

New Jersey PTA - Virtual Meeting Guidance

As of July 1, 2021, Local PTA Generic Bylaws now allow for all Local PTAs to hold their General Membership and Board of Directors Meetings virtually!

General Guidelines for PTA Meetings and Events That Are Held Virtually

Getting Started

- Find a platform/app for hosting the meeting. There are several available. (See the **Virtual Meeting Tools** section below for some suggestions.)
- Set up your account.
- Practice having a meeting with your Board of Directors before you have one with your general association.

Before the Meeting

- Give notice of the meeting.
- Establish the ground rules for the virtual meeting.
- Prepare the agenda, financial reports, minutes from the last association meeting.
- Email the reports, agenda, and ground rules for the meeting to those who indicate they will be at the virtual meeting.
- Make sure your membership list is up to date and your secretary has a copy (Can be found on MemberHub).

During the Meeting

- Conduct the meeting as you normally would. Make note of time you open the meeting as well as adjourn the meeting.
- Set ground rules for the call.
- Verify everyone on the call can hear and be heard.
- Remind people to "Mute" themselves to get rid of outside noises.
- Quorum should be established by roll call and identification of individual members.
- Have your secretary do a roll call of the members that are on the call. Verify they are actually paid PTA members.

Remember: *The normal rules of holding a meeting apply to your virtual meeting. People should be treated and treat others with respect and courtesy.*

FAQ's For Meetings

I have no idea how to find a way to do a virtual meeting? Where do I start to look?

*Go to the internet and type in "virtual meeting" or "conference calls," or refer to the **Virtual Meeting Tools** section below.*

Is it OK to post the documents for the meeting on our website and social media?

Yes, if you make sure they are non-editable documents. Also make sure that there is nothing controversial or confidential in the documents. Example: you can list that there are bounced checks from your last fundraiser but do not list the names of the people who bounced the checks.

How do we handle translation of this virtual meeting?

See if the application or tool you are using has a translation option. Test it out before the meeting. If it does not offer that option, talk to someone who can do translation from the school community. The translator(s) would need to be on the actual call, translating in real time. Prior to the event make sure that person knows the order of what is happening during the meeting and work out how the translation process will work during the call. It is very important to make all our parents feel included.

Is it OK to present our financials at a virtual meeting?

Yes, you can present a full treasurer's report including ratification of payments made and releasing funds. You can also present the budget for the next school year and/or release funds to pay summer bills.

FAQ's for Elections

Does the slate of officers need to be posted?

Yes, your proposed slate of officers should be posted 30 days in advance.

We never elected a nominating committee and do not have a slate of officers, what should we do?

It is still important to hold an election. You should hold a meeting to elect a Nominating Committee and plan for your election meeting ASAP.

How do people run from the floor?

As per your bylaws – all individuals wishing to run from the floor must give 20 days' notice before the election meeting. The chair could then announce the names of those who are running from the floor to let people know in advance, who is running for the various positions.

How do we handle a ballot vote when people wish to remain anonymous regarding who they are voting for?

There are several alternatives to handling a ballot vote. Some of the conferencing services will allow you to vote and only the organizer can see who has voted. You can utilize Survey Monkey, the free version, if you set the account up ahead of time and have the names of the candidates.

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

Virtual Meeting Conferencing Tools

If local leaders choose to hold meetings via teleconference or video conference based on our recent guidance, there are various free tools to consider that allow you to hold online conference calls or video meetings with multiple attendees (subject to limitations).

Some options include: [GoToMeeting](#) and [GoToWebinar](#); [Zoom](#) *; [Slack](#); [GROUPME](#); [Facebook Messenger](#); [Google Meet](#)

To compare conference call systems, please go to <https://www.quicksprout.com/best-conference-call-services/>.

* Please note that Zoom's free plan normally limits conference calls to 40 minutes, but this rule has been **temporarily lifted for K-12 schools affected by COVID-19**. [Click here](#) to learn how to access this offer, and how to verify your school using its official email address. *Mention of these companies does not imply endorsement by New Jersey PTA.*

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

We hope that this guidance will assist your PTA in having meaningful and impactful meetings whichever way you choose to have them.

If you have any additional questions, please do not hesitate to contact your New Jersey PTA Field Service Contact or the State Office at njpta@njpta.org.