



**Bylaws Submission Form**

Mail, with all the enclosures on the checklist below, to:

Elena Shea  
Sixth District PTA  
144 Pepper Dr.  
Los Altos, CA 94022

Questions? e-mail: [parliamentarian@capta6.org](mailto:parliamentarian@capta6.org) phone: 650-947-7432

*\* If you would like to deliver the bylaws in person,  
please email or phone to arrange a time.*

**CHECKLIST:**

- Sixth District PTA Bylaws Submission Form (this form, both sides);
- two sets (two-sided) of bylaws including standing rules;
- 4 additional signature page copies (page 23/24 - front and back)

Bylaws from:

Unit Name: \_\_\_\_\_

Council Name: \_\_\_\_\_ NOTE: *Bylaws for in-council units must be reviewed by council before being sent to Sixth District.*

Contact information:

**UNIT:**  
Name \_\_\_\_\_ Unit Title \_\_\_\_\_

Phone number \_\_\_\_\_ e-mail \_\_\_\_\_

Address \_\_\_\_\_

**COUNCIL:**  
Name \_\_\_\_\_ Council Title \_\_\_\_\_

Phone number \_\_\_\_\_ e-mail \_\_\_\_\_

Address \_\_\_\_\_

**LIST ALL PROPOSED CHANGES IN THE BYLAWS & STANDING RULES:**

<b>Page #</b>	<b>Article #</b>	<b>Section #</b>	<b>Proposed changes</b> (Please attach additional pages if necessary.)