

**MT. LEBANON CITY COUNCIL PTA  
COMMITTEE REPORT - SCHOOL YEAR ENDED JUNE 30, 2015**

<b>Committee/Office Name:</b>	<b>Bylaws and Policies Chair</b>
<b>Committee Chairperson(s) or Officer Name(s):</b>	<b>Jodi Kubit</b>
<b>Committee Goal(s) or Job Description:</b>	Assist all units in keeping bylaws updated in accordance with PTA requirements. Advise units as necessary on issues with bylaws, standing rules or Roberts Rules of Order. Devise policies or procedures to assist units with activities such as electing nominating committees and conducting elections. Perform any other duties as required by the Council PTA Executive Board.
<b>Significant accomplishments:</b>	Amended bylaws for units regarding the Georgia Pogue dues reaching \$1.00 per member.  Amended Council bylaws to combine two secretary positions into one.  Processed various other unit bylaws amendments as required by the unit.  Revised Council Standing Rules regarding meetings, attendance at meetings, and attendance at Council Luncheon.
<b>Timeline including beginning and ending dates for committee or position:</b>	All-year position. Review the chart of when units' bylaws are due for revision and allow approximately three months for the entire process per unit. Busy around time of elections with questions regarding procedures.
<b>Materials/Resources used or needed:</b>	Computer with internet access, printer, access to PA PTA website, envelopes for mailing bylaws to state.
<b>Budget: \$ _____ 0 _____</b>	<b>Actual: \$ _____ 0 _____</b>
<b>If actual is over/under budget, explain reason for variance:</b>	N/A
<b>Suggestions for next year:</b>	Prepare a sample Standing Rules document for units and make sure all are in the process of revising their Rules each year.  Prepare a "chart of motions" using Roberts Rules to assist units in running meetings properly.  Continue to update bylaws section of website.
<b>Other Comments:</b>	
<b>Date: 6/3/15</b>	<b>Signed: <i>Jodi Kubit</i></b>