

Tips for PTA Meetings via Teleconferencing

There are many great tips and ideas on the California State PTA website here: <https://capta.org/news-publications/covid-19/covid-19-resources-for-pta-leaders/>

These tips are from Palomar Council leaders gathered through our experience using Zoom as a teleconferencing platform, but most can apply to any platform:

- It is helpful to share teleconferencing etiquette and ground rules after participants join but before convening. Examples of this is the need for participants to mute themselves to avoid background noise, use the 'raise my hand' button and wait to be called before speaking, using the chat feature to ask a question, use of the polling feature or instructions on how to vote. We suggest testing the platform with a few board members prior to the meeting to develop your pre-meeting primer for participants.
- Since there is no sign-in sheet, the President may do a roll call and the secretary can record those present and verify there is a quorum. If each participant can be instructed to make sure their first and last name is entered on their screen this process is much easier.
- You may wish to record your meeting so that the secretary may use the recording to revise the minutes later. Inform participants if the meeting is being recorded.
- You will need a list of current members so that you can verify they are eligible to vote.
- If there is no current membership list, all adults in attendance are assumed to be members and can vote (per CAPTA website).
- Hosts and co-hosts can share their screen with everyone. For example, the Treasurer could share the financial records via screen share.
- All action items (motions) that need to be voted on can be entered in advance via the poll feature on some platforms. This feature pops up a motion and allows each participant to vote yes or no.
- The president could coordinate with another board member to have that person launch the polling questions while the president starts and runs the meeting (only the host can create the poll questions. The co-host can only launch the polls).
- To maintain impartiality, the president should not participate in debate on any issue. The president should abstain from regular voting, however, the president can vote in the case of a tie. If they abstain, the motion is lost. The president may also vote in a ballot vote (such as in a contested election). Summarized from Robert's Rules of Order, in Brief, p. 69.
- The free version of Zoom does not allow you to use the polling feature of the product. If there is any chance that you may have multiple candidates for any office you would need to use the Pro version of Zoom that allows you to send a poll (a ballot basically) and have people vote. It can be set up so that all responses are anonymous. It is a \$15 purchase. If you do not have this available in your budget, Palomar Council would be happy to set up the meeting for you through our account. As soon as the meeting starts we could make you the co-host and you would be able to facilitate and run the meeting but someone from council would need to stay for the meeting. We can stay out of your way or help you with whatever you need.