VIRTUAL MEETINGS GUIDANCE

**Pick a Platform:** Google Meet, Zoom, Go to Meeting, WebEx – whatever you choose, make sure it encourages two-way participation, not just information sharing (ie. Facebook Live). Tech Soup has Zoom accounts half-price for non-profits ([http://www.techsoup.org/zoom](http://www.techsoup.org/zoom)).

**Security Concerns:** Do not post your meeting link on a public form (ie. social media) only include in email or other more secure format. If using Zoom, you may use a security code for entrance or keep people in a waiting room until you verify who they are.

**Time/Date:** Is the time of day, day of the week, and/or meeting length conducive to participation from all of your parent community?

**Agenda:** Share topics in advance. Start on time & end on time. Have something unique they can’t get in other ways (decision making, guest speaker, presentation from staff). Ask what members want to learn about in future meetings. [Sample Survey]

**Virtual Meeting Etiquette (post on agenda):**
- Mute yourself and only turn on microphone to speak.
- Turn on your camera if possible – it helps others stay engaged.
- Use your real name, not a pseudonym.
- Create a clear signal when someone wants to talk – raise hand, ask in chat.
- All votes must be done by roll call - not chat, “raise hand” feature, etc.
- Treat the meeting as an intentional space – no offline multi-tasking.
- Be respectful.

**Scenarios:**
- If you have a vote OTHER than an election, you may use a simple roll call voice vote.
- If you have a non-contested election, you may also use a simple roll call voice vote.
- If you have a contested election, follow “Officers Elections Procedures” document.

**Communication:** Be sure to invite the ENTIRE school community, not just members. Use various forms to communicate (phone call through principal, email from teacher, school newsletter, Facebook event, Remind text app, etc). Translate all materials – from invitation/flyer to agenda to support resources.
Community Building: Spend time in your meetings to get to know each other. Start the meeting with an icebreaker. Do teambuilding activities. Create space for intentional relationship-building between parents and between parents and school staff.  

https://mnpta.org/resources/icebreakers/

Meeting Best Practices:
- Build relationships.
- Start on time, and end on time.
- Be brief.
- Stick to the agenda.
- Make decisions as a group - VOTE (budget, activities, school climate).
- Give information parents can't get elsewhere (guest speakers).

Schedule Events Outside of Meetings: Get your PTA community together for activities beyond meetings and school events. Host a virtual “happy hour” or parent check-in – no agenda items, just community building. Ask the principal to host a virtual “coffee talk.”

MORE RESOURCES:

https://robertsrules.com


Section 1: Executive Board and Regular Meetings can be held via virtual / online / conference call format if the PTA / PTSA has dire need for meetings to take place.
   a. Meetings will follow original agenda procedures and order of business as defined by the Universal Bylaws and Unit Standing Rules.
   b. All members in attendance must be able to hear each other.
Section 2: Invitees to meetings should be given at least 5 days notice via call, text or email and appropriate tools (web links, codes and numbers) to connect to the meeting:
   a. All PTA / PTSA officers must be invited to Executive Board Meetings.
   b. The entire PTA / PTSA membership must be invited to Regular Meetings.
Section 3: Quorum and voting procedures must be upheld during the meeting in accordance with the Universal Bylaws in addition to:
   a. Speakers must identify themselves when they begin speaking.
   b. Votes must be taken by roll call and reflected in the meeting minutes.


https://www.pta.org/home/run-your-pta/local-leader-kit-access  (requires a pta.org account)