



Northern Guilford Middle School PTSA

Standing Rules

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Northern Guilford Middle School PTSA Standing Rules 2017-2018

ORIGINAL ADOPTION: 8/13/2012

AMENDMENT DATE: 09/05/2017 month, date, year

This PTSA is affiliated with National PTA and NCPTA and is governed by the Uniform PTA Bylaws and the NCPTA Bylaws. This PTSA shall remain in good standing by following the NCPTA Good Standing Requirements which can be found on the NCPTA website at www.ncpta.org.

Standing Rules cannot be in conflict with the NCPTA Local Unit Uniform PTA Bylaws, PTA policies, IRS Regulations or nonprofit law. Standing Rules are a supplement to the Uniform PTA Bylaws.

II. OFFICERS – GENERAL INFORMATION:

- Please see uniform PTA bylaws Article 6 Officers.
- Per bylaws, the only elected officers of this PTSA are a president, 1 (number) vice president(s), a secretary & a treasurer.
- The position of president-elect is not allowed.
- PTAs shall not have co-officers.
- To change the number of vice presidents requires an amendment of these standing rules and a vote by the PTSA B of D.

III. DUTIES OF OFFICERS:

President:

- Please see Uniform PTA Bylaws Section 6.6 General duties and Section 6.7 President.
- Other duties:
 - o Keep the board of directors informed of PTSA activities on an ongoing basis;
 - o As the presiding officer, maintain a fair and impartial position at all times and encourage members to participate.
When the presiding officer feels that it is important for him or her to speak on an issue or debate on any motion, he or she should vacate the chair before speaking. The presiding officer relinquishes the chair to another officer who would normally take his or her place if he or she is not there.
 - o Keep and distribute to board a current copy of Uniform PTA Bylaws, standing rules, budget and board contact list;
 - o Use Roberts Rules of Order and procedures to conduct all business and run all meetings (www.robertsrules.com);
 - o Approve all PTSA correspondence in conjunction with the principal prior to distribution to school, community or staff;
 - o Participate in leadership development opportunities;
 - o Prepare meeting agendas;
 - o List additional duties of the president that are assigned by your PTSA here:
 - o Support a mass email system for NGMS families and staff as a means of communicating PTSA events, volunteer opportunities, and school information with the approval of the administration/ principal.
 - o The President can make a proposal of up to \$250 for unforeseen events in which the board of directors can make a vote to spend how they see best utilizes the money in order to best fit our mission statement. This vote does not have to be carried to the general membership.

Vice President(s): (If more than one VP, outline the specific duties of each)

- Please see Uniform PTA Bylaws Section 6.6 General duties and Section 6.8 Vice President(s).
- Other duties:
 - Keep the President informed of PTSA activities on an ongoing basis;
 - Keep a current copy of Uniform PTA Bylaws, standing rules and budget;
 - Participate in leadership development opportunities.
- List additional duties of the vice president that are assigned by your PTSA here.
 - Oversees all Programs Committees.

Secretary:

- Please see Uniform PTA Bylaws Section 6.6 General duties and Section 6.9 Secretary.
- Other duties:
 - Keep the President informed of PTSA activities on an ongoing basis;
 - Deliver all PTSA correspondence to the president for approval by president and principal prior to distribution to school, community or staff;
 - Record board members and additional people in attendance at each board meeting;
 - Distribute minutes to the board of directors prior to the next meeting;
 - Participate in leadership development opportunities.
- List additional duties of the secretary that are assigned by your PTSA here.
 - Keep a copy of the Code of Ethics and Conflict of Interest documents signed by each board member;
 - Copy forms and PTSA distribution items as needed;
 - Keep binder of all meeting minutes on file in PTSA room (PTSA minutes are kept forever per IRS guidelines).

Treasurer

- Please see Uniform PTA Bylaws Section 6.6 General duties and Section 6.10 Treasurer.
- Other duties:
 - Develop financial procedures for the PTSA that shall be followed for the collection and deposit of PTSA funds, as well as, for reimbursement of PTSA funds (See Appendix);
 - Keep the President informed of PTSA activities on an ongoing basis;
 - Discuss with the board the PTSA insurance policy, ensures it is current and submits payment in a timely manner;
 - Participate in leadership development opportunities.
- List additional duties of the treasurer that are assigned by your PTSA here.
 - The treasurer will attach copies of all incoming checks and bank deposit receipt to funds received statement.
 - Responsible for filing yearly 990EZ Tax Form before November 15th
 - Submit Sales Tax Refunds biannually for Jan-June and July-December periods
 - The Treasurer is also responsible for ensuring the 3 members of the Audit Committee meet monthly to audit PTSA books as well turn over books so they can conduct mandatory year-end audit. See Uniform PTA Bylaws for audit procedures.
 - PTSA books and yearly 990EZ tax returns are to be kept forever per IRS guidelines.

IV. MEETINGS OF THE BOARD OF DIRECTORS

See Uniform PTA Bylaws Section 7.4.

Regular meetings are to be determined at the first Board of Directors meeting. Regular meetings are held: (date, time, place)

On the second Tuesday of each month at 2:45PM in the Media Center unless it is the month of a General Meeting

- Special meetings of the board of directors may be called by the president or by any three members of the board, at least 3 days notice having been given and the purpose of the meeting stated.
- A majority of the board of directors shall constitute a quorum for the transaction of business.

General Membership Meetings:

- Please see Uniform PTA Bylaws Article 9 General Membership Meetings.
- General membership includes all board of director members all persons who have paid dues to this PTSA for the current year.
- Regular general membership meetings of this PTSA shall be scheduled by the board and held at least three times per fiscal year. Five days' notice must be given to the general membership to change the date of a regular general membership meeting.
- The last general membership meeting of this PTSA will be held in April, May, or June (elect officers & vote dues for next year).
- Quorum - either 20 members or 50% of the membership of the PTSA, whichever number is less, shall constitute a quorum for the transaction of business in any general membership meeting of this PTSA.
- A PTA may have more than three general membership meetings if desired.

VI. Membership and Dues

- PTA's must vote each year on the annual dues amount for the coming fiscal year at the last general membership meeting.
 - See Articles 5, 9, and 9.3 in Uniform PTA Bylaws
- The last general membership meeting of the fiscal year for this PTSA will be in the month of April, May, or June.
- Each year the dues amount must be recorded in the meeting minutes, entered in the PTA Year-End Report (Financial Review) online in the North Carolina PTA MemberHub database and should be recorded in standing rules.
- Dues Formula--Member Annual Dues = Local PTSA Dues + NCPTA dues +National PTA dues

Complete the following dues information at the completion of the PTSA last general membership meeting:

Local PTSA dues	+ NCPTA dues	+ National PTA dues	Equals Member Annual Dues
\$3.00	\$1.75 (determined by NCPTA)	\$2.25 (determined by NPTA)	\$7.00 Individual
\$4.00	\$7.00	\$9.00	\$20 Family 4 Pack (best value)
\$1.00	\$1.75	\$2.25	\$5.00 NGMS STAFF

VII. Committees:

- Please see Uniform PTA Bylaws Article 8 Committees.
- There are 2 types of committees: standing committees and special committees.
- Standing committees carry on the work of the PTSA on an ongoing, month-to-month basis.
- Special committees have work on a short-term basis, for 1-3 months, 1 or 2 events and go out of existence once the project is completed.
 - This decision is intentionally left for PTA's to indicate which committees are standing committees and special committees to offer PTA's flexibility in determining the best way for it to carry out the PTA mission with the exception of the three (3) required standing committees: audit, nominating, and advocacy.

Standing Committees:

- Please see Uniform PTA Bylaws Section 8.1 Standing Committees.
- Chairs of standing committees are members of the board of directors, attend monthly board meetings, vote and are counted in the quorum for board of director meetings.
 - Chair presents plan of work to the board of directors for approval prior to starting committee activities. Please see Appendix for plan of work.
 - Chair delivers all PTSA correspondence to the president for approval by president and principal prior to distribution to school, community or staff.
 - The board shall have the following standing committees (Please see Uniform PTA Bylaws Section 8.1a):
 - a) Audit Committee – elected by board of directors by July 1
 - b) Nominating Committee – elected by board of directors by November 1
 - c) Advocacy Committee - elected by board of directors by November 1
 - The board may establish additional standing committees at any time as needed.
 - When determining if a committee should be a standing committee, please take into consideration work involved on an ongoing, month-to-month basis, collection of funds involved and confidentiality of information used in the work of the committee. Standing committees may also have subcommittees as deemed appropriate.

For example:

Ways & Means Committee-with chair and may have subcommittees of Ways & Means Committee that include: Grants, Donations, Fall Fundraiser, Family Nights, etc...

Programs Committee - with chair and may have subcommittees of Programs Committee that include: Parent Education, Cultural Arts, Reflections

Communications Committee - with chair and may have subcommittees of Communications Committee that include: Newsletter, Website, email communication system

Additional Standing Committees for 2017-2018 are:

Hospitality

Fundraising

Ways & Means

Special Committees:

- Please see Uniform PTA Bylaws Section 8.5 Special Committees.
- A special committee is a committee that is created to perform a special project and goes out of existence once the project has been completed; special committees are committees that may have one or two projects, programs, activities or events during a specific time period for the fiscal year; special committees are great committees for people to serve on who want to volunteer for the PTSA but who cannot commit on an ongoing basis or can't commit to attend BofD meetings.
- The board of directors may create special committees and shall specify the duration and duties of such committees.
- The president shall appoint the chairs and members of special committees with the approval of the board.
- Chairs of special committees are not members of the board of directors, only attend board of director meetings when their committee work is in progress, do not vote and are not counted in the quorum for board of director meetings.
- Chairs present plan of work to the board of directors for approval before starting committee activities. Please see Appendix for plan of work.
- Chair delivers all PTA correspondence to the president for approval by president and principal before distribution to school, community or staff.

COMMITTEE JOB DESCRIPTIONS

Advocacy Chair/Committee: The advocacy committee shall develop and organize meetings, activities, and programs to further the goals and purposes of our PTSA. This committee is tasked with improving communications and relationships between school staff and families, educating families and caregivers on important issues related to the health and educational success of their children; and helping to make each child's potential a reality.

Audit Chair/Committee: The audit committee is responsible for all audits and financial reviews of this PTSA. The audit committee will conduct a monthly review of this PTSA's books, bank statements and supporting documents. A signature is an acknowledgement that the bank statement and expenditures were consistent with the approved budget. Please see Uniform PTA Bylaws Article 11 for a full description of the audit committee and responsibilities.

Awards: This committee is responsible for getting nominations for the various awards for the annual PTA State and County Awards programs. They are also responsible for writing and submitting the nominations that are usually due in March.

Beautification: This committee is responsible for "beautification" around our school. It typically involves planting and mulching as needed and keeping our school planters looking nice.

Book Fair: This committee is responsible for coordinating the Book Fair with the school and media center and organizing volunteers to cover the event. It is usually in January. This committee is also responsible for the developing and running a student reading rewards program.

Communications Chair/Committee (Nighthawk News): This committee is responsible for providing communication to our families. This includes the online weekly MailChimp email newsletter and any other urgent updates. A written, "Special Edition" copy of the newsletter is printed 1-2 times per year for special events and the rising 6th graders to assist with orientation. This special edition would be titled, "A Day In The Life of A 6th Grader" with all the needed information / contacts to help all rising 6th grade students and their families.

Cultural Arts: This committee provides additional educational enrichment opportunities for the students throughout the year. The committee is responsible for scheduling guest speakers, etc... This committee is responsible for arranging all the details and helping on the day or days of their visit.

Dance: This committee organizes all school dances. This includes 3 – 4 dances for all grade levels and one semi-formal 8th grade dance.

Exceptional Child Advocate: This committee advocates for the rights and needs of exceptional children in the educational environment and keeps us informed of all that is happening in this area. A parent with an exceptional child best serves this position.

Fundraising Chair/Committee: This committee is responsible for our Fall Fundraiser. The committee will work with treasurer to send receipt/thank you letters including our 501c3 number to all corporate sponsors, donations of \$250+ and any other requests for letters per IRS guidelines. Copies of all letters are kept with the treasurer. Without this committee, nothing we do would be possible.

Fuel Up to Play 60: This committee works closely with Coach McHenry or another staff member to set-up activities for the students throughout the year. Events include: Fall Tailgate party, Family Activity Nights; after-school activity club open to all students; PACERS running program; morning basketball games and ends with a large, community-wide Health/Fitness Carnival / 5K & 1 Mile race.

Hospitality Chair/Committee: This committee is very active throughout the year providing various treats for our staff. This committee provides snacks for all early release days, food for our Spirit of Excellence and honor roll celebrations, coordinates staff breakfasts and luncheons throughout the year, Teacher Appreciation week etc... They call on many volunteers to assist with food donations and working each event.

Intramurals: This committee is responsible for organizing 2 events during the school year (usually in November/December and March/April time frame – coordinated with our Fall and Spring breaks). Each grade level rotates through the events at a scheduled time. The committee chair must coordinate with the school and must recruit volunteers to help with the event.

Membership Chair/Committee: This committee is responsible for motivating all our families to join our PTSA. This committee begins working over the summer and continues through the year. The Membership committee is asked to set-up a membership table at the staff back to school breakfast and at our Open House in August. They must enter all member data into NGMS MemberHub Database, submit monthly check request for NCPTA dues to the treasurer, and give membership numbers to Awards Chair (for awards submissions) and Audit Committee (for end of year audit).

Mini Grants Chair/Committee: This committee coordinates the promotion and implementation of Mini-Grants offered to NGMS staff and PTSA committees for use within our school by department, grade-level or whole school. The majority of PTSA funds are used towards mini-grants for the betterment of our students' educational experience. Mini-grants are often offered twice in the year depending on availability of funds. A record of all grants awarded is located with the Treasurer of the school.

Nominating Chair/Committee: The nominating committee is tasked with identifying talented, motivated, and responsible individuals to serve as officers of the local PTSA. Please see Uniform PTA Bylaws section 8.3 for a full description of the nominating committee and responsibilities.

Reflections: This is a national PTA art program. Each year the committee sends home the information to our students regarding the program. They then coordinate the submissions for the participants and help with any students that qualify for county. This committee coordinates a celebration at the school for participants.

Ways and Means Chair/Committee: This committee is actively seeking ways to add funds to our PTSA. They set up School/Family Nights with restaurants such as Koolies, Uptown Charlies and Domino's. They run the Box Top program and promote linkage to grocery stores for money back.

Website: Maintains the PTSA website, updating as needed with the information provided by Board of Directors.

VIII. FINANCES

Finance and Budget: Please see Uniform PTA Bylaws Article 6.10 Treasurer, Section 8.2 Audit Committee and Article 11, Finance and Budget.

PTSA FUNDS vs SCHOOL FUNDS

For an event to qualify as a PTSA activity (funds generated belong to the PTSA), ALL the following Criteria must be met:

1. If there was a contract involved, the PTSA president must have signed the contract according to the provisions of the Bylaws.
2. PTSA must have been involved in the creation, planning and implementation of the activity, and the PTSA must:
 - i. Provide the majority of the manpower for the activity through volunteer PTSA members; and
 - ii. Have a properly structured committee for the activity.
3. School district employees (teachers, principals, staff) must be, for the most part, on their (non-staff) time.
4. The activity must:
 - i. Have been approved by the PTSA membership; and
 - ii. Be a part of the PTSA's approved budget.

If the event does not or cannot meet these criteria, then the activity is NOT a PTSA activity, the money raised at the activity does NOT belong to the PTSA, and it MAY NOT be deposited in the PTSA's bank account.

All funds deposited in the PTSA bank account will be considered PTSA income (except for the State and National portion of membership dues) by the Internal Revenue Service and must be reported as such.

*Please see pages 18 & 19 for the Financial Procedures/Treasurer Guidelines established and approved by the Board of Directors of NGMS PTSA.

This PTSA's funds are in the following financial institution or bank:

First National Bank
2132 New Garden Rd.
Greensboro, NC 27410

The standing rules were adopted by a majority vote on Tuesday, September 5, 2017

Lynne DeVaney
Print Name
PTSA President

Kelly Guyler
Print Name
PTSA Secretary

Signature
PTSA President
lynnewilllynne@aol.com
PTSA President E-mail Address

Signature
PTSA Secretary
kguyler@gmail.com
PTSA Secretary E-mail Address

**If standing rules are amended, it must be recorded in the minutes of the meeting where amended. A revised copy of the Standing Rules should then be sent to all members of the Board of Directors & posted online noting amendment date.

Northern Guilford Middle School PTSA

616 Simpson-Calhoun Road
Greensboro, NC 27455

APPENDIX

Order of Business Sample

Outline for Meeting Minutes

Board of Directors Roster (see separate file)

Membership Form (see separate file)

Code of Ethics

Conflict of Interest

Chairpersons Annual Report Form

Committee Plan of Work Form

Agenda

Financial Procedures/Treasurer Guidelines

Cash Box Request Form

Check/Reimbursement Request Form

Funds Received Statement

Nominating Committee Guidelines

Election of Officers Script

Ballot

Teller's Report

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ORDER OF BUSINESS SAMPLE

Call meeting to order-welcome and thanks

Minutes of previous meeting (read or distribute copies); motion to accept into record

Unfinished business-deferred from previous meeting

New business

 Treasurer's Report (read or distribute copies)

 President's Report

 Other Officer's Reports

 Principal's Report

 Committee Reports

Announcements

Program* (if there is one)

Adjournment of meeting

* You may also hold the program, if there is one scheduled, at the beginning of the meeting just after calling the meeting to order.

OUTLINE FOR MEETING MINUTES SAMPLE

Kind of meeting – board of directors meeting, special meeting, annual meeting, general membership meeting, etc.

Name of PTA

Date, place, and time of meeting

The names of the president and secretary present, or in their absence, the names of their alternates

Quorum established

Statement concerning minutes of previous meeting – whether they were read and approved as submitted or read and approved as corrected. Corrections must be included in minutes.

In the remainder of the minutes, a separate paragraph should be entered for each subject covered, including:

Report of the treasurer. This should contain the balance on hand, receipts, and disbursements. The entire report should be written by the treasurer and attached to the minutes.

Reading of communications

Reports of officers, standing committees, and special committees

All motions (except those withdrawn) and disposition of motions; point of order and appeals, whether sustained or lost; and the name of each member who introduced a motion, but not the name of the individual who seconded the motion

Program topic, method of presentation, names of participants and important points covered

Time of adjournment

Signature of the secretary

NOTE: A copy of the meeting sign-in sheet should be attached to minutes.

Northern Guilford Middle School PTSA

616 Simpson-Calhoun Road
Greensboro, NC 27455



ETHICS AGREEMENT

The personal conduct of the members of the NGMS PTSA board of directors directly affects the image of the NGMS PTSA. As a PTSA volunteer, I realize that I am subject to a code of ethics similar to that which binds a professional in their field of work. Like them, I assume certain responsibilities and expect to be held accountable to them. Therefore, each member shall:

- Recognize that the chief function of the NGMS PTSA is to serve the best interests of the children.
- Conduct all organizational and operational duties with professional competence, fairness, impartiality, honesty, efficiency, and effectiveness while demonstrating the highest standards of personal integrity.
- Understand and uphold the Bylaws, and the Standing Rules of NGMS PTSA.
- Exhibit respect to all members of the Board of Directors, and refrain from comments, public and private, which defame the work or character of any B of D member.
- Respect the confidentiality of all information, both oral statements and written materials. Materials and statements designed to be shared with the membership are not considered confidential. Exercise discretion, sensitivity, and sound judgment in discussing NGMS PTSA matters, protecting all privileged or confidential information.
- Respect and support decisions adopted by the B of D and made within the limits of the Bylaws, and Robert's Rules of Orders. Disagreements with those decisions need to be brought before the NGMS PTSA B of D's.
- Recognize that the president is the official spokesperson of the NGMS PTSA.
- When making statements based on personal opinions, declare publicly that the statements are personal and are not being offered as the position of the PTSA.
- Discuss and debate issues in committee meetings and/or meetings of the B of D, but once a decision has been made by the NGMS PTSA B of D, members should be supportive.
- Acknowledge the dignity of each individual as a right that needs to be recognized and protected by contributing to a board environment that is fair and democratic.
- Respect the B of D and the president by providing adequate information concerning an absence or resignation.
- Resign when unable to fulfill the duties of your position.
- Recognize that when conflict arises, it is the obligation of each B of D member to address that conflict in an atmosphere of respect and democracy. When the conflict becomes harmful to the NGMS PTSA, it is the duty of a board member to resign.

Any infraction of this Code of Ethics statement shall be reviewed by the elected officers of NGMS PTSA. If further action is deemed appropriate by the elected officers, recommendations may be referred to the full Board of Directors for consideration.

The NGMS PTSA Board of Directors may make additions or revisions to the statement at their scheduled meetings as part of the review of standing rules. B of D members who are in violation of the Bylaws, or not upholding the Mission, Purposes, Basic Policies, or Standing Rules of the NGMS PTSA may be subject to dismissal.

As a member of the NGMS PTSA Board of Directors, I agree to the above.

Printed Name

Signature of Board of Director Member

Date: _____

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CONFLICT of INTEREST AGREEMENT

Each Member Shall:

Refrain from using one's position to secure personal financial gain for themselves, or their friends or families at the expense of PTA.

Avoid conflict of interest between duties to the NGMS PTSA and duties to other organizations.

Disclose any actual or potential conflict.

Agree to abide by the following Conflict of Interest Policy: When any actual or potential conflict of interest exists, with respect to any subject requiring action by the NGMS PTSA Board of Directors or any of its committees, the member having an actual or potential conflict shall immediately notify the president or committee chair of such conflict, and the member shall not participate in the deliberations, shall not vote on the subject with which the member has an actual or potential conflict of interest, and shall not use his/her personal influence. The minutes of the meeting shall reflect that a disclosure was made and that the B of D member who stated a conflict of interest did abstain from voting.

Acknowledge acceptance of these guidelines by signing the agreement. Signed copies will be retained by the B of D member and secretary.

PTA's policy is to be strictly nonpartisan. The PTA does not support or take positions regarding political parties or candidates at any level of government. No funds, properties, or services of the PTA shall be contributed or used directly or indirectly to influence the nomination, election or appointment of any candidate for public office. Nevertheless, the PTA and/or the children of North Carolina and their families. In addition, PTA encourages its officers and members to take an active personal interest in community and government affairs at all levels.

Any infraction of this conflict of interest shall be reviewed by the elected officers of NGMS PTSA. If further action is deemed appropriate by the elected officers, recommendations may be referred to the full Board of Directors for consideration.

The NGMS PTSA Board of Directors may make additions or revisions to the statement at their scheduled meetings as part of the review of standing rules. B of D members who are in violation of the Bylaws, or not upholding the Mission, Purposes, Basic Policies, or Standing Rules of the NGMS PTSA may be subject to dismissal.

As a member of the NGMS PTSA Board of Directors, I agree to the above.

Printed Name

Signature of Board of Director Member

Date: _____

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CHAIRPERSONS ANNUAL REPORT

Committee Name: _____ School Year Served: _____

Chairpersons Name: _____ Committee Members: _____

Annual Budget was: _____ Remaining Balance: _____

I feel the budget was:

Appropriate:

Too High:

Too Low:

I would recommend the following budget for the next school year: _____

Any Additional Comments: _____

Please give a summary of the activities performed by this committee for the school year as well as any key accomplishments:

Were there any issues met with that were not anticipated: _____

Any suggestions and or recommendations for ways to improve the operation of this committee for next year:

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COMMITTEE PLAN of WORK

Schedule for _____ School Year

Name of Committee: _____ Date Submitted: ____/____/____

Committee Chair: _____ Committee Members: _____

Budget from Previous year: \$_____

Proposed Budget for Current year: \$_____

Please complete this form and submit it to the PTSA Board of Directors for approval before any action taken on behalf of the committee or in the name of this PTSA unit. All contracts must be signed by PTSA President per IRS after approved by a vote of the board of directors. Please refer to Standing Rules & Bylaws for additional committee and treasurer procedures or contact officers for more information.

Activity/Event Proposal	Date/Time/Location	Who is this Serving? #Children/Staff Other Event Details	Proposed Income/Expense

*Please attach additional pages if needed. (More details of event, etc...)

Board of Directors Use Only:

Changes to above for approval: _____

Approved Budget for Current year \$_____ (Approved at BOD & General Meeting)

Plan of Work Approval date: _____ Signature: _____

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Board of Director Meeting Agenda (Sample)

Date
Time



Call Meeting to Order:	President
Old Business:	
Approval of Minutes (motion to accept into record):	Secretary
Determination of quorum	Secretary
New Business	
Officer Reports:	
Treasurer's Report:	Treasurer
President's Report	President
Principal's Report:	Principal
VP's Report:	Vice President
Committee Reports:	
Standing Committee Reports:	Chairs
Sub/Special Committee Reports:	Chairs
Unfinished Business	
Any item tabled from previous meeting	
Announcements	
Adjourn	
List of Announcements:	
Next PTSA Board of Director meeting will be date, time and place.	
Other Upcoming Dates	
*Program (Name of Program, if any)	By

*Program may be held at the beginning of the meeting just after calling the meeting to order or at the end of the meeting.

Northern Guilford Middle School PTSA

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FINANCIAL PROCEDURES/TREASURER GUIDELINES

CHECK/REIMBURSEMENT REQUEST PROCEDURES (one form, two options):

All requests for checks and/or reimbursements should be made through a 'Check/Reimbursement Request Form'

If you have an invoice or bill for a purchase, you would circle CHECK. Please include two copies of the invoice (one to be returned to vendor and/or the company with check and one for PTSA records).

If you have made a purchase for the PTSA using your own money and need to be reimbursed you would circle REIMBURSEMENT.

Fill out the form entirely; incomplete forms will not be accepted.

The purpose of the check needs to be specific. (Ex. food purchased for Hospitality event).

Keep a copy of your request form and invoice or receipts for your records.

Attach the original invoice (and a copy) or original receipts and place in the treasurer's folder in the mail crate in the PTSA office; email or text the treasurer so they are aware of your request and can look for it.

Please keep PTSA purchases separate from personal purchases.

All expenses should be submitted within 45 days of the expense, with the exception of purchases made toward the end of the school year, which must be submitted before June 10th as the books are "closed" for the year on June 30th.

Approval must be obtained on all purchases and expenditures must be in the approved PTSA budget; failure to obtain proper approval may result in the requester having to incur the expenses.

The treasurer will return all checks to individuals via your folder in the PTSA office. Completed Check/Reimbursement requests will be picked up processed by within two weeks. For urgent need/emergency situations, please contact the treasurer.

Best practice- PTSA checks are to be used for purchases \$250+ or obtain prior approval from PTSA Treasurer.

Please Note: PER BYLAWS in SECTION 11.5, the signing of blank checks is prohibited.

CASH BOX REQUEST PROCEDURES: (Give two weeks' notice)

Money for cash boxes in \$100 increments are obtained by submitting a completed "Cash Box Request Form" indicating the event and date the money is required and must be turned in two weeks before your event. If event will be on more than one consecutive day; please turn in just one form and note each date needed. Treasurer will make copies for the additional dates if needed.

When you receive the cash box, have a volunteer verify the amount inside is correct and have them sign the form. At the end of your event, be sure the return cash box monies are included on the Funds Received Statement.

FUNDS RECEIVED STATEMENT - DEPOSIT PROCEDURES:

- Use when handling monies received (such as dues from membership enrollment, fundraising, etc.)
- **Best practice: money should always stay in the presence of two people and** two people should always count the money, and both sign the FUNDS RECEIVED STATEMENT verifying the total amount.
- **Daily collections – best practices require a reconciliation of collections. There are two acceptable methods of acceptable reconciliation's Both require a daily count of funds received with 2 signatures. You can daily turn in a Funds Received Statement with the daily count sheet stapled to the Funds Received Statement or if the daily collections are not substantial or turning it in daily is not feasible, several daily count sheets can be combined on one Funds Received Statement that reconciles to the multiple daily count sheets which should be stapled to the Funds Received Statement.**
- **Daily Counts sheets should include the following information whenever possible:**
 - **# of tickets sold and price per ticket if applicable (tickets are dependant upon the event)**
 - **Number of items sold if possible or description of what generated the cash**
 - **Date of Daily Count**
 - **2 people counting all money and documentation of total cash, coins, and check amounts**
 - **Cash box "opening balance" must be counted and separated each day.**
 - **Two signatures verifying above**

- **Each signed Funds Received Statement must be turned in and the amount should be entered into the Treasurer's log book.**
- Make sure all checks include the following information:
 - **All checks received should** be payable to NGMS PTSA
 - **Be** Signed
 - **Be** Dated
 - **Be written for the proper** amount
 - **Include** notation of purpose on the memo line
 - **Be** stamped **upon receipt or as soon as possible on** the back of the check for deposit only
- Please add and account for each check. Do this twice to ensure accuracy.
- **Treasurer should be notified (via text, email or phone call) that the funds have been completed and are ready for deposit.**
- **The safe combination should be changed every school year or if a person is dismissed from the PTSA.**
- Cash must be counted by 2 people (bills and change) and checks are separated on the form. Organize cash in 20's, 10's, 5's and 1's categories.
- All monies collected should be given to the treasurer without delay; never take money home with you.
- **The Treasurer will be the 3rd person to count the money before the deposit is made.**
- Please provide the Treasurer with the following documents:
 - One signed and dated Funds Received Statement signed by two counters
 - Cash, Coins, and Checks

RETURNED CHECK POLICY:

If Northern Guilford Middle School PTSA receives a returned check from our bank for a payment, you will be asked to resubmit payment for the original amount of the check plus a \$12 bank fee to cover bank fees incurred by the PTSA due to the returned check. Cash or Money Order payments should be sent to the PTSA, attention PTSA Treasurer within 14 days to avoid further collection procedures. The PTSA will keep a record of all returned checks and will no longer accept checks from the issuer.

SALES TAX INFORMATION:

As a nonprofit 501(c)(3) organization, our PTSA is not exempt from paying NORTH CAROLINA sales tax on item's purchased for use. However, the PTSA is eligible for reimbursement of these state and county taxes on a semiannual basis.

The only exception to this rule is for purchases of items for resale during fundraisers. In these instances, please contact the Treasurer for a Certificate of Exemption to submit to the vendor. The vendor will not charge sales tax with this form on file; however if a PTA pays sales tax it is not eligible for reimbursement. PTA's are not required to collect sales tax on items sold through a fundraiser.

ADDITIONAL NOTES:

Northern Guilford Middle School PTSA's fiscal year is July 1st – June 30th.

Reimbursement checks should be cashed as soon as possible, but no later than 60 days from date on check.

All expenses must be within your budget. If you go over your approved budget, you may be responsible for any overage.

Thank you for your help in keeping accurate records of our PTSA's funds and adhering to IRS Guidelines.

Please Contact the treasurer with any additional questions.

PTSA Treasurer Name: Carmen Piersall

Cell Phone: 336-708-0900 Email Address: treasurer@ngmsptsa.com

Or mail to school: Northern Guilford Middle School PTSA
Attn. Carmen Piersall, PTSA Treasurer
616 Simpson-Calhoun Road
Greensboro, NC 27455

Northern Guilford Middle School PTSA

616 Simpson-Calhoun Road
Greensboro, NC 27455



CASH BOX REQUEST

Complete one form per committee/cash box in \$100 increments.
If needed for multiple days in a row, please list date(s) on one form.
Please give treasurer two weeks' notice of the need.

Date of Request: _____ Date(s) Needed: _____

Event/Reason Needed: _____

Format Requested:

Cash	Quantity	Total
\$20.00		\$
\$10.00		\$
\$5.00		\$
\$1.00		\$
Coins		\$
Total Cash:\$		

Signature of Committee Chair: _____

Signature of Requester (if not committee chair): _____

PTA President Approval needed (2nd Signature) for cash withdrawal: _____

For Treasurer's Use Only:

Cash Withdrawal Date: _____ Cash Returned/Deposited Date: _____

Treasurer's Signature/Approval: _____ Audit committee initials: _____

Staple Receipts Here

Northern Guilford Middle School PTSA

616 Simpson-Calhoun Road
Greensboro, NC 27455



CHECK/REIMBURSEMENT REQUEST (Circle One)

Date of Request: ____/____/____ Committee: _____

Person Requesting Check/Reimbursement: _____

Reason for Payment/Reimbursement: _____

(Circle One) Included in Annual Budget OR Approved at Meeting on: ____/____/____

TOTAL CHECK/REIMBURSEMENT: \$_____ (Sales Tax included on Invoice/Receipt? **Circle YES/NO**)

Make Check Payable To

Name (please print): _____

Address (if needs to be mailed): _____

Signature of Requester: _____

Approved by (2nd Check Signer): _____

1. Please attach original invoice, receipt, contract, or other document, if available, for a service provided or a service to be provided when requesting a check. *All payments should be made by PTA check when possible.*
2. Please note: All items reimbursed by PTSA funds are property of NGMS PTSA and remain on campus for the life of the product.
3. Per IRS No receipt = no reimbursement. No personal items on receipt.
4. Approval must be obtained on all purchases and/or contracts in advance. Failure to obtain proper approval may result in the requester having to incur the expenses.
5. The PTA president is the only board member authorized to sign contracts.
6. Please use one request form per check needed and per budget category.

Treasurer use only:

Check #: _____ Issue Date: _____

Assigned Budget Category: _____

Treasurer Signature/Approval: _____

SALES TAX for bi-annual refund: Subtotal(2%) \$_____ Tax 2%= _____ Subtotal(6.75%) \$_____ Tax 6.75%= _____

Audit committee initials: _____

Northern Guilford Middle School PTSA

616 Simpson-Calhoun Road
Greensboro, NC 27455



FUNDS RECEIVED STATEMENT

Money should always be kept and counted in the presence of two PTA Members.

Activity Date: _____

Activity/Committee: _____

FUNDS RECEIVED:

CHECKS TOTAL: \$ _____

CASH TOTAL: \$ _____

COINS TOTAL: \$ _____

Subtract Cash Box \$ Advance: <\$ _____> *not included as income in total funds received below

TOTAL Income/Funds Received: \$ _____

The undersigned certify that the funds shown above were received for PTSA activities and properly accounted for according to the Uniform PTA Bylaws, Standing Rules & Treasurer guidelines and are to be credited to the appropriate account as noted.

Signature of 1st Counter: _____ Date: _____

Signature of 2nd Counter: _____ Date: _____

FOR TREASURER'S USE ONLY:

Amount Received: \$ _____ Date Deposited: _____

Budget Line (s) Credited: _____

Comments: _____

Treasurer's Signature: _____ Audit committee initials: _____

Northern Guilford Middle School PTSA

616 Simpson-Calhoun Road
Greensboro, NC 27455

Section 8.3 Nominating Committee.

The nominating committee shall be comprised of an odd number and no fewer than three members; at least two of the committee members shall be board members and at least one committee member shall be a member of the local PTA who does not serve on the board.

Neither the president nor the principal shall be a member of the nominating committee.

Throughout the year, the nominating committee is tasked with identifying talented, motivated, and responsible individuals to serve as officers of this local PTA.

Prior to the last general membership meeting each fiscal year, the nominating committee shall prepare a slate of nominees for officers of this local PTA for the coming year, and the president shall include that slate in the notice for the last general membership meeting, and the chair of the nominating committee shall place such names in nomination at that meeting, and the election shall be conducted as provided in Section 6.2 of these bylaws.

Nominating Committee: Standing Committee (Bylaws Section 6.2 Election and Section 8.3)

The nominating committee chair and members are elected by the Board of Directors by November 1 (Bylaws Section 8.1a).

Any member who has a paid, current PTA membership may serve on the committee (except the current president or principal). These individuals should be informed, active members who are concerned about the future of the PTA. Throughout the year, nominating committee is tasked with identifying talented, motivated and responsible individuals to serve as PTA officers.

The purpose of the nominating committee is to nominate one person to the office of the president, vice president(s), secretary and treasurer for the coming fiscal year.

The work of the nominating committee is vital to the future growth and success of your PTA. Careful consideration should be given to those who are elected to serve on the nominating committee. How well it does its job will determine the future effectiveness of the PTA.

The nominating committee does not nominate persons for chairs or members of committees.

Committee members are not prevented from being a nominee. However, if this occurs, the individual must excuse him/herself from the room during the discussion and voting for that particular office.

1. The nominating committee chair and members are elected by the board of directors.
2. Before the nominating committee meets, committee members should review the following documents:
 - Uniform PTA Bylaws
 - Nominating Committee Procedures and Information
 - PTA Standing Rules, if adopted

Section 6.1 - Officers. The only elected officers of this local PTA shall be a president, one or more vice president(s), a secretary, and a treasurer. No PTA member shall serve in more than one elected position at a time. Upon taking office, each elected officer must be a member of this local PTA. This local PTA shall enter the newly elected officers and their contact information into the NCPTA database immediately after their election. Changes in officers and/or their contact information must be updated in the NCPTA database.

Section 6.3 Term. Officers shall take office on July 1 and shall serve for that fiscal year (until the following June 30), or until his/her successor is elected and ready to assume office. A person may serve only two consecutive full terms in the same office.

Officers: (Bylaws Article 6)

Term of Office: (Bylaws Section 6.3)

3. Set dates for meetings or conference calls and discuss times for possible interview of candidates. Voting cannot take place via e-mail. All nominating committee meetings are closed to everyone except the committee members, and 19 discussions must be kept confidential. Discussion within the committee should be frank and open, but no deliberation of the committee should be discussed outside of the committee meetings. A sufficient number of meetings must be held to select the best qualified candidates possible.
4. The nominating committee sends an announcement to the PTA Board of Directors and PTA general membership seeking candidates for the PTA officers by all methods the PTA utilizes to communicate with its members and school families. This announcement is also sent to all feeder schools (for example: middle school PTA sends announcement to elementary schools that feed into the middle school; high school PTA sends announcement to middle schools that feed into the high school).
 - The announcement must list all PTA officer positions, regardless of whether or not a current officer wishes to serve another term in the same office or another office; members of the nominating committee with their contact information, deadline to contact nominating committee, purpose of meeting - Election of Officers, the date, time and place of last general membership meeting for the election (See bylaws Section 9.3) and include that nominations from the floor will be allowed.
5. At nominating committee meetings, the committee will:
 - Designate a member of nominating committee to take minutes;
 - Review duties of president, vice president(s), secretary and treasurer in uniform PTA bylaws;
 - Discuss evaluation of candidates – sample questions to ask:
 - o Is the member enthusiastic and supportive of PTA?
 - o Does the member have knowledge of the role of PTA in the school and community?
 - o Does the member work well with others?
 - o Is the member dependable and willing to devote time to serve?
 - o Does the member have special skills, knowledge, experience which would qualify him/her for this office?
 - o What is the member's previous PTA experience and offices held?
 - Each candidate's qualifications should be reviewed fairly and impartially.
 - o Is the member enthusiastic and supportive of PTA?
 - o Does the member have knowledge of the role of PTA in the school and community?
 - o Does the member work well with others?
 - o Has the member completed prior PTA board of director responsibilities in a timely manner?
 - o Has the member attended PTA meetings on a regular basis?
 - o Is the member dependable and willing to devote time to serve?
 - o Does the member have special skills, knowledge, experience which would qualify him/her for an office?
 - Decide who will contact each candidate – divide up
6. Ask the above questions to candidates; take notes of answers, impression and pertinent additional information they share; it is important that all nominees are asked the same questions; it is the candidate's responsibility to return contact to have the opportunity to provide additional information;
 - When approaching potential candidates, be prepared to fully explain the duties of each office and give them time to decide if they can do what is necessary. Be sure the nominees are current members of the PTA and stress the commitment required if they want to serve;
 - When contacting potential candidates be sure to clearly define the responsibilities and duties of the officer position; include any expected representation at council or state meetings; do not try to persuade a reluctant individual and do not try to fill the office just to have names in place;
7. At nominating committee meeting, discuss pertinent information from contact with each candidate;
 - Logically, the nominee for the office of president should be agreed upon first. Other offices are then usually taken up in the order in which they are listed in the bylaws. Vote is taken by voice vote if there is only candidate for office. If more than one candidate proposed for an office, a ballot is used.
 - The nominee with the most votes is the nominating committee's nominee for office; chair will declare result of votes.

8. When the committee has agreed on a candidate, one member should be designated to contact the member by phone or e-mail. The nominee should be reminded fairly of the duties involved and confirm that the nominee still agrees to serve if elected. Per bylaws, the nominating committee must obtain the consent of the nominee.
9. The chair will prepare the Nominating Committee Report called a "Slate of Nominees". All members who concur with the report will sign and date the report.
 - The Slate of Nominees is sent to the president.
 - A PTA best practice is the chair gives the Nominating Committee Report - "Slate of Nominees" at the next PTA board of director meeting and the president distributes the Slate of Nominees to the board of directors by usual means of communication (for example: e-mail) prior to distribution to general membership.
 - The report is given as information only; the board of directors does not discuss or change the Slate of Nominees.

Election: (Bylaws Section 6.2 & Section 9.3)

Section 6.2 Election.

Officers who will serve for the coming fiscal year shall be elected at the last general membership meeting of the fiscal year; these officers will assume office on July 1 and serve until the following June 30.

The nominating committee shall nominate a slate of eligible candidates for election as officers of this local PTA, as provided in Section 8.3 of these bylaws.

The president shall give notice of the election of officers to the general membership at least ten (10) days before the last general membership meeting of the fiscal year, and the notice will include the nominating committee's slate of nominees.

In addition to the individuals nominated by the nominating committee, nominations from the floor will be allowed. When there is only one nominee for an office, that election may be held by voice vote. If there is more than one nominee for any office, election for that office must be by ballot.

Only those individuals who are PTA members and who have signified their consent to serve if elected may be nominated by the nominating committee or by floor nomination or elected to such office.

Bylaws Section 6.2c:

The president shall give notice of the election of officers to the general membership at least ten (10) days before the last general membership meeting of the fiscal year, and the notice will include the nominating committee's slate of nominees.

Section 9.3 - Last general membership meeting of the fiscal year. The last general membership meeting of the fiscal year shall be held in April, May, or June.

10. Election will take place at the last PTA general membership meeting of the fiscal year.
 - At the last general membership meeting for the election, the president asks for the Nominating Committee's report – Slate of Nominees. The chair of the nominating committee gives the report. The president conducts the election. A copy of the report is given to the secretary to be included in the minutes. See NCPTA's Election of Officers Script.

Northern Guilford Middle School PTSA

616 Simpson-Calhoun Road
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ELECTION of OFFICERS - SCRIPT

1. Per bylaws, prior to the last general membership meeting, the nominating committee prepares a slate of nominees.
2. Per bylaws, the president gives notice of the election of officers to the general membership at least 10 days before the last general membership meeting and notice must include the slate of nominees.
3. Quorum must be established to conduct business. General Membership meeting – quorum is either twenty (20) members or fifty percent (50%) of the membership of this local PTA, whichever number is less (See Bylaws Section 9.4). Members must be present to vote. May not use electronic media and may not use proxy votes per bylaws and Robert’s Rules of Order.
4. President: “I would like to recognize the Chair of the Nominating Committee, _____ to give the Nominating committee’s report of the Slate of Nominees.”

5. Chair of Nominating Committee: “I would like to thank the other members of the nominating committee: _____ and _____.

The Report of the Northern Guilford Middle School PTSA Nominating Committee is as follows:

The (insert year-year/upcoming school year) Slate of Nominees are:

President: _____
Vice-President: _____
Treasurer: _____
Secretary: _____

The Nominating Committee moves to elect the (insert year) Slate of Nominees.”

6. President: “Thank you to the nominating committee for their hard work. The (insert year) Slate of Nominees are:
President: _____
Vice-President: _____
Treasurer: _____
Secretary: _____

“Coming from committee, the motion does not require a second.”

7. President: “Are there are any additional nominations from the floor for the (insert year) officers of the Northern Guilford Middle School PTSA?” PAUSE.....

If there are no nominations from the floor, the election will be by voice vote.

8. President: “Hearing no further nominations, I declare nominations closed.”
9. President: “Please allow me to explain the voting procedure. Only current members of this PTSA may vote. When voting, please raise your hand and state “yes” or “no.” “Is there any objection to voting on the entire Slate of Nominees together?”

If no objection: “All those in favor of electing the (insert year) Slate of Nominees as presented, please indicate by saying yes” ...Pause...“All those opposed indicate by saying no.”

If there is an objection: Elect each nominee to office separately following this procedure. (Of note: Nominations from floor are already closed.)

10. President: “I declare the motion has PASSED or FAILED. I will ask that the secretary please record this action in the minutes of tonight’s meeting.”

11. President: "Congratulations to the newly elected officers of the (insert year) Northern Guilford Middle School PTSA."

RETURN TO REGULAR AGENDA:

• After all officers are elected by voice vote then the president or presiding officer either returns to the regular agenda OR

- Read announcements and declare business adjourned
- Once PTA business has concluded and adjourned, the program begins.

+++++

If there are nominees from the floor for any office, that office must be voted on by ballot.

Prior to an election meeting, blank ballots should be prepared, printed and on-hand in case they are needed for election.

Nominees' names are NOT pre-printed on ballot.

The office of president should be voted on first, followed by treasurer, then VPs, then secretary. This allows nominees who may not be elected, a chance to nominate again. A president needs to decide, depending on which office there is a nomination from the floor on how to proceed.

8. President: "Please allow me to explain the nominating and voting procedures. Only current members of this PTA may be nominated for office, make motions and participate in voting. Since there is more than one nominee for office of _____, the vote must be done by ballot.

9. President: "I appoint the following 3 PTA members to serve as tellers:"(Tellers are PTSA members, neutral, and represent a diverse and inclusive group. (Not someone who will be running for office)

1- _____ 2- _____ 3- _____

10. President: "Tellers, please distribute the ballots to PTA members only. Please distribute ONE ballot per member. PTSA members, please raise your hand as the tellers come around." "Once you receive your ballot, please write the name of the office being elected as _____; you may vote for 1 nominee. Please write the names of the nominees as they are nominated. Mark an X beside the person whom you are voting for. (REPEAT these instructions for audience.)

11. President: "I recognize _____ to speak. Are you a PTSA member? If answers "yes": This person may nominate someone else or themselves. Ask for the nominee motion from the floor – motion

It would require a second to move on. If not seconded, declare that motion fails and move on to next.

If motion is seconded:

President: If person speaking is nominating self or if nominating someone else, ask the nominee: "Are you a PTSA member?" "Do you agree to be nominated?" (They must agree to be nominated before you can move on.) The maker of the motion may speak to his/her motion first either on behalf of nominee or on his/her behalf. Next invite both nominees to stand and speak for no more than 2 minutes. This would continue with however many nominees you had from the floor for the office of _____.

OR until a PTA member "calls for the nominations to be closed." This motion does NOT require a second and presidents calls for the vote.

- OR until a PTA member "calls the question." This motion must be seconded and then this motion is voted on. If approved, president then calls for the vote.
- OR until President/Presiding officer declares nominations closed. Des not require a second.

12. President: "I declare nominations are closed.

13. President: The nominees are _____ and _____ for the office of _____. Please mark an X beside the person whom you are voting for. You may only vote for 1.

Wait.....1 minute

(continued on next page)

15. President: "Tellers, please collect the ballots and prepare a report. Please count the ballots in (_____) area in this room. The report shall include the total number of ballots cast, the number of ballots disqualified, and the election totals for each nominee. Each teller must sign the report." (Tellers then move to an area IN THE ROOM and count the ballots in the presence of people in attendance at meeting.)

RETURN TO REGULAR AGENDA - Other PTA Business (Treasurer's report, etc) while tellers count ballots.

16. Once tellers are done: President: "May I please have the Report of the Tellers. Thank you." (Tellers give report to president.)

17. President: "The report of the tellers is as follows:"

For the office of _____:

Total number of Ballots Cast: _____

Number of Ballots Disqualified: _____

The Election for office of _____ totals are:

_____ has _____ votes.

_____ has _____ votes.

(The candidate with the most votes is the winner.) (Make sure tellers sign report.)

18. President: "I declare _____ as been elected to the office of the _____ (state which officer title). I will ask that the secretary please record this action in the minutes of tonight's meeting."

19. President: Congratulations, _____, the new 2017-2018 _____ (state which officer title). CLAP! Repeat Procedure for each office that has more than one nominee.

20. Place ballots in a sealed envelope, have the 3 tellers sign on closed flap. Give to secretary.

RETURN TO REGULAR AGENDA - Announcements and then Adjournment

- The presiding officer can entertain a recount or challenges to the election.
- After all officers are elected by ballot vote then the president or presiding officer either returns to the regular

agenda OR

- Read announcements and declare business adjourned
- Once PTA business has concluded and adjourned, the program begins.

Northern Guilford Middle School PTSA

616 Simpson-Calhoun Road
Greensboro, NC 27455



OFFICIAL BALLOT

For the office of: _____

VOTE FOR NO MORE THAN (1) NOMINEE(S)

NOMINEES

SELECTION

INSTRUCTIONS:

- Only current PTA members may vote. Write names of the nominees on lines at the left as they are nominated.
- Mark an X beside those for whom you are voting.
- Fold ballot once and hand to teller.

Northern Guilford Middle School PTSA

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Greensboro, NC 27455



TELLER'S REPORT

Ballots for the Office of _____

Total Number of Ballots Cast: _____

Number of Ballots Disqualified: _____

Examples to Disqualify: _____

Not PTA member; Unable to read - illegible; No box with X; Voted for more nominees than permitted

The Election Totals for the Office of _____ are:

_____ has _____ votes.

_____ has _____ votes.

_____ has _____ votes.

_____ has _____ votes.

Tellers:

Please sign report to verify for accuracy.

1 _____

2 _____

3 _____