

How to Calculate your Quorum From your PTA Bylaws

Article VII – Association Meetings

Quorum (Section 5b) – To ensure general member participation in association meetings, the minimum quorum is the number of *elected and appointed* officers plus four (4) *other members*, or eleven (11) whichever is greater. When there are ten (10) or more standing committee chairs and/or appointed voting directors or specialists that number is divided by two (2) and added to the association quorum.

Article VIII – Executive Board

Standing Committees (Section 1) – Standing committees function all year, for example, hospitality, membership, programs, fundraising. These committees are listed in Standing Rule 17 and their chairs are members of the executive board *with full voting privileges*.

Quorum (Section 6b) – Minimum quorum for an executive board meeting is based on one-half the number of executive board members including the principal and teacher representative, or five (5) whichever is greater. *"Half members" are rounded up to the next "whole member."* When there are ten (10) or more standing committee chairs and/or appointed voting directors or specialists that number is divided by two (2) and added to the executive board quorum.

Standing Rule 15. Committees

The quorum for a committee meeting shall be a majority of its members present at the committee meeting, all of whom must be members of the association. [In part]
Members of a committee

Special committees are those appointed for short term tasks, for example, nominating committee or a one-time event committee. These chairs do not have full voting privileges; these chairs present reports to the executive board.

Each association determines which committees are standing or special, depending on the needs of that association.

Italicized information is from the Ninth District PTA parliamentarian for clarity.