

Commack PTA Council **Meeting Attendance Guidelines**

Executive Meetings are open only to the voting body of the council, as described in the bylaws and listed below. Guests may be invited, such as District Administrators and members of the Board of Education, to report on specific items but should not attend the entire meeting. Minutes should be kept but are distributed only to the voting body. These meetings may be held at a home, library, school room, school cafeteria, etc.

General Meetings may be planned around special programs. A speaker or workshop may be sponsored by the PTA and the program may be open to a large guest audience. In that case, the business portion of the meeting should be brief. Committee reports are given and if any business needs to be conducted during this meeting, it is important to remember that only council voting body members may vote. Members of a local PTA in council membership may participate in the meeting.

Guests may not vote or make motions at any council meeting. They may speak only with permission of the voting body.

Council Voting Body

The voting body of the council is defined in the bylaws and consists of:

- 1) Council elected officers (council executive committee).
- 2) Superintendent of Schools, or his representative
- 3) Presidents of member units, or their alternates.
- 4) Accredited delegates from member units as specified by each PTA bylaws.
- 5) Council committee chairs (including Teacher Reps).

(Note: To be eligible to act as an officer or committee chair of the council, a candidate must belong to a member PTA.)