A close up of a logo

AI-generated content may be incorrect.

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Proposed Bylaws Completed – Now What?

Follow these steps to complete the updating process

1. After the bylaws committee has completed the bylaws template (English or English/Spanish - not both) and the submittal form listing the proposed changes, send the bylaws and submittal form to your council, if in council.

If out of council send to Ninth District PTA parliamentarian at [parliamentarian@ninthdistrictpta.org](mailto:parliamentarian@ninthdistrictpta.org).

1. For out of council associations, the Ninth District PTA parliamentarian reviews and when perfect, bylaws and submittal form are sent to the California State PTA parliamentarian for review and signature.
2. Council parliamentarian or designated officer receives and reviews, and forwards the documents to Ninth District PTA parliamentarian.
3. District parliamentarian does a further review and when perfect, bylaws and submittal form are sent to the California State PTA parliamentarian for review and signature.
4. State parliamentarian conducts another review and signs.
5. Bylaws are then sent back to district parliamentarian.  Parliamentarian sends to association officer/chair, council officer/chair and our Ninth District PTA district office.
6. Instructions for adoption process by your association are included in the return documents.

If there are questions, contact your council parliamentarian, if in council, or the district parliamentarian, if an out of council association (parliamentarian@ninthdistrictpta.org).

Resources can be found on this page

ninthdistrictpta.org/pta-leaders/running-pta/parliamentarian/