



NOMINATING BOARD POSITIONS

We don't have a Nominating Committee in place. What should we do?

Your PTA has 2 options –

- Your Executive Committee/Board can choose members to serve on the Nominating Committee. When General Membership PTA meetings resume, this Nominating Committee can be ratified by your membership. (In other words, officially announce your committee and make a motion to ratify it. A vote to ratify must be taken).
 - This Nominating Committee may still do the work although they won't be officially ratified until the next General Membership meeting.
- Your PTA asks Members to self-nominate or “run from the floor” for the open positions. See below for more information.

We are having a hard time filling the slate of officers. What should we do?

Your PTA has essentially 3 options –

- If current officers are comfortable with staying on as officers, your PTA may let them stay on. Then, early in the next school year, you hold an election. Refer to your bylaws. Most bylaws state a person in a position may remain in office “until a successor” is found and/or elected. This keeps all officers in place until you can hold an election once school resumes.
- If a current officer does not want to stay on, they should officially resign before June 30th. At that point, refer to your bylaws for the procedure to fill a vacancy. Usually, the Executive Committee/Board will be able to fill that position. That Committee/Board may select the person that would be slated in an election to fill that role. Any person selected to fill a position on an interim basis would still have to be elected at you next General Membership meeting (which may be in the Fall)
 - Essentially, your Executive Committee/Board appoints the new positions and the General Membership confirms those choices at the next General Membership meeting.

- Your PTA could hold an election utilizing the process outlined in “What if people want to run from the floor?”

What if people want to run from the floor?

- Your PTA will make an official “call for self-nominations” to ALL PTA members via mail or email.
- You have to be able to reach all members to offer this.
- If anyone is interested in running for a position, they should notify whomever the PTA designates (usually, the President or designated Board Member).
- All individuals who are interested and qualified per the bylaws for a position are presented to the membership when you can hold an election meeting.
- If you have more than one candidate for a position, you will have to hold a ballot or voice vote for that position.
 - Ballot votes must be in-person according to Connecticut law.
 - Voice votes are difficult by any electronic meeting option and will probably have to be decided in the fall although this is an unusual time and this option could work for your PTA.
 - More information on electronic meetings and voting below.

MEETING AND VOTING PROCEDURES

Can we use Zoom/Google Hangout/Microsoft Teams/Free Conference Call for a PTA General Membership or Board Meeting?

Yes! We encourage our PTAs to reach out and meet with their Membership in this difficult time. There are a lot of options out there. Time to “think outside the box” and get in touch with your Membership. People are looking for that connection that PTA should offer.

Some tips –

- Invite everybody
- Provide information about the community and school
- Let the Principal or Superintendent have some time
- Limit your business to essential items only
- See below for voting procedures.
 - Most essential votes can be performed utilizing the “without objection” procedure.
 - Make sure you have quorum of Members
- Take Minutes
- Be fun and informative

What is the procedure to vote when using one of the electronic voice applications?

Provided you record a list of Members on the call when you start and that you meet quorum as outlined in your bylaws, your PTA may conduct roll call voting on any voting items on your agenda on a conference call/Zoom meeting. Roll call voting is calling the name of **every member on the call** and having them vote individually so all can hear. Roll call voting must be live and by voice only according to Connecticut state law.

How does “voting without objection” work?

One method that can be used to facilitate the voting process is the adoption of a motion or action by unanimous consent. This is generally used for motions (or actions without motions) which are fairly straightforward or uncontroversial. This process does not allow for discussion so use it cautiously.

Example: A Motion is made to transfer \$800 from the fun run line item to teacher appreciation. The President states: “If there is no objection, we will transfer...” Wait a beat or two and if no one objects the President then states “Since there is no objection the motion passes.”

If anyone objects, the floor must be opened for discussion and then a roll call vote must be taken.

Please note that raising an objection does not mean that the person who raised it objects to the motion. They may just want to have discussion or need more information or have an amendment that they wish to present. It is imperative that everyone’s voice be heard so the first time you choose to use this method please explain the process to your members so that they understand what an objection means.

For “voting with objection,” how do we define a “non-controversial vote”?

Two ways – One, you will know from past experience. Are there usually any amendments to the budget? If no, it isn’t controversial. Do people generally run from the floor for leadership positions? If no, it isn’t controversial. Two, someone objects. Then, you move to the roll call voting procedure.

Can we vote by email or electronic voting system?

Connecticut State Law prohibits non-profits from voting electronically without voice confirmation. Online voting by voice vote only.

CURRENT YEAR BUDGETS

We have some money that we did not budget to use (additional funds from successful fundraisers or to be used as “gifts to school” that had yet to be

approved). What may we do with those funds?

First, check your bylaws. Your Executive Committee or Board of Directors may be able to re-allocate those funds. Please note that if the money in a particular line item was raised for a specific purpose. You should not reallocate it unless you can get the consent of all of the donors. When people donate money for something specific, you have an obligation to spend it as promised.

Second, if the amount is above the limits authorized in your bylaws for the Board to approve, there are 3 options –

- In this emergency time (as defined by the Governor), the Board may reallocate funds pending approval from the General Membership at a future meeting this fiscal year. These are emergency powers and should be used only for urgent needs.
- Hold a General Membership meeting and vote utilizing the procedures outlined above. This is really your best option and is in keeping with allowing all Members to have a voice.
- You may choose to rollover those funds to the coming year. You may rollover up to one year of operating expenses.

Third, consider these items in your decision making –

- When rolling over funds for next year, consider earmarking them for a similar program or event.
- Consult specific donors or groups for their input.
- Think outside the box in terms of how the funds can be used.
- Can the timeline be adjusted during or beyond the current fiscal year?
- Always consider that Members give to benefit the current year's operations.

We have funds left over from events or program scheduled for Spring. What may we do with those funds?

Reference the previous question.

Each year, the “graduating” class (example: 5th Grade) plans a grad party and that class fundraises specifically for that. What may we do with those funds?

This money has usually been allocated for current graduates and should be utilized for their benefit. Consult with the class and donor leaders for their thoughts. You can offer to refund the funds yet this is usually very complicated and not recommended. This is an unusual time and time to get really creative. Some ideas to consider –

- A yearbook signing party/picnic in Summer
- A special “Welcome to Your New School” party just before the start of school
- Be creative. Be flexible.

- Offer a virtual Field Trip or special event to the class.
- Make it special.
- Share your plans/ideas with others via our Facebook page or office@ctpta.org

We offer Membership Premiums for various levels of Membership i.e. gift certificates for a book fair. What should we do if we can't honor those benefits?

You should know those individuals. Reach out to them. Determine if they want to donate to school or to a teacher or carry over to the event the following year.

In the past, we have had 2-3 non-signers on our accounts review/examine our financial records at the end of the fiscal year for auditing purposes. With social distancing, how do we do that function?

Best practice would be to determine a way for that "audit committee" still meet and stay socially distant while examining the records.

If that still doesn't work, the suggestion would be to print out and copy (hard copy or electronic) the check register and other income and expense records, distribute them to the committee members and conduct a virtual meeting while each examines their copies of the information.

As a last resort, offer the incoming Treasurer the current balances and a checkbook to conduct current business. Keep the records with the committee to examine when social distancing rules are lifted. Thereby protecting both the current and future Treasurer.

BUDGETING FOR THE NEXT FISCAL YEAR

A planning note from Connecticut PTA Secretary/Treasurer

As you plan for the 20-21 fiscal and school year, please keep in mind that none of us currently knows what "school" will look like next year. The education community is working feverishly to determine many aspects of how we conduct school. From the cleaning staff, to the "lunch ladies", to the Boards of Education, to the school nurses, to the classroom teachers, the role of each will change next year. Add to that learning loss by kids having not been in school in almost 6 months and having the trauma of the unknown of this disease during that time. Next school year will be difficult at best. Plan to be flexible, creative and innovative. Plan to revisit your budget on a regular basis next year. Build your budget to get you started in the school year yet be ready to pivot as required by the needs of the times. Be prepared to use more funds supplementing the education community in core areas and in mental and emotional health. If you need help or have questions or are looking for ideas, we at Connecticut PTA are here to help – call us.

The President role is changing. Does the planning get delayed or is it done by current board?

Planning for the coming year's budget should always include both current and future leaders. The current leaders have the knowledge and wisdom of their tenure and the future leaders have their vision of the needs and wants of the incoming community. Budget preparation takes many voices.

We had an assembly scheduled for the coming months. It probably won't happen. May we pay artists/performers/assembly speakers in advance this year for next years' performance?

Yes. You can pay for services in advance. You would consider it a "receivable" in next year's budget and re-schedule the event for next school year. This is also a good thing to do to support independent businesses in a difficult time.

We have already developed a budget for next year. How do we approve it?

Congratulations! Note the voting and election processes above. Most budgets can be approved "without objection."

We are having a tough time getting the virtual meeting thing happening right now. Do we have to approve a budget now?

Yes and no. You should do your best to approve a budget now to allow for making payments. If that just can't happen, you can develop a budget, present it to your Board of Directors and have them vote to approve it as a working draft. Then in September (when things are relatively back to normal), you have a meeting where your General Membership can voice an opinion and vote to approve the draft busget.

We are going to rollover additional funds from this current fiscal year into the next fiscal year. How should we account for that in our budget?

Those funds may be handled in several ways –

"Earmark" or designate those funds to be used in a way similar to what they were originally intended for. Example: Your PTA couldn't fund a science assembly you had planned. In your next years' budget – You create income and expense categories of "Science Assembly 19-20" to remind you how to utilize those funds.

You could place the funds right into your General Fund and allow next year's Board and Membership decide how to allocate those funds.

Please, stay flexible, creative and innovative. Be prepared to revisit your budget as needed.

TEACHER APPRECIATION

Connecticut PTA is looking for your ideas on how you are appreciating teachers at this time. Please send what you are doing to office@ctpta.org so we can share. Thanks!

We that have funds earmarked for teacher appreciation events that cannot be held at this time. What may we do with the funds?

We say – Get Creative! This is a highly unusual situation and we have teachers going above and beyond to implement a new style of education. Let's help by being as creative as they are (and sharing your ideas).

Some points to consider –

- Make it easy for the teacher
- Make it equitable across the school
- Check with Administration if there are any special needs or rules
- Make sure you can track or control distribution to prevent theft/fraud
- Support local businesses, if possible
- Think “virtual” events or gifts
- Ask your Membership for additional donations
 - This type of appreciation may take more funds than typical in-school events
 - Help parents show appreciation and stay connected to teachers and school
 - One school raised significant donations by just asking
- Don't forget your administrators

Teacher Appreciation Ideas – More to come with your help!

- Electronic gift cards via email
- Send a meal to the teachers
- Host a Zoom party for the teachers
- Lifetouch – partner with Shutterfly – create a book for teachers
- Each student creates a slide for their teacher – room parent gathers and compiles slides to present to the teacher

What is your PTA or other schools doing?

Look and share on CT PTA Facebook page or at www.ctpta.org ! Or, send to office@ctpta.org and we will share anonymously.