MINUTES
The minutes of the annual meeting shall be approved by a Board of Managers committee, appointed by the president. After approval, minutes will be available for review from California State PTA.

AUTHORITY FOR CHANGES IN THE RULES GOVERNING CONVENTION

Article XV, Section 7 & 8 of the California State PTA Bylaws provides for changes in the rules governing the annual convention when there is a case of extreme emergency. During the existence of such an emergency, measures for the conduct of affairs for California State PTA may be adopted without regard to the restrictions or limitations of the bylaws.

QUORUM

Based on California State PTA Bylaws, Article XV, Section 2: One-third (1/3) of the delegates registered and eligible to vote at the virtual annual meeting and representing a majority of district PTAs shall constitute a quorum.

DELEGATES

California State PTA Bylaws, Article XV, Annual Convention, Section 3 governs eligibility for voting delegate status.

MOTIONS, DEBATING AND VOTING

1. Only properly registered delegates may introduce motions, debate or speak and vote.

2. Delegates shall use the electronic request form provided during the virtual meeting to indicate that they wish to speak then await recognition by the chair.
   a. A delegate may speak once on a question and for ONLY TWO MINUTES.
   b. Delegates who are recognized by the chair for the purpose of debate may not at the same time move the previous question or make a secondary motion.
   c. Requests for Information are used to ask a question whenever a delegate needs more information before voting.
      i. Requests for Information are not used to provide information to the assembly.
      ii. Rhetorical questions will be ruled out of order.
3. All main motions and amendments must be presented in writing using the electronic request form provided during the virtual meeting.
   a. The written motion or amendment should also include the name of the motion maker, the name of their PTA unit and PTA district, contact information, and proposed motion or amendment language.
   b. The virtual meeting facilitator will forward the motion to the chair for consideration.
   c. Amendments to proposed business items including the Legislation Platform and the Resolutions must be submitted prior to the virtual annual meeting using the electronic amendment form, under the following conditions:
      i. Topic hearings are conducted prior to the virtual annual meeting in webinar fashion and are the preferred venue for making known any proposed amendments.
      ii. Of Intent to Amend for business items including the Bylaws, Legislation Platform and the Resolutions must be submitted to the Topics Hearing Chair by Notices the following dues dates:
         Bylaws: Thursday, May 6, 2021 at 7 p.m.
         Legislation Policies: Thursday, May 6, 2021 at 10:00 a.m.
         Resolutions: Friday, May 7, at 12 p.m. (noon)
      iii. For Resolutions, only the Resolved sections may be amended. The Whereas and Background sections may not be amended.
      iv. Motions editing grammar or punctuation are not in order.
      v. A motion to amend may be permitted without the required written notice only if the amendment results from new information becoming known after the deadline or because the Resolution has been changed substantially by other amendments.

4. Debate on motions shall be limited to four speakers on each side of the question.
   a. Prior to initiation of the discussion of a business item, the chair will allow one delegate to speak in support and one delegate to speak in opposition to the item, as presented.
   b. The clock will be stopped if the chair requires a counted vote to determine the outcome of an item and for parliamentary inquiry, points of order or appeal, or to ensure the proper management of the virtual meeting. Requests for information will not stop the clock.
5. No item of business may be on the floor for more than thirty minutes.
   a. Within the thirty-minute timeframe the chair shall recognize delegates FOR and AGAINST the motion in alternating order.
   b. A maximum of twenty minutes for discussion and amendments will be allowed.
   c. At the end of twenty minutes, the presiding officer shall call for a vote on all pending amendments.
   d. In the event there has not been discussion on the amended motion as a whole, an additional ten minutes will be allowed for discussion.
   e. This ten-minute period is inclusive of all points of information and personal privilege.
   f. Amendments will not be allowed during this ten-minute period of debate.
   g. After the 10 minutes have elapsed, the presiding officer shall call for a vote with no further discussion.
   h. A business item may go beyond the twenty minutes if a motion to extend debate is approved by the Association. A motion to extend debate will be entertained under the following conditions:
      i. The motion is placed on the floor prior to the expiration of the twenty minutes of discussion and amendments.
      ii. The motion must include the exact extension of time to be allotted which is no less than 2 (two) minutes but no more than ten (10) minutes.
      iii. The motion is approved by two-thirds 2/3) vote of those present and voting at the virtual meeting.

6. Voting
   a. Voting will occur electronically.