

Spring Glen School PTA

Standing Rules and Procedures

Adopted by the Board of Directors April 7, 2026, effective immediately.

The following Standing Rules and Procedures establish the current working practices of the Spring Glen School PTA and may be updated from time to time by vote of the Board of Directors.

1. Officers

- a. The by-laws provide for the following officers: President, President Elect, Vice President(s), Secretary, and Treasurer.
- b. The offices of President, Secretary, and Treasurer are defined in the by-laws.
- c. The office of President Elect can be used for succession planning. While only one President can be recognized by the CT PTA for legal reasons, the President Elect can also function as a co-president, sharing duties with the President.
- d. The quantity and portfolios of the Vice Presidents may vary according to the needs of the PTA. Currently, there are two Vice Presidents, for Membership and Communications, respectively.
- e. In case of a vacancy in the office of President, the duties of the President will be assumed by another officer in the following order of succession: President Elect, Vice President for Membership, Vice President for Communications. If no officer in the order of succession is available to serve as President, an election will be required, as provided for in the by-laws.

2. Parliamentary Authority

- a. While the PTA officially follows *Roberts Rules of Order, Newly Revised*, the Board recognizes that meetings will be more welcoming and inclusive if conducted in a more informal style. The Board therefore adopts the following special rules of order for all meetings:
 - i. Topics on the published agenda shall take priority, but questions and new business are welcome.
 - ii. Votes shall be moved, seconded, and discussed before the final vote is taken.
 - iii. Other discussion shall be conducted informally, with the President or President's designee serving as moderator.
 - iv. Formal parliamentary procedure shall be reinstated for the remainder of the meeting if requested by any PTA member in attendance.