presented and approved at a General Membership meeting held on December 15.

August 28: The first General Membership Meeting appoints the Bylaws Committee by making a motion.

September - November: Bylaws Committee meets as needed to complete the Bylaws template found at LouisianaPTA.org/bylaws. The committee can email the proposed Bylaws to LAPTA for review at Bylaws@LouisianaPTA.org.

November 20: Publicize the date for the December 15 General Membership meeting and post the proposed Bylaws for review by the membership.

December 15: At the General Membership meeting with a quorum present, review the proposed Bylaws and allow for questions or discussions. Make a motion to accept the Bylaws. A two-thirds vote is required. Complete the Bylaws Approval Form.

December 16: Email the approved Bylaws and the Bylaws Approval Form to Bylaws@LouisianaPTA.org.

January 5: LAPTA reviews the Bylaws, stamps and dates them, and emails the final approved Bylaws to the PTA.

Enter your dates here:

_____ Date of 1st General Membership Meeting when Bylaws Committee is formed.

_____ Dates when the Bylaws Committee will meet to complete the LAPTA Bylaws Template.

_____ Date at least 20 days before the 2nd General Membership meeting when the meeting date is publicized and the Bylaws are posted for review by the membership.

_____ Date of 2nd General Membership meeting when the Bylaws are presented and voted on.

_____ Date Bylaws and the Bylaws Approval Form are emailed to LAPTA at Bylaws@LouisianaPTA.org.

_____ Date 30 days after emailing LAPTA which is the deadline for LAPTA to email the final approved Bylaws back to the PTA.