



**THE NEW YORK CITY DEPARTMENT OF EDUCATION**  
**JOEL I. KLEIN, Chancellor**



**DIVISION OF ENGLISH LANGUAGE LEARNERS & PARENT OUTREACH**  
 Edna R. Vega, Ed.D., Superintendent  
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"Standards for All!"

**MEMORANDUM**

November 18, 2002

**TO:** ALL SUPERINTENDENTS, PARENT LIAISONS/COORDINATORS,  
 COMMUNITY SCHOOL BOARD MEMBERS, PRINCIPALS, PA/PTA PRESIDENTS

**FROM:** Edna R. Vega, Ed.D. *ERV*  
 Superintendent

**RE:** Disciplinary Action Against a PA/PTA Executive Board Member (Revised)

Chancellor's Regulation A-660 requires all PA/PTAs to formulate procedures to be used, if necessary, for disciplinary action against an executive board member. These procedures must be part of the association's bylaws. Taking disciplinary action against an executive board member is a serious matter and should only be done for cause. It is always preferred that difficulties involving board member(s) be addressed and resolved informally. However, if this is not possible, a formal process must be utilized.

**The recommended process is:**

1. Any officer who fails to attend three consecutive executive board meetings or general membership meetings without good cause shall be removed from office by recommendation of the executive board or motion from a member and two-thirds vote of the membership present.
2. Executive board member(s) accused of misconduct or neglect of duty may be removed only after:

**2.1 A Review Committee is Established**

Any PA/PTA member may present a motion to form a review committee at any meeting of the PA/PTA assembly. A minimum of three participants shall serve on the committee. The allegations of misconduct must be delineated in writing when presented to the membership for consideration. A membership vote shall be taken on the motion to appoint a review committee. Executive board members may participate, but the majority of the review committee must be comprised from the general membership. Executive board members against whom charges are being contemplated may not serve on the review committee. A presidents' council representative or superintendent's designee should be available to provide technical assistance throughout the process. The executive board may not impede or interfere with this process.

**2.2 A Review is Conducted**

The review committee must investigate, examine and obtain relevant documents, etc. The committee must conduct a confidential investigation, making an effort to learn all relevant facts, including an interview with the accused to determine whether further action, including preferring of charges, if necessary, is warranted. If necessary, the committee will then conduct a fact-finding review by inviting, in writing, necessary individuals to serve as witnesses. The person against whom charges are brought must be notified of the allegations and

allowed the opportunity to bring witnesses, give testimony and/or present documentation. All pertinent facts must be reviewed and considered.

### 2.3 A Vote is Taken

Following the investigation and fact-finding reviews, the committee must present its findings and recommendations for action to the members during a general membership meeting. The review and recommendations must be presented to the membership within two (2) general membership meetings, not to exceed a period of forty-five (45) calendar days from the date of the establishment of the committee.

The meeting notice must state that a membership vote will be taken regarding disciplinary action against an executive board member. If the executive board fails to convene the general membership meeting, the principal may convene a meeting with the assistance of the district's presidents' council and superintendent's designee. The membership using a secret ballot shall decide by a two-thirds vote of the membership present to remove or absolve the accused executive board member(s).

### 2.4 Minutes

The minutes of these actions will not identify the individual by name, but by position, e.g., treasurer.

### 2.5 Appeal

A membership vote to remove an executive board officer(s) may be appealed to the community school board and then to the Chancellor.

If you have any questions regarding this memorandum, please feel free to contact the Office of Parent Outreach and Leadership Development at (718) 935-5202 or (718) 935-3040.

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