

# Leadership Town Hall Parliamentarian FAQ's

## **What is going to happen with the resolutions?**

Resolutions will be voted on during our Virtual Meeting. Look for dates and times for Resolution hearings

## **The slide reported 28 days' notice of the slate. Lynn said 20 days. Which is correct?**

28 days' notice is required for the slate to be posted,

## **If we do an election via an online method such as Google docs, what would be the appropriate way to document it for our minutes?**

In the minutes, just notate that that the election took place using Google docs for ballot voting.

## **Does the organizer need to be the Parliamentarian?**

No, it does not need to be the parliamentarian to be the host of the meeting. The President still responsible for conducting the meeting. In some formats, you may have more than one host during a teleconferenced meeting.

## **If there are no membership lists available, does everyone vote?**

Yes, that is correct

## **How can I get an online version of bylaws that can be edited?**

Unit bylaws are available for approval either in pdf fillable format or can be printed electronically after input into our PTA E-bylaw system. The California State PTA Parliamentarian will review and approve all amendments and edits to the bylaws. Please note certain sections of the bylaws are not allowed to be edited. Any changes to the bylaws must be approved by the state parliamentarian through channels before they can be implemented.

See section below.

Article VII-Association Meetings, Section 7 (Voting by proxy is prohibited) is designated by \*\*\* meaning that a unit is unable to change this requirement.

Requirements set by the National PTA and California State PTA are included in each set of bylaws are marked with a triple star (\*\*\*). Requirements set by California Corporate Code are marked with a double star (\*\*). These marked articles and sections cannot be changed or altered in any way and must remain in all bylaws. All such items are automatically included in all bylaws after adoption at the state convention.

For more assistance in updating your bylaws, please contact to your council/district. You may also learn more about updating your bylaws on our website:

<https://capta.org/pta-leaders/run-your-pta/bylaws-and-standing-rules/>

**It is my understanding that there are rules around posting files like budgets and minutes online. Please let us know how those rules may change or relax to allow school PTAs to continue to share documents with the membership.**

If you have your meeting in virtually format, you can share the screen with the budget and minutes for everyone who comes to meeting to see. If someone who is a verified member requests a copy, you can send it to them and password protect it if you feel it is necessary.

**Can you clarify what a Unit cannot do if there is not a new board**

If there is not a new board in place, there can be no transaction of business except for looking for new officers and contacting the appropriate people regarding the status of normal PTA events so that they know they will not happen until a new board is elected, no contracts, no fundraisers, until there is a newly elected board (See List of Dos and Don'ts)

**if we already elected a new cabinet and was going to present at the association meeting/Founder's Day. Do they automatically come into office in the new fiscal year?**

Yes, if the board has been duly elected at an association meeting, they will take office on July 1, 2020 when the new fiscal year begins. If the nominating committee only presented the slate to the executive board for approval, the slate must still be elected at an association meeting and will take office on July 1<sup>st</sup> or immediately after that association meeting if it takes place after July 1<sup>st</sup>.

**Can we hold elections after the school year ends but before June 30th?**

Yes, please work with your district on this how to do this.

**Can new members vote on slate or do they start as members July 1st? Can they be members for less than 30 days? And do we have to vote on this change to the bylaws--if it is even possible?**

If you do not have a membership list, then all individuals on a call are eligible to vote. If you have a membership list, then you must be a member for 30 days to be eligible to vote. Important that your list is accurate and up to date and that membership confirmation has been given to the member. A member must be allowed to provide proof of membership should there be a question as to membership status. People that become members during this school year must sign up again in the fall to continue to be members. Membership is based on the fiscal year, not a year from when they joined. Current unit members have voting privileges until October 31, 2020.

**What happens if the PTSA does not get their act together and vote in a new board for next year?**

Please contact your District PTA for further guidance on how to complete your election.

**Do we need a teller committee to count ballots? or can one person be in charge on line if votes are cast to an individual**

If you are able to have a teller committee, it is best. Prior to the vote being taken, best practice would be to indicate how the votes are being counted and who is responsible for counting the votes. If you are using the Google form for voting, the individual voting can see how many votes have been cast for each candidate (it is anonymous so it doesn't show who voted, just how many votes were cast). There is a button after they have voted that enables them to see the results. This should eliminate the need for tellers if none are available.

**Is the State PTA recommending that bylaws be amended at the local level to provide for virtual association meetings at this time? Same question for virtual board meetings (I know the site said Boards were being given emergency virtual approval for now)**

CAPTA is considering providing further guidance on extension of allowing virtual association meetings. A committee is reviewing all of the bylaws to review what changes need to be made in the future. 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. Please consider updating your bylaws to choose this option to reflect the desire to hold your meetings in this manner.

We understand that COVID-19 provided a need to hold Association meetings virtually. However, until there is a time when we can return to in person meetings in a manner that is safe for all, we will continue to consider how virtual meetings can be used

**Due to the closure of school, we cancelled our planned spring Association meeting. It is now rescheduled and will be online via teleconference to elect the next board. How do you suggest voting be done?**

Please consider using our Google Forms Template. [Click here](#) to view instructions for making a Google form, which could be helpful when holding a ballot vote.

**Aren't approvals necessary for many of these suggested ways to operate at this time? One person shouldn't unilaterally make decisions for the Association.**

The bylaws/Standing Rules will guide you as to when your meetings should take place. The President can call a special meeting by a requisite number of executive board members requesting the meeting pursuant to Article VII, Section 4 Association Meetings of the unit bylaws. The meeting must give notice to the association members at least 10 days prior to the meeting. Special meetings must be held within fourteen (14) days of receipt of written request. Unit/Council/District boards are allowed to hold meetings in this manner in order to get conducted business done and to try and elect a new board by the end of the term. The existing board is not allowed to continue in their roles beyond the designated term limitation. We are providing guidance on having meetings virtually because we want PTAs to be able to begin to do business once the new fiscal year begins which for most PTAs is July 1<sup>st</sup>.

**We did not get a nominating committee elected. Do I need to elect one now or can we just have all offices filled with nominations at the election meeting?**

If there is not time to elect a nominating committee, then you can have an election where each position has nominations from the floor. The reason why we elect and not appoint the nominating committee, is to ensure that careful consideration is given to who is the best suited and qualified for each position. Never try to “fill the board” just to have names in place.

Great leadership begins with the nominating committee. For more information-please go to: <https://capta.org/pta-leaders/run-your-pta/nominations-and-elections/>

**What is the CAPTA Directive if we are unable to guarantee online access for voting during the election process?**

You can get a voice vote on most matters unless it is a contested election (meaning more than one person running for an office) that requires a ballot vote. You could set up a system whereby an individual (council or district level) receives information via text message with a special code word and their vote. That individual then would send it to at least two other observers or tellers for verification. Thus someone who still has smartphone access is able to participate in real time.

**One of our units is not able to get an Auditor for next year. I advised them to have their nominating committee find someone immediately. They have given 30 days' notice for the association meeting and it is coming up. Can they keep the position open and vote on the other positions for next year?**

Please check your bylaws to see if your Auditor position is an elected position or if it is an appointed position. This is one of the positions that you can choose to appoint. A vacancy at the time of the election may be filled by a nomination from the floor or later can be elected by the newly elected executive board

**Can an incomplete slate of officers for 2020-21 set an activities calendar for the coming year? We don't have a treasurer for the upcoming year yet.**

Yes, the newly elected board may start to set the activities for the coming year. However, in order to continue to operate as a valid non-profit 501(c)(3) entity, you must have in place the minimum of a President, Treasurer, and Secretary. Therefore, it is the job of the Executive Board to fill that position. It is critical that the newly elected board find and elect a Treasurer as this is not a position that is appointed. Until the treasurer position is filled, you will be unable to

conduct financial business so the activities on the calendar can't happen until a treasurer is in place.