



HOW TO RUN A VIRTUAL PTA MEETING



Overview of Workshop:

This workshop is intended to provide specific examples of how to successfully facilitate meeting tasks via Conference Call and/or Webinar.

Call Meeting to Order (as usual)

- The secretary is taking minutes same as during a traditional meeting
 - NOTE – If the service you are using has the option to record the meeting, this may be helpful. If you are recording the meeting, you must make all attendees aware.
 - The President would simply state, “This meeting is being recorded to assist in the development of the meeting minutes.

Take Attendance:

Attendance is critical to establish quorum and to ensure that only paid PTA members participate in voting items.

Attendance can be gathered in a number of ways.

- Ask each person on the call/webinar to announce themselves with their full name
- Ask each person to type their full name into the chat box on a webinar
- Ask each person to email the secretary their full name for the record (This is good if you do not expect to be doing any Roll Call voting)

NOTE – The secretary should have a current membership roster to mark off members who are in the meeting. This will be critical during voting.

Voting (Without Objection):

The process of “Voting without Objection” should be used for non-controversial agenda items that require a vote, but that you do not expect to require discussion.

It must be made clear to the membership that an objection is not specific to the motion, but to the lack of discussion on the motion.

A member should “object” if they have any question on the motion that has been presented.

Voting (Without Objection):

EXAMPLE

The treasurer wants to re-allocate funds in the budget due to change in programming with school buildings closed.

- The President would recognize the treasurer to provide background details on the impending motion. Upon completion of the detailed report, the treasurer will make the motion
- The President will ask for a Second to the motion

Voting (Without Objection):

- The President will then restate the motion and also state, “If there is no objection, this motion will pass as presented. Is there any objection?” Pause a moment.
 - If there is no objection, the President will state, “Hearing no objection, the motion passes as presented.”
 - If there is an objection, the President will open the motion for discussion. Following discussion, a Roll Call vote will be required.

Voting (Roll Call Vote):

A Roll Call vote is required anytime a motion requires discussion. If there are any questions, or discussion following the Second of a motion, then you **MUST** do a Roll Call vote.

- To complete a Roll Call vote, the secretary will read the list of paid members in attendance as recorded at the start of the meeting and each member will have to respond verbally with a “Yay” or “Nay” vote on the motion.
- Individual votes must also be recorded during a Roll Call vote, so if you anticipate having to do this, you can assign someone to assist the secretary with attendance.

Voting (Elections):

If you are planning to hold the Election of Officers via a virtual meeting, this can only be done if you have one candidate per open position. If multiple candidates are running for any position, the election for that position must be delayed until an in-person meeting can take place and a ballot vote can be distributed.

- The President will recognize the Nominating Chair to present the slate of candidates for office.
- The Nominating Chair will briefly describe their process and present the slate of candidates along with a motion to approve the slate.

Voting (Elections):

- The President will ask for a Second
- The President will then restate the motion and also state, “If there is no objection, this motion will pass as presented. Is there any objection?” Pause a moment.
 - If there is no objection, the President will state, “Hearing no objection, the motion passes as presented. Congratulations to the newly elected officers.”
 - If there is an objection, the President will open the motion for discussion. Following discussion, a Roll Call vote will be required.

Helpful TIPS:

- At the beginning of your meeting, be sure to remind everyone to state their full name prior to speaking.
- Remind everyone to put their device on MUTE anytime they are not speaking to limit background noise.
- Have an agenda and stick to it. Just like “side conversations” can interrupt the flow of an in-person meeting, lack of structure can impact the flow of your virtual meeting.
- PRACTICE – Have a call with your executive board to practice working with whatever program you decide to use for your meeting – FreeConferenceCall.com, Zoom.com, GoToMeeting etc...

Questions?

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