

MARCH 13, 2020

MEMO: California State PTA Guidelines During the Coronavirus Crisis

TO: California PTA Unit, Council and District PTA Leaders

FROM: President Celia Jaffe and Parliamentarian Lynn Miyamoto

We know that many of you have concerns about how to conduct PTA meetings given the recent COVID-19 coronavirus outbreak. At California State PTA, we appreciate your concern about keeping all of our PTA families and members safe during this time. As we continue to monitor the situation, we have been asked what guidance we can provide regarding PTA meetings and events.

### **Guidance on Executive Board/Committee Meetings**

Our bylaws allow for Executive Board/Committee meetings to be held via telephone or video conferencing as long as all of the members are able to hear each other. California State PTA (CAPTA) normally requires that units, council and districts obtain approval from the State Parliamentarian for this section of the bylaws prior to using this method of meeting. However, given the sudden rise in coronavirus throughout the state, CAPTA will temporarily waive the approval process for this section of the bylaws and will allow all units, councils and districts to use telephone or video conferencing for their Executive Board/Committee Meetings. This waiver will remain in effect till the end of June 2020.

For those PTAs that do not have approval for telephone or video conferencing Executive Board/Committee meetings, we suggest that at the beginning of the telephone or video conference you present and vote on a motion to 'Suspend the Rules' to allow virtual meetings (with a 2/3 vote needed to approve).

### **Guidance on Association/General Meetings and Events**

We strongly encourage that all unit, council and district PTAs in California coordinate with state and local public health officials and school officials on whether or not to hold an in-person PTA meeting or PTA event. This will ensure that you are receiving accurate and appropriate information on how to respond to the current situation. Since the intensity of an outbreak may differ according to geographic location, your local public health officials/local school officials will be issuing guidance specific to your community.

As per our bylaws, Association meetings are not allowed to be conducted via telephone or video conferencing. Given this requirement, we ask that you consider the following when determining whether or not to hold a PTA Association meeting and/or a PTA Event:

- First, consult with your local public health and school officials to determine the most up-to-date guidelines for meetings and events relating specifically to your community.
- Second, consider postponement of the meeting or event.
- Third, consider cancellation of the meeting or event if it poses a health risk.

Please continue to work with your local public health officials to determine when the outbreak has ended in your local community and when the community is able to safely have meetings and events.

### **Health Information**

We want you to know that California State PTA is working alongside school officials and partner associations to stay informed and guide parents to valuable coronavirus resources, such as the following information from the [California Department of Public Health](#), the [Association of California School Administrators](#), and additional resources which can be found on [our CAPTA website](#). Your personal health and the health of your family is important.

### **Convention**

At this point California State PTA's Convention 2020 is still moving forward. Look for additional information as we monitor the situation.