NYC Department of Education

FACE

Office of Family and Community Empowerment

WELCOME EVERYONE!

WE ARE GRATEFUL FOR YOUR ATTENDANCE - THE MEETING WILL BEGIN SHORTLY.

IN ORDER TO ALLEVIATE UNINTENTIONAL BACKGROUND NOISE, CHATTER, ETC., ALL ATTENDEES HAVE BEEN MUTED. IF YOU HAVE A QUESTION DURING THE MEETING, PLEASE FEEL FREE TO POST IT IN THE Q&A SECTION OF YOUR SCREEN.

Created by: School-Based Liaisons Team

GUIDANCE ON HOSTING VIRTUAL MEETINGS

Created by: School-based Liaison Team

Guidance on Hosting Virtual Meetings

- **Welcome & Introductions**
  - Agenda Review
  - Group Norms

- **Pre-Meeting Rules**

- **Chairperson**

- **Day of Meeting**

- **Motions**

- **Election**

- **Q&A**

GROUP NORMS

1. Please **mute yourselves** upon entry. **Background noise** will **interfere** with your ability to **hear** the presentation.
2. If you have **questions**, please use the **chat feature** on Teams. Make sure to **add your name** and **school** to the text when asking your question.
3. Be Present.

PA/PTA Decision-Making In A Virtual Meeting

- PA/PTA play a **key role** in **informing families** about their children's **school** community and **advocating** for them.

- PA/PTA are **independent** of the school and **self-governing** but must operate **within** a **framework** of rules, set forth in Chancellor's Regulation **A-660**, designed to ensure that **all parents** are represented, and decisions are made in a **fair** and inclusive way.

- The intent of this **guidance** is to provide **clarity** on how PA/PTAs can **conduct business** in the **virtual environment** without inadvertently violating the letter and spirit of A-660.

Guidance on Hosting a Virtual Meeting:

Pre-Meeting Rules

- PA/PTAs can **choose** a virtual meeting platform that best meets the needs of their membership, but it **must** be one that allows the meeting to **resemble an in person meeting** as closely as possible.

- **Requirement** for convening meetings:
    - **10-day meeting notice** (sent by means reasonably calculated to reach all parents.)
    - PA/PTAs should **work** with their **Parent Coordinator** and/or **Principal** to use system school uses to **send electronic** and/or **voice communication**.

GUIDANCE ON HOSTING A VIRTUAL MEETING – CHAIRPERSON

- **The Chair** is the person who leads the meeting. For **PA/PTAs**, that should always be the **President** or their **designee**.

- The Chair should **open** the meeting **with introductions** and **share the agenda** on screen.

- The Chair should **explain** the **ground rules** for the platform, especially **muting one's microphone** unless speaking, **being mindful** of what shows **on video**, and **minimizing side conversations** on the chat.

- The Chair must **confirm** that **quorum** is met.
  - Quorum is specified in the **bylaws**
  - Cannot be less than **8 members**, including **2** from the **executive board**.

DAY OF MEETING

- **STATE LAW REQUIRES** - PA/PTA general membership meetings to be **open to the public**.

- PA/PTA should be comfortable with the platform and know how to effectively control the meeting:
  - Enable a waiting room
  - Ensure that participants are muted upon entry
  - Unmuted only when recognized by the Chair
  - Disable screen sharing except for the Chair

- Participants should join the meeting using their full name (not using names such as Johnny's iPad or Galaxy 9).

- Minutes of the meeting must be taken and kept on file.
  - No permission is required to record the meeting.

MOTION

- When you or someone within the membership has a great idea, you make a **motion** to get your **idea discussed** and a **decision made**.

- Motions by the Chair – **A-660** and most PA/PTA **bylaws** are **silent** on whether the **chair** can make a **motion**. Therefore, it is **appropriate** for the chair to follow **Robert's Rule of Order** and **ask** for a motion **rather** than **making one**. "Do I hear a motion that we have a welcome back picnic?"

- A **member** who wishes to **introduce a proposal** raises their **hand** by using the **appropriate icon**.
  - Once recognized by the chair, the member is unmuted.
  - The member identifies him/herself and makes a motion: "I move that we have a welcome back picnic."
  - Members who want to second the motion raise their hand
  - Chair opens for discussion, taking care to recognize members within a reasonable time limit.

MOTION (cont'd)

- Chair calls for a vote: yes, no, abstain.
  - Time limit should be set for voting, after which the Chair/Host will start counting the votes.
  - Voting can be done in several ways: reaction buttons, typing in the chat, polling options on Zoom, Google forms.
  - Whichever method is used, it must allow for all the choices to be clear; and allow for easy counting of the votes.

- Best practice is to use the chat.   Members must type their full names in the chat (if they signed in with a different handle), and type YES/NO/ABSTAIN.

- The Chair (or Recording Secretary) announces the result of the vote.

GUIDELINES FOR HOLDING A VIRTUAL MEETING – ELECTIONS

ELECTIONS

- The Chancellor issued a waiver that extends the deadline for holding PA/PTA elections for the 2020-2021 term to October 31, 2020 and extends the current officers' term until elections are held.

- In addition, the **executive board** must **inform the membership** of the status of **each mandatory officer position** – specifically, which officers are **eligible to continue serving** after June 30 and, for those who are not, whether the office can be filled by a co-officer or by succession.

- Note that since the **deadline** for spring **elections** is **extended**, as long as a PA/PTA has **sufficient officers** (at least one of the three mandatory ones) at the start of school, it may **choose** to **hold elections** using the **spring** model **instead** of holding **expedited elections** as is normally done in the fall.

A NOTE OF CAUTION ABOUT HOLDING ELECTIONS:

The Chancellor's waiver **allows** PA/PTAs to hold elections by the **normal deadline** (last day of school) if **they so choose**. However, PA/PTAs who hold elections **before guidance is issued** on verifying voters must **understand** that they are doing so at **considerable risk** of having those elections **overturned** if a **grievance is filed**.

ELECTION (cont'd)

Election Deadlines Affected by the Waiver:

1) The deadline (last day of school) by which at least one mandatory officer (president, recording secretary and treasurer) must be elected in order for the PA/PTA to continue functioning. (see A-660.I. B.1.a).

2) The deadline (September 30) by which mandatory officer elections must be held in cases where the PA/PTA has ceased to function because no mandatory officers are in place at the start of school. (see A-660.I.B.3.c)

3) The deadline to hold expedited elections in the fall (October 15) for PA/PTA mandatory officer vacancies that exist at the start of the school year.

4) The deadline (September 30) for Presidents' Councils to elect at least the president. (see A-660.II.A.1.a)

The deadline for all these elections (1-4) is extended to October 31, 2020.