

Steps to Conduct a Bylaws Vote

Overview & Compliance Rules

- **When to Vote:** Local unit bylaws only need to be updated and approved when SCPTA distributes a revised version.
- **30-Day Review Period:** Once approved by the PTA Board, distribute the proposed bylaws to general membership **30 days prior** to initiating the vote. Include contact information for the President or Secretary for questions.
- **Quorum Requirement:** Quorum is **10% of total paid members** at the time the vote is initiated.
- **Submission:** Document results using the *Sample Bylaws Voting Minutes*. Email the updated bylaws and minutes to [SCPTA's VP for Compliance and Field Services](#) within 15 days of the vote. (Do not upload directly to Givebacks— SCPTA handles compliance uploads). *It's recommended that you also CC your District President.

Option 1: Electronic Vote (Recommended)

1. **Notice & Advance Copy (15 Days Prior):** Send details of the proposed bylaws vote to all paid members at least **15 days before** voting opens.
2. **Setup & Test Form:** Create a Google Form linking the proposed bylaws. Ensure it captures each voter's **full name and email address**. Test the form with the Board first and clear test entries. (Template available at scpta.org/bylaws)
3. **Distribute & Open Voting:** Email the voting link to all members via Givebacks to **MEMBERS ONLY**. The voting period must remain open for **15 days** per local bylaws.
4. **Verify & Record:** Export responses to a spreadsheet. Verify that voter names match the membership roster, ensure no duplicate votes were cast, and confirm 10% quorum was achieved.
5. **Report Results:** Announce results to members within 15 days of voting close, record in the minutes, and email both the Bylaws and Minutes to [SCPTA's VP for Compliance and Field Services](#), and it's recommended to CC your [District President](#)

Option 2: In-Person Vote

1. **Notice:** Publicize the date, time, and location at least **7 to 10 days in advance**. *Note that you still need to share the proposed Bylaws 30 days before voting day.
2. **Roster Check-In:** Provide a current paid membership roster at check-in for attendees to initial. Count total attendees to verify that the **10% quorum** is met before voting begins.
3. **Voting Method:**
 - **Voice / Hand Vote:** The President presents the bylaws, calls for "aye" and "nay" votes, and uses a show of hands/count if results are unclear.
 - **Ballot Vote:** Appoint 3–5 tellers to distribute identical ballots to eligible members. Tellers supervise the ballot box, count votes in a separate room, complete/sign a tally sheet, and hand results to the President to announce.
4. **Report Results:** Announce results to members within 15 days of voting close, record in the minutes, and email both the Bylaws and Minutes to [SCPTA's VP for Compliance and Field Services](#), and it's recommended to CC your [District President](#)

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Option 3: Hybrid Vote

1. **In-Person Session:** Conduct the in-person meeting and vote first following Option 2.
2. **Targeted Electronic Vote:** Send the 15-day electronic voting link *only* to current paid members who did **not** vote in person.
3. **Cross-Check & Submit:** Compare roster lists from both sessions to guarantee no duplicate votes. Confirm total combined votes meet the **10% quorum** threshold,
4. **Report Results:** Announce results to members within 15 days of voting close, record in the minutes, and email both the Bylaws and Minutes to [SCPTA's VP for Compliance and Field Services](#), and it's recommended to CC your [District President](#)