

**Trumbull Council of
Parents, Teachers and Students
Association, Connecticut**

“Trumbull PTSA Council”

Approved: 4/28/14

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Any Article is required by CT PTSA or IRS.
It needs to be written verbatim.

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ARTICLE I: NAME

The name of this organization is the **Trumbull Council of Parents, Teachers and Students Association, Connecticut** (Trumbull PTSA Council). It is a council PTA/PTSA organized under the authority of Connecticut Congress of Parents Teachers and Students, Inc (CT PTSA), a branch of the National Congress of Parents and Teachers (the National PTA). For the purposes of these By-Laws the acronyms "PTA" and "PTSA" are used interchangeably.

ARTICLE II: PURPOSES

Section 1 The Objects of the Trumbull PTSA Council, in common with those of the National PTA and the CT PTSA, are:

- a. To promote the welfare of children and youth in home, school, community, and place of worship
- b. To raise the standards of home life
- c. To secure adequate laws for the care and protection of children and youth
- d. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth
- e. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education

Section 2 The Objects of the National PTA, the CT PTSA, and the Trumbull PTSA Council are promoted through an educational program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects, and programs; and are governed and qualified by the basic policies set forth in Article III.

Section 3 The organization is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter "Internal Revenue Code").

ARTICLE III: BASIC POLICIES

The following are basic policies of the Trumbull PTSA Council, in common with those of the National PTA and the CT PTSA:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The organization or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the Objects of the organization.
- c. The organization or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- d. The organization shall work with the schools to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing

school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.

- e. The organization shall not enter into membership with other organizations except such international or national organizations as may be approved by the National PTA Board of Directors. The CT PTSA or any of its divisions may cooperate with other organizations and agencies concerned with child welfare, but PTA/PTSA representatives shall make no commitments that bind the group they represent.
- f. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers, or other private individuals except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.
- g. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- h. Upon the dissolution of the organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE IV: RELATIONSHIP WITH NATIONAL PTA AND CT PTSA

Section 1 This council PTA shall be organized and chartered under the authority of the CT PTSA in the area in which these council PTA functions, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as the CT PTSA may in its bylaws prescribe. The CT PTSA shall issue to this council PTA an appropriate charter evidencing the due organization and good standing of this council PTA.

A council PTA in good standing is one that:

- a. Adheres to the Objects and basic policies of the PTA;
- b. Has complied with the Policy of Affiliation;
- c. Have all presidents & treasurers attend a Leadership Orientation course that has been provided or approved by the CT PTSA. This training must be completed by Oct. 15th or within 60 days after filling a vacancy; and
- d. Meets other criteria as may be prescribed by the individual state PTA.

Section 2 The articles of organization of this council PTA include (a) the bylaws of such organization and (b) the certificate of incorporation or articles of incorporation of such organization (in cases in which the organization is a corporation) or the articles of association by whatever name (in cases in which the organization exists as an unincorporated association).

Section 3 This council PTA shall adopt such bylaws for the government of the organization as may be approved by the CT PTSA. Such bylaws shall not be in conflict with the National PTA Bylaws or the bylaws of CT PTSA.

Section 4 This council PTA shall include all Articles in its bylaws provisions corresponding to the Connecticut PTSA Bylaws.

Section 5 The adoption of an amendment to any provision of the Connecticut PTSA Bylaws shall serve automatically and without the requirement of further action by this council PTA to amend its corresponding bylaws. This council PTA shall promptly incorporate such amendments in its bylaws.

Section 6 Bylaws of this council PTA shall include an article on amendments.

Section 7 Bylaws of this council PTA shall include a provision establishing a quorum.

Section 8 Each officer or board member of this council PTA shall be a paid member of a local PTA within its area.

Section 9 The bylaws of this council PTA shall prohibit voting by proxy.

Section 10 A PTA member shall not serve as a voting member of this council PTA's board while serving as a paid employee of or under contract to this council PTA.

Section 11 Only members of this council PTA who have paid dues for the current membership year may participate in the business of this council PTA.

Section 12 The members of the nominating committee for officers of this council PTA shall be elected by the general membership, board of directors, or executive committee.

Section 13 This council PTA shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization, including, specifically, the number of its members, and the dues collected from its members. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the CT PTSA or, where directed by the committee on state and national relationships, by a duly authorized representative of the National PTA.

Section 14 The charter of this council PTA shall be subject to withdrawal and the status of such organization as a council PTA shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the CT PTSA.

Section 15 This council PTA is obligated, upon withdrawal of its charter by the CT PTSA:

- a. To yield up and surrender all of its books and records and all of its assets and property to the CT PTSA or to such agency as may be designated by the CT PTSA or to another council PTA organized under the authority of the CT PTSA;
- b. To cease and desist from the further use of any name that implies or connotes association with the National PTA or the CT PTSA or status as a constituent organization of the National PTA; and
- c. To carry out promptly, under the supervision and direction of the CT PTSA, all proceedings necessary or desirable for the purpose of dissolving the Trumbull PTSA Council.

Section 16 Council bylaws and any amendments thereto shall be submitted to the CONNECTICUT PTSA unit/council bylaws review chair for approval every three years prior to being voted in at Council meeting.

ARTICLE V: PURPOSES OF THIS COUNCIL

Section 1 The purposes of this council PTA are to:

- a. Unify and strengthen local PTAs comprising the council PTA;

- b. Provide for the conference and cooperation of the local PTAs in the council PTA membership in order to create a public opinion favorable to the interests of children, to encourage programs and projects in the various PTA units which will carry out the Mission and Objects of PTA, and to assist in the formation of new PTAs according to the plan of the CT PTSA; and,
- c. Promote the interests of the National PTA and of the CT PTSA.

Section 2 This council PTA shall not legislate for local PTAs.

ARTICLE VI: MEMBERSHIP AND DUES

Section 1 Membership in this council PTA shall consist of local PTAs chartered by the CT PTSA in Trumbull, Connecticut upon payment of dues as hereinafter provided.

Section 2 Membership in PTA shall be open, without discrimination, to anyone who believes in and supports the Mission and Purposes of National PTA.

Section 3 This council PTA shall conduct an annual enrollment of units (local PTAs) but may admit local PTAs to membership at any time.

Section 4 Each unit (local PTA) of this council PTA shall pay such annual membership fees to said organization as may be prescribed by the organization.

Section 5 The annual membership fees in this council PTA shall be approved in the budget process. The date when these fees shall be due will also be decided during that budget approval.

ARTICLE VII: OFFICERS

Section 1 The officers of this council PTA shall be a president a president-elect, first vice president, second vice president, third vice president, a secretary, and a treasurer. The following positions may consist of one or more individuals: first and second vice president. Up to two (2) second vice president positions may be held by Trumbull High School students.

Section 2 Officers shall be elected at the annual general membership council meeting, usually held at the second to last meeting of the fiscal year.

Section 3 The vote shall be conducted by ballot. When there is but one candidate for an office, the ballot for that office may be dispensed with and election held by voice vote. A majority vote shall be required for election.

Section 4 The following provisions shall govern the qualifications and eligibility of individuals to be officers of the Trumbull PTSA Council:

- a. Each officer shall be a paid member of a local PTA within the area of this council PTA.
- b. Only members of a local PTA whose state and council PTA dues are paid shall be eligible to hold office.
- c. No officer may be eligible to serve more than two consecutive terms in the same office.
- d. A person who has served in an office for more than one half of a full term shall be deemed to have served a full term in such office.

- e. A person may not serve as an Officer if such person has a conflict of interest. Conflicts of interest shall be determined by the Executive Board, and include, but are not limited to, being a member of the **Trumbull** Board of Education ("BOE"), and holding an administrative position in the Trumbull Public Schools.

Section 5 Officers shall assume their official duties in July and shall serve for a term of one (1) year or until their successors are elected.

Section 6 A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the president-elect. A vacancy in any office other than president shall be filled by the board of directors.

ARTICLE VIII: NOMINATING COMMITTEE

Section 1 There shall be a nominating committee composed of one representative from each member unit, nominated by the current president of each unit and elected by the PTA Council Executive Board at least two (2) months prior to the election of officers. The immediate past president of the PTA Council may serve in an ex-officio capacity.

- a. The committee shall elect its own chair.
- b. The nominating committee shall nominate an eligible person for each office to be filled and send its report to the members of the board of directors and to the president of each member PTA at least thirty (30) days before the annual election meeting
- c. Only those individuals who have met the qualifications as outlined in Article VII, Section 4 and who have signified their consent to serve if elected shall be nominated for, or elected to, such office.
- d. Anyone who wishes to run from the floor must inform the president at least two weeks before the election is held.
- e. The president will inform the slated candidates if there is someone running from the floor for the same position.
- f. The president shall inform the membership of all people who will be running, slated and from the floor at least 10 days before the election.

ARTICLE IX: DUTIES OF OFFICERS

Section 1 The president and/or president-elect shall:

- a. Preside at all meetings of this council PTA;
- b. Serve as an ex-officio member of all committees except the nominating committee;
- c. Coordinate the work of the officers and committees of this council PTA in order that the Objects may be promoted;
- d. Assist in extending PTA work into all parts of the council PTA area, keeping it in harmony with the state PTA plan;
- e. Sign all contracts (president only);
- f. Sign, with the treasurer, all orders on the treasury of the council PTA;
- g. Attend required approved CT PTSA training; and
- h. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the board of directors or executive committee.

Section 2 The vice president(s) shall:

- a. Act as aide(s) to the president and president-elect;

- b. In their designated order, perform the duties of the president in the president and president-elect's absence or inability to serve;
- c. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of directors or the executive committee.

Section 3. The third vice-president shall:

- a. Be a principal or assistant principal of one of the member units;
- b. Present a written or oral report at each meeting of this council to communicate matters relating to students, staff and families of this council;
- c. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or requested by the executive board or executive committee.

Section 4 The secretary shall:

- a. Record the minutes of all meetings of the Trumbull PTSA Council;
- b. Be prepared to read the records of any previous meetings;
- c. File all records;
- d. Have a current copy of the bylaws;
- e. Maintain a membership list;
- f. Notify committee chairs of their appointments;
- g. Conduct delegated correspondence;
- h. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of directors or the executive committee.

Section 5 The treasurer shall:

- a. Have custody of the funds of this council PTA;
- b. Maintain a full account of the funds of this council PTA;
- c. Make disbursements as authorized by the president, executive board, or this council PTA in accordance with the budget adopted by this council PTA;
- d. Sign, with the president, all orders on the treasury of the council PTA;
- e. Cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to the Trumbull PTSA Council PTA;
- f. Provide a written financial statement to the board of directors at each meeting;
- g. File all necessary tax reports and other governmental obligations required of the Council;
- h. Send a copy of such tax reports to the CT PTSA;
- i. Present an annual report of the financial condition of the organization;
- j. Submit the books annually for an audit by an auditing committee selected by the board of directors at least one month before the meeting at which new officers assume duties.
- k. Send copy of audit/review to the CT PTSA;
- l. Report the findings of the annual audit to the board of directors;
- m. Attend required approved CT PTSA training; and
- n. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of directors or the executive committee.
- o. Insure that checks \$1,000 or greater are co-signed by the president or president-elect.

ARTICLE X: BOARD OF DIRECTORS

Section 1 The affairs of the Trumbull PTSA Council shall be managed by the board of directors in the intervals between general membership meetings.

Section 2 Each board member shall be a paid member of a local PTA within the area of the council.

Section 3 The members of the board shall be:

- a. Elected officers;

- b. the immediate past president; the president of each member unit or his or her representative; and the superintendent of schools or his or her representative.
- c. The president may appoint a parliamentarian, subject to approval of the executive committee of this council PTA.

The parliamentarian is a consultant, commonly a professional, who advises the president and other officers, committees, and members on matters of parliamentary procedure. The parliamentarian's role during a meeting is purely an advisory and consultative one—since parliamentary law gives to the chair alone the power to rule on questions of order or to answer parliamentary inquiries.

Section 4 Duties of the board shall be to:

- a. Carry out such business as may be referred to it by the membership of the association;
- b. Create special committees;
- c. Present a report at the regular general membership meetings of this council PTA;
- d. Select an auditor or an auditing committee to audit the treasurer's accounts;
- e. Approve and submit an annual budget to this council PTA's general membership for adoption;
- f. Approve payment of routine bills within the limits of the approved budget;
- g. Approve plans of work of council PTA standing committees;

Section 5 If any member of the board of directors shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed from the board by resolution adopted by the board of directors.

Section 6 Regular meetings of the board shall be held with the date and time to be fixed by the board at its first meeting of the year.

Section 7 Special meetings of the board may be called by the president or when requested by 2 members upon 2 days' written notice to each member of the board.

Section 8 At all meetings of the board, a majority of the members of the board shall constitute a quorum for the transaction of business.

Section 9 Upon the expiration of the term of office or when individuals cease to hold the position that entitles them to be a member of the board, they shall automatically cease to be a member of the board and shall be relieved of all duties and responsibilities incident to such membership. All records, books and other materials pertaining to the position shall be turned over to the president and all funds pertaining to the position shall be returned to the treasurer within fourteen days.

ARTICLE XI: EXECUTIVE COMMITTEE

Section 1 There shall be an executive committee of the Trumbull PTSA Council, the members of which shall be:

- a. All elected officers

Section 2 Each executive committee member shall be a paid member of a local PTA within the area of the council.

Section 3 Special meetings of the executive committee may be called by the president or upon written request of 2 members with 2 days' notice to each member of the executive committee.

Section 4 A majority of the executive committee shall constitute a quorum for the transaction of business.

Section 5 Duties of the executive committee shall be to:

- a. Transact business referred to it by the board;
- b. Appoint standing committee chairs and members;
- c. Act in emergencies between meetings of the board;
- d. Make a report at each board meeting;

The executive committee shall take no action in conflict with any action taken by the board of directors.

ARTICLE XII: COMMITTEES

Section 1 Only paid PTA members of local units constituting this PTA council shall be eligible to serve in any elective or appointive positions.

Section 2 The standing committees of this council PTA shall be:

- a. Board of Education Liaison
- b. Communications
- c. CT PTA Liaison to Council
- d. Faculty Representative
- e. Parents & Children Together (PACT)/ Prevention & Wellness
- f. PTA Presidents Collaborative Committee (PPCC)
- g. Reflections
- h. Scholarships
- i. Student Pictures
- j. Trumbull Arts for Youth (TAY)
- k. Trumbull Parents of Students with Learning Disabilities (TPSLD)
- l. Policy Advisory Committee Representatives
- m. Pumpkin Fun Run

Section 3 The board of directors may create such special committees, as it may deem necessary to promote the Objects of PTA and carry on the work of this council PTA.

Section 4 The term of office of a committee chair shall be one (1) year or until the selection of a successor.

Section 5 The chair of each committee shall present a plan of work to the board of directors for approval. No committee work shall be undertaken without the consent of the board.

ARTICLE XIII: COUNCIL MEMBERSHIP

Section 1 The general membership of the council PTA shall consist of the board of directors; the principal or their alternate of each member local PTA; delegates or their alternates as specified in Section 2 of this article; and the committee chairs of this council PTA.

- a. All representatives to the council PTA must be paid members of a local PTA.
- b. Delegates and their alternates shall be chosen according to the bylaws of the individual PTA.
- c. Delegates to the Trumbull PTSA Council shall serve for a term of one (1) year.

Section 2 Each paid member of all local PTAs shall be eligible to be represented by four (4) delegates or their alternates as selected by the local PTA according to its own bylaws.

Section 3 Individuals are entitled to one vote, even though they may be serving in more than one position.

ARTICLE XIV: MEETINGS

Section 1 Regular meetings of this council PTA shall be held at least four (4) times per year unless otherwise provided by this council PTA or the board of directors. Meeting dates shall be

determined by the executive committee at their first meeting or at the beginning of the school year. Five (5) days' notice shall be given to the membership of any change of date.

Section 2 Special meetings of this council PTA may be called by the president or by a majority of the board of directors five (5) days' notice given.

Section 3 The annual meeting shall be held in May.

Section 4 A quorum for the transaction of business in any meeting of this council PTA shall consist of at least one (1) delegate from a majority of the member PTAs, and a majority of the officers of this council PTA.

Section 5 Meetings of this council PTA shall be open to all members of the local PTAs in the council PTA, but the privilege of introducing motions and voting shall be limited to the voting body as outlined in Article XIV.

Section 6 Delegates from local PTAs whose dues to the council PTA are in arrears or whose individual dues to the local PTA have not been paid shall not participate in the business meetings of the council PTA.

ARTICLE XV: FISCAL YEAR

The fiscal year of the Trumbull PTSA Council shall begin on July 1st and end on the following June 30th.

ARTICLE XVI: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Trumbull PTSA Council and in all cases in which they are applicable and in which they are not in conflict with these bylaws, the National PTA Bylaws, the CT PTSA bylaws, or the articles of incorporation.

ARTICLE XVII: AMENDMENTS

Section 1 These bylaws may be amended at any regular general membership meeting of the **Trumbull PTSA Council** PTA by a two-thirds vote of those members present and voting, a quorum being present, provided that the proposed amendments have been approved by CT PTSA and notice of the proposed amendments has been provided to the membership thirty days prior to the meeting.

Section 2 A Bylaws committee may be appointed by a majority vote at a general membership meeting of this council PTA, or by a 2/3 vote of the board of directors of this council PTA, to submit a revised set of bylaws as a substitute for the existing bylaws.

Section 3 Submission of amendments or revised bylaws for approval by the CT PTSA shall be in accordance with the bylaws or regulations of the CT PTSA.

Section 4 The adoption of an amendment to any provision of the bylaws of the CT PTSA shall serve automatically and without the requirement of further action by **Trumbull PTSA Council** PTA to amend their corresponding bylaws.

ARTICLE XVIII: CONNECTICUT PTSA ANNUAL MEETING

Section 1 The voting power of the Annual Meeting shall be vested in the members of the CT PTSA Board of Directors, the local PTA/PTSA/SEPTA presidents or their alternates, the local PTA/PTSA/SEPTA

vice-presidents or their alternates, and one delegate for every twenty-five members of each local PTA/PTSA/SEPTA according to the books of the state treasurer as of March 15 preceding the Annual Meeting. A local PTA/PTSA/SEPTA having less than twenty-five members shall be entitled to send one delegate in addition to its president and vice-president.

Section 2 To be accredited, a delegate of any local PTA/PTSA/SEPTA shall have been a member in good standing of such local PTA/PTSA/SEPTA for a period of at least thirty (30) days preceding the date of his/her election as such delegate; provided, however, that this provision shall not apply to local PTA/PTSA/SEPTA organized less than twelve (12) months prior to the date of the Annual Meeting.

Section 3 Accreditation shall not be granted to any delegate representing local PTA/PTSA/SEPTA which on the date of the Connecticut Annual Meeting is in default in the payment or remittance of fees to the CONNECTICUT PTSA as required by these Bylaws.

Section 4 Trumbull PTSA Council shall be represented at the Annual Meeting of the Connecticut PTSA by the president, or appointed alternate, additional attendees shall be decided when the budget is approved.

Section 5 Delegates and their alternates shall be chosen by majority vote at a general meeting in prior to the Connecticut PTSA Annual Meeting.

ARTICLE XIX CONGRESS OF COUNCIL PRESIDENTS

Section 1 The President or a designated alternate shall be a member of the CT PTSA Congress of Council Presidents, which shall meet three times a year, at the Annual Meeting, at Leadership Training, and at a meeting in January. The Congress shall elect three members to sit on the CT PTSA Board of Directors as its representatives for a one-year term (date of the election to be determined by the CT PTSA Executive Committee).

Article I Purpose

The purpose of the conflict of interest policy is to protect the interests of this tax-exempt organization, (the "Organization), when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II Definitions

1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment or family:

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b. A compensation arrangement with any entity with which the Organization has a transaction or arrangement, or
- c. A proposal ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III Procedures

- a. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
- b. The remaining board or committee members shall decide if a conflict of interest exists.
- c. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon.
- d. An interested person may make a presentation at the governing board or committee meeting, but after presentation, he/she shall leave the meeting during the discussion of, and vote on, the transaction or arrangement involving the possible conflict of interest.