



Nominations and Elections Guidance for Virtual Meetings

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Nominations are in Order...

New York State

For all information on nominations and elections, see the NYS Resource Guide,
Section 7

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Nominating committee has been elected....

- Nominating Committee can have a conference call or virtual meeting
- Deliberate on who will be the best candidate for each position
- Once they have completed their slate – report to the president so it can be posted for the membership –(check your bylaws to see if you have a two- day notice clause for running from the floor)

If a PTA has NOT elected its nominating committee:

- (1) the unit can wait until they are able to hold an in-person meeting, or (2) the unit can hold a virtual meeting and elect the committee members **according to unit bylaws.**
- Reminder that you would need two meetings:
 1. for the executive board only
 2. for the entire association

Live meeting election

- If possible, it is best to have a live meeting to elect your officers
- Follow the guidelines for elections as outlined in the Resource Guide, section 7
- If that is not possible, set up for a Virtual meeting

Meeting

- Virtual meeting –works best for a small group like an executive committee or executive board
- The most important advice is to PLAN the meeting carefully before you hold it
- Use the COVID-19 resources on the NYS website for assistance
- <https://nyspta.org/home/covid-19/>

Formats for Meetings

- Conference Call

- Video Conference

You may need to set up an account for your PTA if you do not have one – some of the platforms have a cost or certain restrictions – such as number of members per meeting or amount of time – **be sure to research this carefully**

Set up a Virtual Meeting

- Choose a platform so that all members who wish to attend will be able to—whether by video or phone (this must be an association meeting)
- Announce the meeting date and time once the slate has been completed (make sure to indicate if a two-day notice is needed to run from the floor)
- Send along an agenda—the election should be the only item on the agenda

THE MEETING

1. All potential attendees should receive advance notification of the meeting- date, time, link or phone number.
2. Be aware of the availability of technology in your area, or for those who may be unfamiliar with the technology you will use
3. Try to do a run-through prior to the meeting to be sure you know how to deal with potential problems that may arise
4. Send out in advance, an agenda and any supporting materials for the meeting****
5. Contact your Region Director for assistance with the meeting if necessary

Conducting the Meeting

Make sure that a quorum has been obtained (check your bylaws) and that the secretary is taking accurate minutes

Scenario 1- no candidates running from the floor

- If no one is running from the floor, then your election can be by voice vote –
- The nominating committee chair announces the proposed slate of officers
- The president then will announce each office in turn and allow for a voice vote each time
- Once all candidates have been elected you have completed your meeting

Scenario #2- Candidate(s) have given notice of intent to run from the floor

- The nominating committee chair will read the proposed slate of officers
- The president will ask the chair if there were any “notices of intent to run” received
- Any office for which there is more than ONE candidate, must have a ballot election – *since the notice of intent to run must be made prior to the meeting, ballots can be prepared in advance*
- Each office that is being contested should have a separate vote

Conducting the Election

- Choose the platform that will work best for your PTA
- On the COVID -19 page there are instructions for creating a google form for elections
- There is also a step by step scenario on how to conduct an election

Scenario #3 – Candidates may run from the floor

- This is the most difficult election to conduct and should be done with the utmost care and guidance
- The president will announce the nominating committee's choice for the office, and then ask if there are any nominations from the floor.
- Each candidate will then be assigned a position on the ballot – for example, Jane may be “A” and John will be “B” so that if you are voting for Jane you would choose A, for John you choose B

- If members are only available by phone, you may need to set a time when the voting will end to allow all to vote who wish to
- Depending on the format that you use, the election results may be delayed
- Announce to the membership that they will be informed as soon as possible once the results are tallied

Important

It is extremely important to:

1. Be prepared
2. Ask for help – RD, NYS PTA
3. Keep accurate minutes (you can also ask someone to “audit” the meeting)
4. Let all the membership know that these are extremely difficult times and the executive committee is doing its best to complete the election as fairly as possible

Special Rules for Zoom Meetings

- **Sign-in Names.** Members and municipal staff attending an electronic meeting must sign-in using their full name. All invited guests must also sign-in using their full name for recognition and inclusion in the minutes.
- **Participation.** Members may join the meeting using any computer or smart device with an internet connection. The free *Zoom* application can be downloaded and used on smart devices. A dial-in telephone number will also be provided only if the technology is not accessible.
- **Webcams.** Members must participate with a webcam enabled for the duration of the meeting. Staff and guests are not required to use a webcam.
- **Connectivity.** Each member is responsible for their connection to the Internet and teleconference; no action will be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented their participation in the meeting provided that at least a quorum of members was connected and the appropriate voting threshold was achieved.
- **Interference and Noise.** The chair may cause or direct the temporary disconnection or muting of a person's connection if it is causing undue interference with the electronic meeting. The chair's decision to do so will be announced during the meeting and recorded in the minutes. Members should mute their microphone when not speaking to avoid interference and unintended background noise. All others should remain muted unless called upon by the chair. The chair will remind telephone participants that they can mute and unmute themselves by pressing star six (*6).

- **Recognition.**

- **Generally.** To seek recognition by the chair, a member will cause his or her hand icon to be raised. Upon recognition of a member, the chair will lower all “raise hand” icons. The chair must clearly state the member recognized to ensure telephone participants know who is speaking.
- **Preference in Recognition.** Another member who claims preference in recognition may unmute their microphone and raise a point of order.
- **Interrupting Motions.** ^[L]_[SEP]A member who intends to make a motion that under the rules may interrupt a speaker will cause the member’s “No” icon (red-filled circle with an “X”) to be raised during debate.

- **Chatbox.**

- **Making Motions.** A member intending to make a main motion, offer an amendment, or propose instructions to a committee will, before or after being recognized, post the motion in writing to the chat window designated for everyone.
- **Limited Use.** The chat window is restricted to the following purposes: a) to provide a link to a document that cannot be displayed on the screen; b) for voting; c) any nominations from the floor; and d) the purposes stated in subsections 7(A).

Voting. [NOTE: This is an exhaustive list. It is recommended to choose a few options below. “A” is recommended. Either “B”, “C”, or “D” should be selected as your default voting method. “E” or “F” may be selected depending on how you’d like to manage a roll call vote. A roll call vote may be desirable for all votes if members are having issues with the technology features.]

- **Unanimous Consent.** For matters that do not appear to be controversial, the chair may request unanimous consent to expedite business. Any member may object, requiring a vote using another means.
- **Icon Rising Vote Using ‘Raise Hand’.** A vote may be taken by using the ‘raise hand’ feature at the discretion of the presiding officer. The chair will ask for the affirmative vote first, lower all hands, then ask for the negative vote. This vote will be treated as a division of the assembly.
- **Rising Vote.** A vote may be taken by a rising vote after the chair is sure that all members’ webcams are on. A member will physically raise their hand visibly on camera. The chair will ask for the affirmative vote first, have members lower their hands, and then ask for the negative vote. This vote will be treated as a division of the assembly.
- **Icon Rising Voting Using Green Checkmark and Red X.** A vote may be taken using the ‘green checkmark’ and ‘red X’ feature at the discretion of the presiding officer. The chair will ask for all members to vote in the affirmative by pressing the green checkmark and those opposed to press the red X. This vote will be treated as a division of the assembly.
- **Roll Call Vote.** A vote may be taken by roll call at the discretion of the presiding officer or by a majority vote. Each member will unmute their microphone and respond with “yes” or “no” when called upon.
- **Roll Call Vote by Chat Box.** A vote may be taken by roll call at the discretion of the presiding officer or by a majority vote. Each member will type “yes” or “no” in the chat box when instructed by the chair. The chair will read each member's name voting in the affirmative or negative for a verbal record to exist for the minutes.

Any questions???

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