

## An Overview of the Establishment and Reestablishment of PA/PTAs

- According to Chancellor’s Regulation A-660 the principal is responsible for convening a meeting of parents to establish a PA/PTA in a new school or re-establish a PA/PTA that has ceased to function.
- The principal may contact the appropriate Presidents’ Council, [District or Borough Family Advocate](#), or Division of Family and Community Engagement ([FACE](#)) for guidance.
- The two different processes for establishing or re-establishing a PA/PTA are outlined below, including links to materials to support each process:

### **Establishing a PA in a New School:**

- Schools should backpack home a [meeting notice](#) on the first day of school.
- Meeting #1 – Creation of bylaws. Schools should use the PA Bylaws Template available on the FACE PA/PTA [resource page](#). If possible, meeting facilitators should request a laptop, projector and screen so they can “drop” agreed upon information into the fields and create a draft of the bylaws for approval during the second meeting.
- Meeting #2 – This meeting has two parts - First, members must vote on and adopt the draft bylaws. The school should distribute copies of the bylaws proposals to be considered. Second, expedited elections must be held following the steps outlined in the [Expedited Election Guide](#).

### **Re-establishing a PA in an Existing School:**

- Schools should backpack home a [meeting notice](#) on the first day of school.
- An expedited election must be held following the steps outlined in the [Expedited Election Guide](#).
- The principal is responsible for scheduling the necessary meetings (10 calendar days notice is required).
- The appropriate Presidents’ Council should be informed of confirmed election meetings. Presidents’ Councils are the primary support for PA/PTAs in need of assistance.
- The election facilitator should review the PAs’ bylaws in advance of election meeting.
- After the election the principal must certify the election by completing and signing the [certification form](#) before the election meeting is adjourned. The signed, completed form must be retained by the PA/PTA executive board and a copy must be filed in the principal’s office.
- The principal or his/her designee must enter the information into the [School-Parent Leader Contact Information system](#) within 5 calendar days of the election. Schools should not fax the certification form to FACE.