

PTA Teleconference Meetings During School Closures

Updated: 4.22.2020

Goals

- Stay connected
 - Continue required business
 - Continue advocacy
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Establish Ground Rules & Best Practices for Virtual Meetings

- **Second District's Ground Rules**
 - Send out documents in advance
 - "Arrive" several minutes early-- sort out tech issues!
 - Video is preferred over telephone; announce yourself if calling in via phone
 - MUTE unless speaking or about to speak
 - Use CHAT feature; assign co-host to manage

 - **Inclusivity**
 - Always disclose if recording
 - How is your name showing? - use your real name, include pronouns in your description box
 - Make space for everyone and take space (avoid one person dominating the discussion)
 - Enable chat box so everyone can participate
 - End with a positive quote or statement; a heartfelt goodbye leaves members feeling connected
 - Post meeting-- Invite feedback to improve and develop your own mtg standards, norms, best practices
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Common Questions Answered

Q: I've never done this before! Where do I even start?

A: Acknowledge this technology is new for many. There will be a learning curve! Some will be quite familiar with remote meetings; for others, joining a virtual PTA meeting may be a brand new experience.

TIPS:

- [Tools and Best Practices to Hold Effective Virtual Meetings](#), a CAPTA-hosted webinar (just under 1 hour)
- Familiarize yourself with [COVID-19 Resources for PTA Leaders](#) on CAPTA.org
- For Zoomers: [1-minute how-to videos](#)
- Practice! Host a small teleconference with board members before hosting a larger association meeting.

Q: There are so many different platforms-- which one should I use?

A: True! There are many ways to connect via telephone, video, or both. [COVID-19 Resources for PTA Leaders](#) lists several options at the bottom of the page, including how K-12 schools may request to lift the Zoom 40-minute limit. *Note that sharing this list of options does not imply endorsement by PTA.*

Q: What exactly is zoombombing, and how can I prevent it?

A: A term for uninvited attendees joining a Zoom-type meeting to cause disruptive behavior.

There are several things a host can do to help reduce the likelihood of zoombombing.

- Don't post meeting links on social media.
- Set passwords (don't use personal ID numbers).
- Use tools to keep control: waiting rooms, control participants' share screening.
- Assign a co-host to help monitor and manage.
- More details about security tips in this [BuzzFeedNews](#) link.

Q: Do we need to conduct a roll call?

A: It's important to establish a quorum of your membership with a roll call at the start of your meeting. For videoconferences, Secretary can view names identified; if names via telephone or video are not named, you will need to ask people to identify themselves.

VOTING

Q: Can our members vote by email?

A: Voting by email is not allowed; votes may not be collected over time and then tallied.

Some methods for conducting a **ballot vote DURING a virtual meeting** may require some use of email to access an online survey function. Most votes in PTA are conducted by voice vote, but if you anticipate the need for a ballot vote, advanced planning may be required for members participating in the meeting to submit their ballot vote. See [CAPTA.org](#) for recommendations.

Q: Do you know why proxy voting is still prohibited?

A: Proxy voting is not allowed, meaning a member can not ask another member to cast a vote for them if absent from the meeting. Votes may not be collected over time and then tallied. Voting over teleconference (video or audio) has been temporarily approved by CAPTA through June 30, 2020 for association meetings. Any member who is present during the meeting and can hear and be heard in the moment may vote.

If a motion for ballot votes is made, you may use various online survey functions during the meeting, but would need to be prepared for this in advance. (see 1st question in ELECTIONS)

ELECTIONS

Q: Would you agree that it's ok to continue with a "voice vote" in a teleconference election as long as the slate is uncontested?

A: Absolutely, especially when the election is uncontested-- no reason to count ballots.

Should a ballot vote be required, see suggestions for how to handle during a teleconference meeting [here](#), which would require some advanced planning.

TIP: if you are conducting a larger meeting, you can ask for waves and thumbs ups, meaning not everyone needs to unmute to join the "voice" vote.