

## **Guidelines for hosting a meeting via Teleconferencing**

### **Getting Started:**

Find a platform/app for hosting the meeting.

There are several ways to handle remote hosting of the meeting.

Some options include:

- a) Zoom
- b) Slack
- c) GROUPME
- d) Facebook Messenger
- e) Google Hangouts
- f) Go To Meeting
- g) Uber Conference

**PLEASE NOTE: Mention of these companies does not imply endorsement by California State PTA**

Set up an account.

Practice having a meeting with the executive board before having one with the association.

### **Before the Meeting:**

Give notice of the meeting including instructions on how to access the platform/app.

Establish the ground rules for the teleconferencing meeting.

Prepare the agenda, financial reports, minutes from the last association meeting.

Email the reports, agenda and ground rules for the meeting to those members who indicate they will be on the call.

Make sure the membership list is up to date and the secretary has a copy.

### **During the Meeting:**

Conduct the meeting as it normally would be done. Make note of the time the meeting was called to order open, as well as the time the meeting was adjourned.

Set ground rules for the call.

Verify everyone on the call can hear and be heard.

Remind people to "Mute" themselves to get rid of outside noises.

Quorum should be established by roll call of individual members.

Have the secretary do a roll call of members that are on the call. Verify they are actually paid PTA members.

**Remember: The normal rules of holding a meeting apply to the teleconferencing meeting. People should be treated and treat others with respect and courtesy.**

## **FAQs Regarding Teleconferencing**

**1) Is it mandatory that an association meet via teleconferencing?**

No, units, councils, and districts are being given an alternative to conducting an in-person meeting during these uncharted times. These guidelines expire on June 30, 2020.

**2) How much notice of this meeting needs to be given?**

A minimum of 10 days notice to hold the association meeting is required

**3) How do we give notice of the meeting?**

- a. Use the PTA's social media platforms if your platform is a "members only" platform.
- b. Email your membership list directly announcing the meeting and agenda
- c. Board members should also share information about the meeting with members.

**4) Is it ok to post the documents for the meeting on our website and social media?**

Yes, as long as you make sure they are non-editable documents.

**5) Is it ok to present our financials at this teleconferencing meeting?**

Yes, a full treasurer's report including ratification of payments made and releasing funds can be presented. Have the auditor present the mid-year audit, present the budget for the next school year and release funds to pay summer bills.

**6) What should be done if there is not a current membership list?**

If there is no current membership list, all adults in attendance are assumed to be members and can vote.

**7) Should translation be provided for teleconferenced meeting?**

See if the application being used has a translation option. Test it out before the meeting. If translation on the application is not an option, ask if someone from the school community is willing to translate. The translator(s) would need to be on the actual call, translating in real time. Make sure that person knows the order of what is happening during the meeting and, prior to the meeting, work out how the translation process will work during the call. It is very important to make all members feel included.

**8) How is it possible to suspend the bylaws and hold an association meeting by teleconferencing?**

The bylaws do not directly prohibit nor do they specifically allow for meeting via teleconferencing an association meeting. Following corporate non-profit law, non-profits with membership are allowed to meet by teleconferencing or video conferencing. We have the requirement that we cannot proxy vote, but teleconferencing and videoconferencing still allows for voting by the members themselves. Also if there is a health emergency, corporation code supersedes any rule or regulation that would require in-person meetings if the meeting poses a risk to a person's health. Non-profit corporate code allows for meeting teleconferencing and video conferencing.

## **FAQs Regarding Teleconferencing and Elections**

**1) Does the slate of officers need to be posted?**

Yes, the proposed slate of officers should be posted 30 days in advance of the annual meeting.

However, if that meeting was not convened/cancelled, the slate can be presented as nominations from the floor. This election information can be included with the agenda sent with 10 days notice of the next regular scheduled meeting or a special meeting for the purpose of electing officers.

**2) A nominating committee was not elected and there is no slate of officers, what should happen?**

It is still important to hold an election. All nominations will come from the floor for the positions listed in bylaws. Please see the California State PTA Toolkit for further details.

<http://toolkit.capta.org/running-your-pta/nominations-and-elections/the-election/>

**3) How do people run from the floor?**

You can handle this one of many ways. A few suggestions:

- a) Have those who want to run from the floor announce their intention at the very beginning of the teleconference. That way it will make things easier when the time comes to hold the election.
- b) Have those who are interested in running from the floor make their intent known within a certain time frame after the meeting notice goes out. The chair could then announce the names of those who are running from the floor to let people know in advance, who is running for the various positions.

**4) How do we handle a ballot vote when people wish to remain anonymous regarding who they are voting for?**

There are several alternatives to handling a ballot vote. Some of the conferencing services will allow you to vote and only the organizer sees who has voted. You can utilize Survey Monkey, the free version, if you set the account up ahead of time and have the names of the candidates. Google forms might also work. See this "how to create a Google form" for information.

[http://downloads.capta.org/lea/How\\_to\\_make\\_a\\_Google\\_Form.pdf](http://downloads.capta.org/lea/How_to_make_a_Google_Form.pdf)