

Virtual Meeting and Election Guidelines through June 30, 2020

Before scheduling a virtual meeting, determine what PTA business is required at this time. Elections may only be conducted via virtual 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, executive board, and committee reports, as well as voting on items such as budget amendments, approval of the 2020-2021 budget, and elections.

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

Getting Started

- [Find a platform or app for hosting the meeting.](#)
- Set up your account.
- Before the membership meeting, practice using the platform or app with your Executive Board.

Meeting Script

To ensure that elections are carried out according to the Florida PTA COVID-19 procedures, use the [virtual meeting script](#) provided. The script includes all steps necessary to conduct a virtual meeting, promote transparency, and protect membership voting rights. The virtual meeting script is provided in two formats (script and table) within the document. Please use the one most convenient format for your use.

Frequently Asked Questions

Please read through the [Virtual Meeting FAQs](#) for answers to many of your questions.

Meeting Responsibilities (Before and During)

Executive Board

- Review [meeting rules](#).
- 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? Florida PTA requires people to join a minimum of 30 days prior to the election/annual meeting to vote on PTA business/officer election.
 - How will candidates run from the floor? The PTA can choose to:
 - Only accept notice of intent to run from the floor received at least 5 days prior to the meeting,
 - Allow candidates wishing to run from the floor to state that intention in the meeting, or
 - Both.
 - How will minutes from the last meeting be approved?
- Provide President input on the Agenda
- Determine which Executive Board members can complete the following tasks:
 - [Create a registration system for attendees](#).
 - [Create electronic ballots that allow for anonymous voting](#).
 - Serve as teller should there be a contested election. This includes emailing the ballot to members in attendance, opening and closing the form, monitoring voting time, and reporting the results.
- 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 the meeting using the provided [script](#).

- Make sure you have all of the meeting responsibilities covered. 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 guidelines](#), at least 10 days prior to the meeting.
- Make sure you have the complete and current membership list, including those who joined after meeting notice.
- Verify membership of registered attendees.
- Send members and approved guests instructions on how to join the meeting.
- Send members any necessary meeting documents (Agenda, Meeting Rules, Financials, Minutes, explanation of voting process).

Beginning of the meeting

- Verify all in attendance are members or approved guests.

During the meeting

- Take minutes as normal.
- Present minutes from last meeting for approval.

Treasurer

- Present financial report.
- Present any budget amendments, if necessary.
- Present 2020-2021 budget, if necessary.

Appointed Executive Board Member

- Act as the teller in the event of a contested election including sending ballots to membership, opening and closing the ballot, monitor voting time, review votes, and communicate results of vote.

Membership VP/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 candidate speeches.

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

- Make sure the slate is posted at least 7 days in advance of the meeting.
- Read the slate at the virtual meeting.