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# Virtual Meeting Guidelines

## Guidelines for Board of Directors, Committee, and Membership Meetings and Events

Maryland PTA is temporarily authorizing the following guidelines for all PTAs in Maryland, both local and council, in order to conduct PTA business. Virtual meetings will be authorized using these guidelines until further notice from Maryland PTA.

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Before scheduling a virtual meeting, determine what PTA business is required at this time. Elections may only be conducted via virtual meeting where all members participating are able to communicate with each other, simultaneously or sequentially, during the meeting. A member participating in a meeting by this means is deemed to be present in person at the meeting.

Like an in-person meeting, the virtual meeting should be for the purpose of making reports to the membership and conducting PTA business. It should include approval of prior meeting minutes; presenting financial, board of directors, and committee reports; and voting on items such as budget amendments, approval of the proposed budget, and elections.

While the president is conducting the meeting, other members of the board of directors should be prepared to do their part to protect the rights of members, capture voting, and keep the meeting running smoothly.

## Getting Started

- Find an online platform or app for hosting the meeting. See *Platforms, Apps, and Tools*.
- Set up an account for your PTA.
- Before the membership meeting, practice using the platform or app with your board members.

## Meeting Script

To ensure that elections are carried out according to these temporarily authorized procedures, use the *Virtual Meeting Script Sample* provided in this document. The script includes all steps necessary to conduct a virtual meeting, promote transparency, and protect membership voting rights.

## Frequently Asked Questions

Please read through the *Frequently Asked Questions (FAQs)* in in this document for answers to many of your questions.

## Meeting Responsibilities (Before and During)

### Board of directors

- Review the provided *Meeting Rules* in this document.
- Make the following decisions:
  - How many days prior to the meeting will people be able to join the PTA, in order to vote on PTA business? Maryland PTA recommends people to join a minimum of five days prior to the meeting to allow the PTA time to verify membership of those registered at the meeting.
  - How will Individuals run from the floor? The PTA can choose to:
    1. only accept notice of intent to run from the floor received at least five days prior to the meeting,
    2. allow Individuals wishing to run from the floor to state that intention in the meeting, or
    3. both.
  - How will minutes from the last meeting be approved?
- Provide input to the president about the agenda.
- Determine which members of the board of directors can complete the following tasks:

- Create a registration system for attendees. See *Meeting Registration Requirements*.
- Monitor the chat box, if enabled.
- If you have a responsibility listed here and cannot fulfill it, let the president know as soon as possible so arrangements can be made.

## President/Chair

- Chair the meeting. See *Virtual Meeting Script Sample* provided in in this document.
- Delegate the meeting responsibilities. Ensure you have enough help in the background so that you can focus on chairing the meeting.

## Secretary

- *Before the meeting*
  - Notify members through regular electronic channels, using the *Meeting Notice Requirements*, according to the local PTA bylaws regarding meeting notices.
  - Make sure you have the complete and current membership list, including those who joined after meeting notice.
  - Verify membership of registered attendees.
  - Send instructions on how to join the meeting to the members and approved guests.
  - Send members any necessary meeting documents (agenda, meeting rules, financials, minutes, explanation of voting process, etc.).
- *Beginning of the meeting*
  - Verify that only members or approved guests are in attendance.
- *During the meeting*
  - Take the minutes.
  - Present minutes from last meeting for approval.
- *After the meeting*
  - Send the minutes to the members or to the minutes approval committee, if appointed.

## Treasurer

- Present financial report.
- Present any budget amendments, if necessary.
- Present proposed budget, if necessary.

## Membership Vice President/Chair

- Make sure you have given the secretary the complete and current membership list, including those who joined after meeting notice.

## Parliamentarian

- Review the *Virtual Meeting Script* and be familiar with the *Meeting Rules* and the election process to help the president, if necessary.
- Time nominee speeches.

### **Nominating Committee Chair (if a nominating committee was elected and finished its work)**

- Confirm that all nominees meet the eligibility requirements stated in the bylaws.
- Make sure the slate is published in advance of the meeting. Check your bylaws for the notice required. If the bylaws do not specify notice, Maryland PTA recommends that the slate is publicized at least seven days prior to the meeting.
- Read the slate at the virtual meeting.

### **Independent Accountant, Attorney, or Parliamentarian**

- Serve as teller if an election is contested. The teller's responsibilities would include accepting the ballots, counting the votes, verifying the number of votes cast does not exceed the number of registered members present, monitoring voting time, and reporting the results to the chair.

## Meetings and Events

### Board of Directors and Committee Meetings

Follow the wording in your bylaws (stated below) that allows electronic meetings – regular or special – for the board of directors, committees, and subcommittees.

#### **Article XI Electronic Meetings and Communications**

**Section 1.** Maryland Board of Directors, to include all committees and subcommittees and all subsidiary locals and councils board of directors, committees and subcommittees, may meet by telephone conference or through other electronic communications media, as long as all the members can simultaneously clearly communicate, and/or electronically stream each other and participate during the meeting.

**Section 2.** Unless members indicate otherwise to the cognizant board of directors, all communication required by these bylaws, including meeting notices, maybe sent electronically unless otherwise specified in these bylaws.

- **Access.** Ensure that all members of the board of directors or committee have access to the virtual meeting technology being used.
- **Notice.** Provide at least the number of days' notice specified in the bylaws to all members of the board of directors or committee.
- **Voting.** Verify quorum before each vote to confirm who is participating in the meeting. Remember, proxy voting is not allowed.
- **Adoption.** Check your bylaws to determine whether a majority or two-thirds vote is required for adoption.
- **Record.**
  - Record the quorum verification, the action proposed (the motion), and the results of each vote in the minutes.
  - Take the minutes in the same manner as in an in-person meeting.
  - Appoint a minutes approval committee to approve the minutes.

### Membership Meetings

Elections or items that require discussion are only authorized to be conducted via virtual meetings where all members participating are able to communicate with each other, simultaneously or sequentially, during the meeting. A member participating in a meeting by this means is deemed to be present in person at the meeting. See *Virtual Meeting Guidelines*.

#### **Elections or Votes Requiring Discussion**

- **Notice.** Send notice of the meeting to the PTA community at least seven days prior to the meeting.
- **Verification.** Require attendees to register to attend the meeting to allow for verification of current membership.

**Note:** Check your bylaws for who can be a nominee for office and who can vote.

- To be a nominee for an officer position, they must be a member at the time of election and have signified their consent to serve, if elected.
- Remember, only members can vote on PTA business.
- **Quorum.** Establish quorum (the minimum number of members required to be present in order to conduct business). Refer to your PTA's bylaws for requirements.
- **Voting.** Verify quorum before each vote to confirm who is participating in the meeting. Remember, proxy voting (authorizing an individual to cast your vote for you) is not allowed.
- **Adoption.** Check your bylaws to determine whether a majority or two-thirds vote is required for adoption.
- **Record.**
  - Record the quorum verification, the action proposed (the motion), and the results of each vote in the minutes.
  - Take the minutes in the same manner as in an in-person meeting.
  - Appoint a minutes approval committee to approve the minutes.

## Scheduled Membership Events

If your PTA has planned any events and/or celebrations, review any associated vendor contracts. You do not need a vote of the membership to cancel a fundraiser or event that you are no longer able or allowed by law to hold.

When in doubt, refer to recommendations made by public health officers, local school officials and the Maryland Department of Health (MDH) Coronavirus website (<https://coronavirus.maryland.gov/>) regarding the ability to hold in-person meetings on school property.

## Virtual Meeting Registration, Voting, and Notice

### Meeting Registration Requirements

Attendees *must* register to attend so that the PTA can verify their membership. A nonmember can register and be approved to attend as a guest; however, only members can vote on any PTA business.

### Registration Form

- **Required Information.** Include the registrant's for full name, telephone number, and an email address, in case you need to verify membership or encourage someone to join.
- **Nomination Information.** Include an area for attendees to notify the PTA if they intend to run from the floor for any position, if your board of directors has chosen to allow this option.
- **Separate Registration.** Each PTA member in a household must register separately to receive a link to the meeting for quorum purposes and membership verification.

### Quorum Confirmation

Appoint a board member to regularly check the registration forms to verify the PTA will have quorum at the meeting. Inevitably, situations will change, and people who register may become unavailable to attend. Continue posting announcements of the meeting until at least twice the number of your quorum have registered.

### Balloting Requirements

Ballot voting is used for the purpose of collecting members' votes anonymously. Virtual elections that are contested must be conducted using ballots. Methods of balloting must occur in the meeting to be considered as part of the in-person meeting requirements of the bylaws.

When using a platform such as Zoom, the following requirements apply:

- Appoint a teller, subject to the approval of the voting body. The teller should be an unbiased, independent accountant, attorney, or parliamentarian.
- For an election, ballot for each position separately using private chat to the appointed teller. The ballot must be displayed on the screen with the names of all nominees for that position. Take care that you have preregistered the voting body to include only members.
- Verify quorum before each vote to confirm who is participating in the meeting at that time.
- Voting must stay open for at least two minutes.
- Confirm that the number of votes cast is not more than the number of members in attendance.
- The president declares the results as quickly as possible and does not move to the next item until he/she has declared the results.
- If voting results in a tie, you must vote again until a majority is reached.

If using a platform other than Zoom, be certain that the ballots are sent to the teller by a method that allows the votes to be shared within the meeting platform and not by a method outside the platform (such as a Google Form).

## Platforms, Apps, and Tools

There are various free platforms and apps that may be helpful when hosting your virtual meeting(s), based on the guidance provided here. Please note that, because of the wording in the current Maryland PTA Bylaws, the platform must allow all members participating to be able to communicate with each other, simultaneously or sequentially, during the meeting. A member participating in a meeting by this means is deemed to be present in person at the meeting.

## Virtual Meetings Options

Please note, each of these tools will have different features and limitations. Some options include:

- Zoom\*
- Google Hangouts
- GoToMeeting / GoToWebinar
- Microsoft Teams

Mention of these companies does not imply endorsement by Maryland PTA. A resource to compare platforms can be found [here](#).

*\*Please note that Zoom's free Basic plan normally limits conference calls to 40 minutes, but this rule has been temporarily lifted for K-12 schools impacted by COVID-19. Click [here](#) to learn how to access this offer, and how to verify your school using its official email address.*

## Recommendations to keep Zoom Meetings secure:

- Generate a unique ID for each meeting.
- Schedule meeting as private.
- Create a password for your meetings.
- Do not let anyone but the host share their screen.
- Lock the meeting a few minutes after starting. Set a specific time to close admittance, and notify the attendees of that designated time at registration.
- Do not share the meeting link in public forums. (You can still use Facebook, for example, to publicize the meeting details, but ask your members to email or message you and your board directly for the actual meeting link. In this way, you will be able to verify their membership and/or give them the opportunity to join your PTA prior to the meeting.)

## Registration and Balloting Options

Maryland PTA recommends using a free survey tool for meeting registration. Some free options include:

- Google Forms
- Survey Monkey
- Zoom

Mention of these companies does not imply endorsement by Maryland PTA. A resource to compare Google Forms and Survey Monkey can be found [here](#). Zoom registration information can be found [here](#).

## Other Voting Options

Maryland PTA recommends using the simplest means for voting during a virtual meeting to minimize confusion and error.

If voting does not require an anonymous or ballot vote, a PTA should first try a voice vote. If the results of a voice vote cannot be determined, a PTA may consider using any tool that will allow in-meeting voting, such as raising your hand, polling, or chat features.

## Meeting Notice Requirements

Every effort should be made to protect member voting rights, which begins with ensuring your members know what to expect at the virtual meeting.

Maryland PTA recommends the following procedures be followed for the benefit of your members.

Communicate the meeting details to your PTA community using the regular means at least seven days prior to the meeting. Refer to your bylaws for the required notice. The notice must include the following, if applicable:

1. Date and time
2. Criteria for attendance and participation – Only members can participate in PTA business.
3. Membership instructions and deadline – Nonmembers must be allowed to join prior to the meeting, if possible. The free MemberHub account, or another option available to the PTA, may be used for online dues payment to join your PTA. Include the deadline for joining prior to the meeting. Maryland PTA recommends membership be open until five days prior to a virtual meeting, allowing time for the PTA to approve all registrants and distribute any materials members may need for the virtual meeting.
4. Registration instructions
5. Meeting agenda
6. Nominating committee slate, if completed
7. Election procedure for individuals running from the floor with deadline
8. Meeting rules
9. Virtual meeting platform or app instructions – After registration, the secretary will send specific instructions on how to join the meeting to all confirmed members and approved guests.
10. Voting process

## Meeting Rules

These meeting rules incorporate basic parliamentary procedure and apply to virtual meetings as well as in-person meetings. To ensure members are aware of the rules, the secretary includes them in the email sent to members and approved guests prior to the meeting, and the chair reads them at the start of the meeting.

The parliamentarian must be prepared to support the president in incorporating the meeting rules into a virtual meeting. Both the parliamentarian and president should understand that virtual meetings usually take a little longer than in-person meetings, realizing that meeting attendees behave differently in this meeting environment.

- The chair will encourage participation, allowing every member who wishes to speak to do so. Pro and con speakers will be given alternating opportunities to speak, if possible, and all speakers will be directed to rules of order and to the question.
- Members wishing to speak must be recognized by the chair and give their name. Members can seek recognition by the chair by either raising their hand or addressing the chair directly. \*
- Each member has two opportunities to speak to the motion. A member may exercise his first opportunity to speak and, then, after every other member has had the chance to speak, may speak only once more.
- Members direct all statements to the chair and not to another member.
- The chair recognizes a member who has not previously spoken to the motion in preference to one who has spoken.
- The chair does not enter into discussion. Should the chair wish to debate, he must ask the next-ranked officer (usually the vice president) to preside. He does not resume the chair (preside) until after the final disposition of the question under discussion. The chair votes only when his vote would change the outcome (to make or break a tie) or when the voting is by ballot.
- Debate continues until no one wishes to speak or until someone moves to close debate.
- Members cannot close debate by shouting, "Question." A member must seek recognition and make the motion to end debate properly, which requires a 2/3 vote to be adopted. ("I move the previous question.")

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*\*This rule may change depending on the platform or app being used.*

## Frequently Asked Questions (FAQs)

### Virtual Meetings

If there is no election because school is closed, does the current board roll over to the next school year?

Refer to your bylaws. The usual, recommended wording is that board members serve a term of one year or until their successors assume their official duties. That wording allows the current board members to serve until an election is held.

Is it mandatory that we hold a virtual membership meeting?

If conditions allow, an in-person meeting is normal procedure and preferred. Unless otherwise specified in your bylaws, elections and other required business should be held as close to the stated timing as possible. Virtual meetings are authorized until further notice from Maryland PTA.

Can we post the documents for the meeting on our website and social media?

No. Minutes are read only to the body creating them (*i.e.*, board minutes are for the board to approve and membership meeting minutes are for the membership to approve). Minutes protect the association and its dues-paying members. Unless password-protected, do not post on websites. Do not publish in newsletters or post on doors for nonmembers to access.

What if we do not get quorum?

A PTA must have quorum in order to conduct any business in a virtual meeting or vote by email.

Can my PTA still be added to MemberHub to make things easier for the volunteers?

Yes. MemberHub is the free, online membership platform offered by Maryland PTA. You can view a training video to learn how to get started here:

<https://register.gotowebinar.com/rt/2684651553795661067>.

My PTA does not have a way for members to join virtually. Should we wait to hold virtual meetings or elections?

The PTA can still conduct a virtual meeting or election. Your community members just won't have the opportunity to join prior to the meeting. Maryland PTA recommends setting up your free account with MemberHub, the free, online membership platform offered by Maryland PTA.

Can a meeting include something not listed on the agenda?

If it is not a special meeting, as defined by your bylaws, business not listed on the agenda can be discussed and voted on.

If, for security reasons, we should not post the meeting link in public forums, how can we reach all of our members?

Social media is the normal method of communication for many PTAs. You can still use Facebook, for example, to publicize the meeting details, but ask your members to email or message you and your board directly for the actual meeting link. In this way, you will be able to verify their membership and/or give them the opportunity to join your PTA prior to the meeting. You can also post meeting information on your website, but only provide the meeting link on a webpage that has password-protected membership section.

Do we need to count the votes if a two-thirds for adoption is required?

Not usually. If no one votes in the negative, then you have the two-thirds vote needed for adoption. A counted vote is only required if the outcome is in question.

## Do all votes require a ballot?

No. Elections will require a ballot only for contested offices. All other votes may be voice votes as long as you can easily tell the prevailing side.

## If a position is contested, do I have to wait for the ballots to be counted or can I move on?

Virtual elections are conducted one position at a time. If contested, wait until the voting results have been announced before moving to the next position.

## How will members know the qualifications of each nominee in a contested election?

The Nominating Committee should have confirmed that each slated nominee meets the eligibility requirements stated in the bylaws. If a position is contested, allow each nominee to speak two minutes about their qualifications. Nominees running from the floor should confirm their eligibility, according to the bylaws, at that time.

## How can we ensure voting is anonymous?

You can customize the setting on the tool you are using. See *Platforms, Apps, and Tools*.

## If a slated nominee is not a member, how do they attend the meeting?

According to the bylaws, only current members who have signified their consent to serve may be nominated or elected.

## Our Nominating Committee already posted the slate. How do we run our election now?

If the slate of officers has been publicized, you can hold the virtual meeting with that slate. If not, all individuals must run from the floor. In either case, members may still run from the floor following the publicized nomination process.

## Our Nominating Committee did not finish their work. How do we get nominees?

All nominees must run from the floor. The board of directors must vote and approve one of the following options for the nominating process: (1) only accept notice of intent to run from the floor, up to five days prior to the meeting, or (2) allow individuals wishing to run from the floor to state that intention in the meeting, or (3) both.

## How do we collect votes?

Voting must occur within the meeting and not on a separate platform. Example: The chair appoints a teller (an unbiased, independent accountant, attorney, or parliamentarian) to whom the votes are sent via private chat. The teller accepts the ballots, counts the ballots, verifies the number of ballots does not exceed the number of registered members present, monitors the voting time, and reports the results to the chair.

## What if we have a tie?

If voting in an election results in a tie, you must re-ballot (vote again). If voting on a motion, the motion fails, since it must have either a majority or two-thirds vote in the affirmative, depending on the motion, to pass.

## Financial Transactions, Reconciliations, and Donations

### Can we present our financials at a virtual meeting?

Check your bylaws, which should require that the treasurer present the financial report at membership meetings, board of directors' meetings, and other times when requested by the board or the members. As the procedures must include verifying membership, you may present the financial report during virtual board of directors' and membership meetings. Remember not to post your financials on your social media channels or on a website that does not have a password-protected membership section.

## How do we approve our budget for the next fiscal year?

It is essential to have a budget in place at all times. A budget for the next fiscal year should be developed so that it may be adopted at the final membership meeting of the current fiscal year. The PTA would present the proposed budget for adoption at the last membership meeting of the year.

## What do we do with items donated for an event (like a silent auction) that we can no longer hold?

If the donations were solicited specifically for a canceled event and not as a general donation to the PTA, the PTA would need to contact the donors and ask them what they would like you to do with the donations. You should make the request via email so that you have written proof of the decision from the donor. If they give you permission to keep the donations, then you should vote, as an association, about whether to use those items through the remainder of the fiscal year or to retain those donated items so that the 2021-2022 membership can vote on their use.

## How do we form our financial review committee?

Refer to the *Maryland PTA 2020-2021 Cash Encounters Guide*, located on the Maryland PTA website, about the formation of a financial review committee or the hiring of an independent auditor (CPA). The actual review or audit would occur after the close of your fiscal year (June 30). If social distancing restrictions continue into the summer months, additional procedures will be communicated, if needed, about the completion of a financial review.

## Are we allowed to get a debit card in lieu of writing checks?

As stated in the *Maryland PTA 2020-2021 Cash Encounters Guide*, located on the Maryland PTA website, Maryland PTA does not allow the use of debit cards by its local and council PTAs.

## Virtual Meeting Script Sample

Regular business item headers are in **blue type**, and optional item headers/options are in **green type**.

### Agenda

Your meeting agenda outlines the specific items to be discussed, the person responsible for leading each agenda item, and any supporting information to be reviewed.

- I. Call to Order
- II. Introductions, Welcome, Explanation of Meeting Technology and Rules
- III. Minutes
- IV. Treasurer’s Report
- V. Officer and Standing Committee Chair Reports
- VI. Special Committee Reports and/or Special Orders
- VII. Unfinished Business
- VIII. New Business
- IX. Announcements
- X. Adjournment

**Call to Order (required at board of directors and membership meetings)**

The president, as the chair, calls the meeting to order. The president declares whether or not a quorum is present, so that the members are aware and the secretary can note the fact in the minutes. Quorum for the board meeting is the majority of the board members. Quorum for the membership meeting is unique to your PTA and is stated in the bylaws.

**President**

“The meeting of \_\_\_\_\_ PTA is called to order at \_\_\_\_\_ . A quorum is present.”

**Parliamentarian/Secretary Appointment**

If the secretary or the parliamentarian is not present, the chair appoints member(s) to perform those responsibilities for the meeting.

**President**

“At this time, due to the absence of the \_\_\_\_\_ (parliamentarian/secretary), the chair appoints \_\_\_\_\_ as (parliamentarian/secretary) for this meeting. Is there any objection? Hearing none, \_\_\_\_\_ is appointed as (parliamentarian/secretary).”

**Minutes for the Current Meeting**

For the current virtual meeting, the chair may allow the membership to approve the minutes at the next meeting or appoint a committee to approve the minutes. Committee approval is recommended for virtual meetings.

“If there is no objection, the chair will appoint a committee to approve the minutes of this meeting. Hearing no objection, the chair appoints \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.” (At the next meeting, you will say, “The minutes of the last meeting were approved by committee. If you have any further corrections, please see the secretary.”)

## Introductions, Welcome, Explanation of Meeting Technology and Rules

Begin introductions with special PTA guests (in the order of national, then state PTA) followed by any other special guests such as school district representatives. Review the *Meeting Rules* and any instructions for using the virtual meeting platform being used for the meeting.

### President

“At this time the chair would like to welcome \_\_\_\_\_.

We have chosen \_\_\_\_\_ as our meeting platform. In order to make sure everyone is comfortable with our meeting technology, let’s review a few options you may need throughout the meeting. (Explain how to raise your hand, unmute, chat, private chat, and any other features you plan to use. If using the free version of Zoom, explain the plan in case your meeting exceeds the time limit.)

During the registration process, we verified all attendees as either members or guests. If we need to conduct a ballot vote, you will vote via \_\_\_\_\_ (private chat, if using Zoom), and a teller will be appointed. During this meeting, we will be following these rules:

- The chair will encourage participation, allowing every member who wishes to speak to do so. Pro and con speakers will be given alternating opportunities to speak, if possible, and all speakers will tactfully be directed to rules of order and to the question.
- Members wishing to speak must be recognized by the chair and give their name. Members can seek recognition by the chair by either raising their hand or addressing the chair directly. \*
- Each member has two opportunities to speak to the motion. A member may exercise his first opportunity to speak and, then, after every other member has had the chance to speak, may speak only once more.
- Members direct all statements to the chair and not to another member.
- The chair recognizes a member who has not previously spoken to the motion in preference to one who has spoken.
- The chair does not enter into discussion. Should the chair wish to debate, he must ask the next-ranked officer (usually the vice president) to preside. He does not resume the chair (preside) until after the final disposition of the question under discussion. The chair votes only when his vote would change the outcome (to make or break a tie) or when the voting is by ballot.

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|  | <ul style="list-style-type: none"> <li>▪ Debate continues until no one wishes to speak or until someone moves to close debate.</li> <li>▪ Members cannot close debate by shouting, “Question.” A member must seek recognition and make the motion to end debate properly, which requires a 2/3 vote to be adopted. (“I move the previous question.”)</li> </ul> <p>_____</p> <p>*This rule may change depending on the platform or app being used.</p> |
| <p><b>Minutes (required at all board of directors and membership meetings)</b></p> <p><b>Approving minutes from last meeting:</b> Select the option that works for your meeting.</p>   |  |
| <p><b>Option 1 (The secretary reads the minutes. This is the least preferred option.)</b></p>  |  |
| <p><b>President</b></p>  | <p>“ _____, secretary, will now present the minutes from the last meeting.</p>   |
| <p><b>Secretary</b></p>  | <p>The secretary reads the minutes.</p>  |
| <p><b>President</b></p>  | <p>“Thank you. Are there any corrections to the minutes? Hearing none, the minutes will be approved as read.”</p> <p>Or, if corrections are needed: “The minutes are approved as corrected.”</p>   |
| <p><b>Option 2 (Use if minutes have been distributed)</b></p>  |  |
| <p><b>President</b></p>  | <p>“The draft of the minutes has been distributed for your review. Are there any corrections to the minutes? Hearing none, the minutes are approved as presented.”</p> <p>Or, if corrections are needed: “The minutes are approved as corrected.”</p>  |
| <p><b>Option 3 (Use if committee was appointed to approve minutes)</b></p>   |  |
| <p><b>President</b></p>  | <p>“The minutes of the prior meeting were approved by committee on <u>(date)</u>. A copy of the minutes is available from the secretary, and any further corrections to the minutes can be referred to the secretary.”</p>   |
| <p><b>Treasurer’s Report (required at all board of directors and membership meetings)</b></p> <p>The chair recognizes the treasurer for the financial report. The treasurer reads the report. A financial report is not optional and must be presented at every meeting. Copies of the report may be</p> |  |

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| distributed to the members before the virtual meeting once membership has been verified or shown on the screen.   |  |
| <b>President</b>  | “ _____, treasurer, will now present the financial report.”  |
| <b>Treasurer</b>  | “The beginning balance as of (date) is \$ _____; total income is \$ _____; and total expenses are \$ _____, with an ending balance of \$ _____ as of (date).”  |
| <b>President</b>  | “Thank you, are there any questions? Hearing none, the financial report will be filed for financial review.”   |
| <p><b>Officer/Standing Committee Chair Reports (board of directors and membership meetings)</b></p> <p>Before the meeting, the president consults with all members of the board of directors to determine who has a report. At the meeting, the president calls for the report of the officers and standing committee chairs. The chair need not recognize an officer or standing committee chair if there is no report.</p> <p>A report from an officer or standing committee chair may be informational or require action. Reports with information only are read to the voting body (or may be distributed to members with the agenda prior to the meeting), and no motion is needed. Those reports requiring action are presented as a motion to the membership. The member presenting the report moves the adoption of the motion. If the motion comes from a group (board or committee), no second is required. The members vote to approve either as presented or amended.</p> |  |
| <b>If the action requiring a vote is not based on a recommendation of the board of directors or a committee and will require a second:</b>  |  |
| <b>President</b>  | “At this time, _____ will give a report regarding _____.”  |
| <b>Officer/Chair</b>  | Reads the report and makes any recommendations.<br>“I move that _____.”  |
| <b>President</b>  | “ _____ has moved that _____. Is there a second? _____, would you like to speak to your motion?” (Person making the motion will speak to their motion.) “Is there any further discussion? Are you ready for the question? _____ has moved that _____. All those in favor, say ‘aye.’ Any opposed, say ‘nay.’ The motion passed (or failed).” |

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| <p><b>If the action requiring a vote is based on a recommendation of the board of directors or a committee and will not require a second:</b></p>   |   |
| <p><b>Officer/Chair</b></p>   | <p>Reads the report and makes any recommendations. “By direction of the _____ board/committee, I move that _____.”</p>  |
| <p><b>President</b></p>   | <p>“_____ has moved that _____. This comes from the board/committee, so no second is needed. _____, would you like to speak to your motion? (Person making the motion will speak to their motion.) “Is there any further discussion? Hearing none, _____ has moved that _____, all those in favor, say ‘aye.’ Any opposed, say ‘nay.’ The motion passed (or failed).”</p> |
| <p><b>Budget Amendments (board of directors and membership meetings)</b><br/>           (Used whenever budget amendments are proposed by the treasurer)<br/>           Budget amendments are not final until approved by membership.</p>  |   |
| <p><b>President</b></p>   | <p>“_____ will now present the budget amendments.”</p>  |
| <p><b>Treasurer</b></p>   | <p>Each line item is read with the current amount, the amount of the increase/decrease; and the new amount of the line item. After reading the items:<br/>           “I move that the budget amendments be approved as presented.”</p>  |
| <p><b>President</b></p>   | <p>“_____ moved that the budget amendments be approved as presented. Is there a second? Is there any discussion? Hearing none, all those in favor, say ‘aye.’ Any opposed, say ‘nay.’ The motion passed (or failed).”</p>   |
| <p><b>Special Committee Reports and/or Special Orders (board and membership meetings)</b><br/>           The chair calls for the report of the special committees, if needed. The reports of special committees follow the same rules as those for standing committees. If no special committees exist, this item of business does not appear on the agenda.<br/>           Motions made a “special order”—by 2/3 vote at an earlier time—are addressed at this point. Also, matters required by the bylaws to be taken up at a specific meeting are in order at this time. Examples of some of these business items are addressed below.</p> |   |
| <p><b>Bylaws Committee (board of directors meeting)</b></p>   |   |

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| <b>President:</b>   | “ _____, the chair of the bylaws committee will now present the report of the bylaws committee.”  |
| <b>Chair</b>  | <p>“The bylaws committee presents the following amendments to the bylaws/standing rules.”</p> <p>The chair reads each proposed amendment, one by one, by first stating the article, section and item letter/number and then reading the amendment (<i>i.e.</i>, to insert the wording ...) and the bylaw/standing rule wording as amended (<i>i.e.</i>, to read as follows ...).</p> <p>“By direction of the Bylaws Committee, I move that the bylaws/standing rule amendments be approved as presented.”</p> <p>The secretary is given a copy of all the amendments to place in the minutes.</p> |
| <b>President</b>  | “It has been moved that the bylaws/standing rules amendments be approved as presented. This comes from committee, so no second is needed. Is there any discussion? All those in favor, say ‘aye.’ Any opposed, say ‘nay.’ The motion passed (or failed).”   |
| <b>Bylaws Committee (membership meeting at which 30-day notice to membership is given)</b>      |   |
| <b>President</b>  | “ _____, the chair of the bylaws committee will now present the report of the bylaws committee.”  |
| <b>Chair</b>  | <p>“The bylaws committee presents the following amendments to the bylaws/standing rules.”</p> <p>The chair reads each proposed amendment, one by one, by first stating the article, section and item letter/number and then reading the amendment (<i>i.e.</i>, to insert the wording ...) and the bylaw/standing rule wording as amended (<i>i.e.</i>, to read as follows ...).</p>  |
| <b>President</b>  | “These amendments have been distributed to the membership and will be voted on at our next membership meeting on <u>(date)</u> .”   |
| <b>Bylaws Committee (membership meeting at which the amendments are presented for approval)</b> |   |
| <b>President</b>  | “ _____, the chair of the bylaws committee will now present the report of the bylaws committee.”  |
| <b>Chair</b>  | “The bylaws committee presents the following amendments to the bylaws/standing rules.”  |

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|  | <p>The chair reads each proposed amendment, one by one, by first stating the article, section and item letter/number and then reading the amendment (<i>i.e.</i>, to insert the wording ...) and the bylaw/standing rule wording as amended (<i>i.e.</i>, to read as follows ...).</p> <p>“By direction of the Bylaws Committee, I move that the bylaws/standing rule amendments be approved as presented.”</p> <p>The secretary is given a copy of all the amendments to place in the minutes.</p>  |
| <b>President</b>   | <p>“It has been moved that the bylaws/standing rules amendments be approved as presented. According to the bylaws, Article XVII, Section 1, amendments must be approved by a two-thirds (2/3) vote of those members present and voting, a quorum being present, with notice of the proposed amendment having been provided to the membership at least thirty (30) days prior to this meeting. Notice was provided on <u>(date)</u>. This comes from committee, so no second is needed. Is there any discussion? All those in favor, say ‘aye.’ Any opposed, say ‘nay.’ The motion passed (or failed).”</p> |
| <b>Election of Officers (membership meeting)</b>   |  |
| <b>President</b>   | <p>“On <u>(date)</u>, the board of directors voted to:</p> <p>(Select the option that was chosen)</p>  |
| <b>Option 1:</b>   |  |
| <b>President</b>   | <p>“Only accept notice of intent to run from the floor prior to the meeting, which notice must have been received at least (number) days prior to the meeting.”</p>  |
| <b>Option 2:</b>   |  |
| <b>President</b>   | <p>“Accept notice of intent to run from the floor from individuals at the meeting.”</p>  |
| <b>Option 3:</b>   |  |
| <b>President</b>   | <p>“Accept notice of intent to run from the floor both prior to and at the meeting.”</p>   |
| <b>If you have a nominating committee and the slate was posted the required number of days before the meeting:</b> |  |
| <b>President</b>   | <p>“If there is no objection, the chair appoints _____, who is an unbiased, independent (accountant, attorney, or parliamentarian), as our</p>   |

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|   | <p>teller. You will be using the private chat feature to submit your ballots directly to him/her instead of appointing a tellers' committee. Is there any objection?</p> <p>"Hearing no objection, _____ will serve as teller. Our parliamentarian, _____, will now read the bylaws regarding officers and their elections."</p> |
| <b>Parliamentarian</b>  | The parliamentarian reads the appropriate sections of the bylaws.  |
| <b>President</b>  | "_____, chair of the Nominating Committee, will now present the report."   |
| <b>Nominating Committee Chair</b>   | <p>The committee chair reads the slate of officers.</p> <p>"The Nominating Committee submits the following nominees: for president, _____; for vice president, _____; for secretary, _____; for treasurer, _____, .... Signed: (read the names of all the committee members)."</p>   |
| <b>President</b>  | <p>The president re-reads the slate of officers.</p> <p>"Thank you. The nominating committee reports the following nominees: for president, _____; for vice president, _____; for secretary, _____; for treasurer, _____, .... Signed: (read the names of all the committee members)."</p>                                       |
| <b>Choose the language below based on which option your board of directors chose:</b> |  |
| <b>President</b>  | "_____ has been nominated for <u>(position)</u> ."   |
| <b>Option 1 (if you received notice of intent prior to the meeting):</b>              |  |
| <b>President</b>  | "We received notice of intent for <u>(position)</u> from (read names) prior to the meeting. Only individuals who submitted notice of intent by the stated deadline of <u>(date)</u> may be nominated from the floor at this meeting."  |
| <b>Option 3 (if you received notice of intent prior to the meeting):</b>              |  |
| <b>President</b>  | "We received notice of intent for <u>(position)</u> from (read names) prior to the meeting. Those individuals who submitted notice of intent by the stated deadline of <u>(date)</u> and any others may be nominated from the floor at this meeting."  |

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| <b>Option 2 and Option 3 (if no notice of intent was received prior to the meeting):</b>  |  |
| <b>President</b>  | The floor is open for nominations for <u>(position)</u> .  |
| <b>If there was NO notice of intent prior to the meeting or nominations from the floor at the meeting, use the following wording:</b> |  |
| <b>President</b>  | “Hearing none, the chair declares nominations closed. There being only one nominee, the chair declares _____ elected <u>(position)</u> .”  |
| <b>If there was notice of intent prior to the meeting or nominations from the floor at the meeting, use the following:</b>            |  |
| <b>President</b>  | The chair recognizes the person making the nominations.<br>“Yes, would you please state your name and nomination?”   |
| <b>Member</b>   | “My name is _____. I would like to nominate _____ for <u>(position)</u> .”   |
| <b>President</b>  | Ask the nominee: “Do you consent to the nomination?”<br>If the nominee is not in attendance, ask the person who made the nomination, “Do you have the consent of the nominee?”   |
| <b>Nominee</b>  | Gives their consent or member nominating indicates consent of the nominee.   |
| <b>President</b>  | “_____ has been nominated. Are there any further nominations?”<br>Continue until there are no other nominations.<br>“Hearing no other nominations, the chair declares the nominations closed. We will give each nominee two minutes to state their qualifications.”  |
| <b>Nominees</b>   | Each nominee has two minutes to state qualifications.  |
| <b>President</b>  | “We will now begin balloting for <u>(position)</u> . Send your choice to our teller, _____, as a private chat. You’ll have two minutes (adjust timing as needed to be fair) to cast your vote. We’ll pause our business to give you time to cast your ballot. (You cannot continue with elections as the person not elected for this position may want to run for another position.) Please do not leave the meeting while casting your ballot.” |

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|   | <p>Pause for balloting. You cannot continue with elections as the person not elected for this position may want to run for another position.</p> <p>“ _____, our teller, is ready to report.”</p>   |
| <b>Teller</b>   | <p>“Number of votes cast: _____. Number of votes required for election: _____. _____ received ___ votes; _____ received ___ votes, etc.”</p>  |
| <b>President</b>  | <p>“Thank you. Number of votes cast: _____. Number of votes required for election: _____. _____ received ___ votes; _____ received ___ votes, etc. _____ is elected as <u>(position)</u>.”</p> <p>Repeat this process for all officers.</p>   |
| <b>President</b>  | <p>“At this time, I would like to introduce the officers of the _____ PTA for the (dates) school year.”</p>   |
| <p><b>If you did not have a nominating committee:</b></p>   |   |
| <b>President</b>  | <p>“If there is no objection, the chair appoints _____, who is an unbiased, independent (accountant, attorney, or parliamentarian), as our teller. You will be using the private chat feature to submit your ballots directly to him/her instead of appointing a tellers’ committee. Is there any objection?”</p> <p>“Hearing no objection, _____ will serve as teller. Our parliamentarian, _____, will now read the bylaws regarding officers and their elections.”</p> |
| <b>Parliamentarian</b>  | <p>The parliamentarian reads the appropriate sections of the bylaws.</p>  |
| <p><b>Choose the language below based on which option your board of directors chose:</b></p> <ol style="list-style-type: none"> <li>1. only accept notice of intent to run from the floor received at least five days prior to the meeting.</li> <li>2. allow individuals wishing to run from the floor to state that intention in the meeting, or</li> <li>3. both (1 and 2).</li> </ol> |   |
| <p><b>Option 1 (if you received notice of intent prior to the meeting):</b></p>   |   |
| <b>President</b>  | <p>“We received notice of intent for <u>(position)</u> from (read names) prior to the meeting. Only individuals who submitted notice of intent by the stated deadline of <u>(date)</u> may be nominated from the floor at this meeting.”</p>  |

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| <b>Option 3 (if you received notice of intent prior to the meeting):</b>                 |   |
| <b>President</b>   | “We received notice of intent for <u>(position)</u> from (read names) prior to the meeting. Those individuals who submitted notice of intent by the stated deadline of <u>(date)</u> and any others may be nominated from the floor at this meeting.” |
| <b>Option 2 and Option 3 (if no notice of intent was received prior to the meeting):</b> |   |
| <b>President</b>   | The floor is open for nominations for <u>(position)</u> .   |
| <b>If someone would like to nominate someone from the floor:</b>                         |   |
| <b>President</b>   | The chair recognizes the person making the nomination.<br>“Yes, would you please state your name and nomination?”   |
| <b>Member</b>  | “My name is _____. I would like to nominate _____ for <u>(position)</u> .”  |
| <b>President</b>   | Ask the nominee: “Do you consent to the nomination?”<br>If the nominee is not in attendance, ask the person who made the nomination, “Do you have the consent of the nominee?”  |
| <b>Nominee</b>   | Gives their consent or member nominating indicates consent of the nominee.  |
| <b>President</b>   | “_____ has been nominated. Are there any further nominations?”<br>Continue until there are no other nominations.<br>“Hearing no other nominations, the chair declares the nominations closed.”  |
| <b>If there is a contested election:</b>   |   |
| <b>President</b>   | “We will give each nominee two minutes to state their qualifications.”<br>Allow each nominee to speak.  |
| <b>Nominees</b>  | Each nominee has two minutes to state qualifications.   |
| <b>President</b>   | “We will now begin balloting for <u>(position)</u> . Send your choice to our teller, _____, as a private chat. You’ll have two minutes (adjust  |

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|  | <p>timing as needed to be fair) to cast your vote. We'll pause our business to give you time to cast your ballot. (You cannot continue with elections as the person not elected for this position may want to run for another position.) Please do not leave the meeting while casting your ballot.”</p> <p>Pause for balloting. You cannot continue with elections as the person not elected for this position may want to run for another position.</p> <p>“ _____, our teller, is ready to report.”</p> |
| <b>Teller</b>  | <p>“Number of votes cast: _____. Number of votes required for election: _____. _____ received ___ votes; _____ received ___ votes, etc.”</p>   |
| <b>President</b>   | <p>“Thank you. Number of votes cast: _____. Number of votes required for election: _____. _____ received ___ votes; _____ received ___ votes, etc. _____ is elected as <u>(position)</u>.”</p> <p>Repeat this process for all officers.</p>  |
| <b>President</b>   | <p>“At this time, I would like to introduce the officers of the _____ PTA for the (dates) school year.”</p>  |
| <p><b>Unfinished Business (board of directors and membership meetings)</b></p> <p>Unfinished business consists of business left unfinished at the previous meeting or business postponed to this meeting (if group meets at least quarterly). Minutes of the previous meeting will indicate any unfinished business.</p> |  |
| <b>President</b>   | <p>The chair announces (but does not call for) business under this item.</p>   |
| <p><b>New Business (board of directors and membership meetings)</b></p> <p>The chair calls for new business.</p> <p>Members may bring any new business before the membership (if it is within the scope of the membership). A motion is necessary to introduce new items of business.</p>                                |  |
| <b>President</b>   | <p>Is there any new business?</p>  |
| <p><b>Approval of (dates) Budget (board of directors and membership meetings)</b></p>  |  |
| <b>President</b>   | <p>“The treasurer will now present the proposed (dates) budget.”</p>   |

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| <b>Treasurer</b>  | Each line item is read. After reading the items, state, "I move that the proposed budget be adopted as presented."   |
| <b>President</b>  | "The treasurer has moved that the budget be adopted as presented. Is there a second? Is there any discussion? Hearing none, all those in favor, say 'aye.' Any opposed, say 'nay.' The motion passed (or failed)." |
| <p><b>Announcements (board of directors and membership meetings)</b></p> <p>The chair, if possible, makes all announcements. Announcements include the date of the next meeting, important events and activities, etc. This may also a good time to ask your principal to speak if they have not given a report earlier.</p>          |  |
| <b>President:</b>   | "The chair has the following announcements: _____."  |
| <p><b>Adjournment (board of directors and membership meetings with no program)</b></p> <p>The chair asks if there is any further business. If any additional business exists, it is handled at this time. If no further business exists, then the chair declares the meeting adjourned. No formal motion is necessary to adjourn.</p> |  |
| <b>President:</b>   | "Is there any further business? Hearing none, the meeting is adjourned at (time)."   |



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# Virtual Meeting Guidelines

## Teller's Report Election of Officers

**Position** \_\_\_\_\_

**Number of Votes Cast** ..... \_\_\_\_\_

**Necessary for Election (majority)** ..... \_\_\_\_\_

\_\_\_\_\_ received ..... \_\_\_\_\_

### Illegal votes (unintelligible ballots, ballots cast for fictional characters, etc.) \*

**Illegal Votes** ..... \_\_\_\_\_

*\* Illegal votes cast by legal voters are taken into account in determining the number of votes cast for purposes of computing the majority necessary for election. See RONR (12<sup>th</sup> Ed.) § 45 (p. 393-397).*

\_\_\_\_\_  
*Teller's Printed Name*

\_\_\_\_\_  
*Teller's Signature*