

Virtual Meeting and Voting Standards for Stenwood Elementary PTA

- Official PTA business meetings will be held using the Stenwood PTA GoToMeeting account (currently offered as free)
- Board member participation
 - Board members are generally asked to have your video on, be camera ready, present, and available to answer questions
 - Roles:
 - Facilitator (President)
 - Note taker (Secretary)
 - Chat monitor (volunteer needed)
 - Member verifier/Vote counter (volunteer needed)
- Meeting set up and entry
 - Meetings will require a password to enter
 - Only the Presenter(s) will have permission to share their screen
 - Meeting information will be shared by email with PTA members only
 - We will utilize Wednesday mail to promote the meeting and how to become a member. We will also offer for people to reach out if they would still like to participate as a non-member.
 - Agenda, mtg standards, any documents we will show at the meeting (budget doc) should be sent in advance
 - Participants should be advised to log on early and make sure they can access the room; tech support will not be provided, we will start as soon as we have quorum (10 verified members).
 - Member verifier/Vote counter will need to cross reference meeting participant names with our membership roster to confirm quorum has been met.
- Recording/Documentation
 - Meetings will not be video/audio recorded
 - Chat window messages may be saved to record official votes.
 - Both meetings will have written minutes that will be publicly available.
- Member participation
 - Everyone, but the Board, will be muted at the start of the meeting
 - Members may ask to speak via the chat window. Chat monitor will notify Facilitator and recognize/un-mute the person when it is their turn to speak. Speakers should be acknowledged in order of request to speak in chat window.
 - Members can ask questions via chat window. Chat monitor will ask questions submitted in chat window at appropriate times during the meeting
- Voting format
 - Routine matters will be voted on by voice vote, if the voice vote is not obviously concluded, members will vote via the GoToMeeting chat window
 - Board voice vote will be by show of hands on video
 - Participants will vote on Budget via the GoToMeeting chat window (majority rules)
 - Participants must attend the meeting online in order to vote (ie, you cannot vote if you are only calling in)

- Members should submit their vote as follows: Name, email, vote (Yay/Nay/Abstain)
- Vote Counter/Member verifier role will need to cross reference meeting participant votes with our membership roster to confirm eligibility. We will only do this during the call if the vote is not an obvious majority.

The 2019 Standing Rules on Meeting Conduct adopted on 8/6/2019 by the Stenwood Elementary School PTA Executive Board will also apply to virtual meetings.

Adopted on 04/13/2020 by the Stenwood Elementary School PTA Executive Board.