

**Where:** A PTA can use school property if the PTA has signed a facility use agreement with the school or school district.

**Who:** While a board may take an endorsement vote, it is recommended that an endorsement vote take place at a membership meeting for the voices of all members to be represented.

**When:** A regularly scheduled meeting or a special meeting with published date of meeting ten days in advance for a membership meeting, or five days in advance for a board meeting. Kidmail can be used to announce a vote if it is a neutral announcement and something you regularly do in your kidmail communications.

### **How to Conduct the Vote:**

#### **1. Present the pros and cons**

- Include any Washington State PTA or council position on this issue and their rationale.

#### **2. Ask for a motion to endorse**

- Preparing someone in the room who is willing to make the motion is recommended.
- Give them the actual motion and ask them to “make the motion for endorsement.” This saves time trying to work from scratch.

#### **3. Suggested motion**

- The (PTA name here) endorses a “Yes” or “No” on the month, year, ballot/initiative number and name.

#### **4. Ask for discussion**

- Refer to resource materials provided by WSPTA, and the pro and con campaigns. Use other sources as needed.

#### **5. Take the vote**

- If the room is generally in agreement conduct a vote by a show of hands, voice yeah or nay, or by ballot.
- If the membership appears to be split and this is controversial, you do not have to take the vote. The motion can be withdrawn or tabled for another meeting when it can be revisited.

#### **6. Publish the endorsement**

- You can publish the outcome of the vote and use kidmail to convey this factual information, if you routinely use kidmail to report on PTA activity.
- You can also send news of your endorsement to the campaign.

#### **7. You may make a campaign contribution**

- Depending on your standing rules you will need either a board vote or a membership vote.
- Generally, if you have a generic line item in the budget for campaign contributions, only the board needs to vote.
- If you do not have a line item, then you need to amend your budget to add one. This requires taking the budget back to the membership for approval.
- Watch how much you spend on campaigns, aim for no more than 5 percent of your budget and you'll be well within IRS guidelines for 501(c)(3) designated non-profits.