

## PALTA STANDING RULES

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Adopted December 2003

Amended December 2007

Amended December 2015

#### **A. GENERAL GUIDELINES**

1. PALTA shall maintain a Checking and a Savings Account.
2. All checks are to be signed by two of three authorized Officers, being, the President, First Vice President and Treasurer.
3. PALTA's Treasurer shall not give blank signed checks without prior Board approval. Any check over the amount of \$250.00 must have prior Board approval.
4. Each Committee shall follow the budget approved by the Board of Directors.
5. PALTA's Check Request form shall be submitted for monetary reimbursement, attaching all receipts
6. Per Article X(B)(1) of the By-Laws as amended effective January 31, 2016, any Active Member who was previously appointed or elected as an Officer or Director of either NALTA or PALTA, but failed to complete their term for any reason other than a medical or family emergence may not be placed on the ballot as a candidate for office or directorship without prior majority approval of the current Board of Directors. For clarification, once a potential candidate has received majority approval, they may be placed on the ballot for nomination. They would not have to present their case to the Board of Directors again unless they had another incomplete term.
7. One of the President's duties is to be an "ex officio" member of all committees unless a conflict of interest exists. A conflict of interest can be identified by the President or by

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majority vote of the Board of Directors.

8. The NALTA Liaison historically serves for 2 years if they choose to. NALTA encourages a break of at least 1 year after that.
9. The CPLTA Liaison historically served several years due to the record keeping required, however, since the implantation of the website this multi-year term may no longer be necessary. While part of their job requirement is to maintain the records of all local CPLTAS, it is the CPLTA's responsibility to update their information on the website. The CPLTA Liaisons records are used for clarification.

### **B. STANDING COMMITTEES**

Standing Committees exist throughout the year, and are intended to consider all matters pertaining to the designated subject. In accordance with the current By-Laws, Standing Committees are:

- 1) Ethics & Grievances
- 2) Election
- 3) Nomination

Within 30 days of installation, the President shall recommend for Board approval a Chair for the Ethics & Grievances Committees. Each Chair shall select a Co-Chair to represent the Committee in the event that the Chair is unavailable. Unless otherwise stated in the By-Laws, the Chair should be allowed to select the members of the committee. The Seminar Committee and NALTA Conference Committee shall have a budget outlined in the PALTA budget; all other committees' meeting lunches shall fall under the Miscellaneous Category, which should contain enough funds to cover these costs.

Guidelines follow for each of the Standing Committees.

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### 1. ETHICS & GRIEVANCES COMMITTEE

- a. The Ethics & Grievances Committee is responsible for upholding the ethical standards of NALTA, as set forth in Articles V and VI of the PALTA By-Laws, effective January 31, 2016.
- b. The President shall recommend for Board approval a Chair and three/four Active Members to serve. Optimally, the majority those recommended should be non-Board members.
- c. Majority of the Committee members shall constitute a quorum.

### 2. ELECTION COMMITTEE

- a. The Election Committee records & certifies election results for the upcoming Board of Directors, as described in Article X of the By-Laws, effective January 31, 2016.
- b. The Chair of the Election Committee may not also chair the Nominations Committee unless specifically allowed by the Board of Directors.
- c. The Election Committee shall determine the method of distribution and tallying of ballots, which shall then be approved by the Board of Directors prior to implementation.
- d. Paper ballots should remain unopened until the Election Committee gathers to tally the votes. Electronic survey should remain unviewed until Election Committee gathers.
- e. The Chair shall certify election results to the Board of Directors at a Special Meeting held at the earliest opportunity after the votes are tallied.
  - i. If there is a tie for any position, a run-off election shall be held.
  - ii. If two candidates for the same position have less than a 10% difference, then either candidate may call for a run-off election. The Board of Directors may also elect to call for a run-off election without candidate consent.

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### **3. NOMINATION COMMITTEE**

- a. The Nomination Committee is responsible for collecting nominations and certifying candidacy in order to find qualified candidates to serve on the PALTA Board of Directors for the upcoming year, as described in Article X of the By-Laws, effective January 31, 2016.
- b. The Committee shall consist of all members of the Board of Directors; the President shall recommend a Chair for Board approval no later than June 1st of each year.
- c. The Committee shall prepare voting ballots and distribute them to all eligible voting Members of PALTA for receipt within 30 days prior to the established voting deadline.

### **C. SPECIAL COMMITTEES**

Special Committees are created by the Board of Directors, and go out of existence once their task is completed. Once the Board has voted to create a Special Committee and appointed its Chair, the Board must also outline the parameters of the task(s) to be completed by the Committee. The Chair of each committee decides who will serve on their committee. The Board of Directors retains approval over committee members.

The Special Committees outlined below are typically formed each year. Additional committees may be formed as necessary. Guidelines for typical Special Committees follow.

#### **1. MEMBERSHIP COMMITTEE**

- a. Determines eligibility for PALTA membership and the acceptance of any applicant.
- b. The Secretary shall serve as Chair, and the Board of Directors shall serve as the Committee.
- c. Membership status shall be determined by January 31 of each year, but can be

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amended during the year

### **2. SEMINAR COMMITTEE**

- a. The Seminar Committee organizes and conducts PALTA's annual conference, typically held in the Spring of each year.
- b. The Past President historically chairs this Committee. If he/she is unable to do so, then the task goes to the President and then downward through the chain of command.
- c. The Chair shall select Seminar Committee members.
- d. The Committee shall have its own budget, approved by the Board of Directors.

### **3. MEMBER OF THE YEAR COMMITTEE**

- a. The Member of the Year Committee is responsible for accepting nominations for this annual award, distributing ballots, and tallying and reporting results to the Board of Directors.
- b. Each year, the Board shall determine whether the PALTA Member of the Year will also serve as the NALTA Member of the Year.
- c. The President shall recommend for Board approval a Committee Chair, who shall then select Committee members.
- d. The PALTA and NALTA Member of the Year awards are given in the Spring of each year, and are based on Member achievements during the previous calendar year.
- e. Nominations should be received no later than March 1. Ballots should be approved by the Board of Directors, and go out within two weeks to all eligible voting Members, to be returned no later than April 15. Any nominee biographies shall be approved by the Board of Directors prior to distribution to the General Membership.
- f. Election results shall be certified to the Board of Directors no later than May 1.

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- g. All nominees shall be contacted by phone or email prior to the results being made public.
- h. If a tie should occur, a run-off election shall be held. If this again results in a tie, then the distinction shall be given to both nominees.

### **4. AUDIT COMMITTEE**

- a. The Audit Committee conducts and completes the annual audit of financial records of PALTA no later than September 30.
- b. The Board of Directors shall appoint a Chair and two Active Members to serve. Optimally, at least one of these appointees should be a non-Board member and one should be the incoming Treasurer.
- c. A Report of findings shall be submitted to the incoming President after installation but by September 30.

### **5. PROGRAM COMMITTEE**

- a. The Program Committee is responsible for arranging for speakers for regular membership luncheon meetings. The 1<sup>st</sup> VP serves as Chair of the Program Committee.

### **6. PUBLICITY COMMITTEE**

- a. The Publicity Committee is responsible for all PALTA publicity, including the PALTA Membership Directory and website. The 2<sup>nd</sup> VP serves as Chair of the Publicity Committee.

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### **7. NALTA CONFERENCE COMMITTEE**

- a. The NALTA Conference Committee organizes PALTA's contributions to NALTA's annual conference and PALTA's conference table at the NALTA conference.
- b. The Board of Directors shall appoint a Chair, who then shall select Committee members.
- c. The Committee shall have its own budget, approved by the Board of Directors.
- d. Contribution(s) in the past have included: a door prize to NALTA on behalf of PALTA, 2 or 3 PALTA table drawing door prizes, PALTA table give away item(s), donation to the NALTA goodie bag and PALTA table decorations.

### **8. NALTA CONFERENCE SCHOLARSHIP FROM PALTA**

- a. The Board of Directors shall appoint a Chair, who then shall select Committee members.
- b. The Board of Directors shall determine how many scholarships to grant each year and the monetary allowance for each scholarship.
- c. Drawing is open to Active PALTA Members who are (1) not company supported, (2) have not won as PALTA sponsored Scholarship to NALTA Conference in last 2 years and (3) did not win a NALTA Grant to Conference.
- d. Members who are interested and meet criteria should submit their name to Committee Chair.
- e. The Scholarship may assist in covering Conference attendance fees, round trip airfare, hotel stay for Conference nights and other qualified expenses not exceeding allowance.