PTA Electronic Meeting FAQs

Can my PTA/PTSA hold a virtual meeting to conduct PTA business including elections?
• IF your PTA/PTSA is incorporated, then YES. Per Governor Kemp’s Executive Order dated March 20, 2020, corporations are permitted to conduct virtual meetings by remote communication in lieu of holding a physical meeting during the current State of Emergency. The State of Emergency is currently in effect until May 13, 2020, therefore, all virtual meetings must be conducted prior to the expiration of the Executive Order.

What if I don’t know whether or not my PTA/PTSA is incorporated?
• Contact your District Director or query your school on the Secretary of State website.

What if my PTA/PTSA is not incorporated?
• You will need to hold an in-person meeting per instructions in your PTA/PTSA bylaws once the State of Emergency is over and in-person gatherings are allowed.
• Proper meeting notice must be provided
• This meeting can take place during the remainder of the 2019-2020 school year, over the summer, or after the 2020-2021 school year starts

Do I have to hold a general meeting and election now if my PTA is incorporated?
• No, the Governor’s decree just provides the option to conduct the meeting electronically but does not require that the meeting be held
• PTAs may opt to hold their elections once school resumes

What if I don’t have a copy of my bylaws?
• Contact your District Director for a copy; find contact information on our website georgiapta.org

How do I have an electronic meeting?
• Find an electronic platform (for example: Zoom, FreeConferenceCall.com, WebEx, Google Hangouts, Microsoft Teams) on which to conduct the meeting. All participants must be able to hear and participate in the meeting at the same time - just as if it were held in-person
• Follow the guidelines provided in the document Information for Holding Meetings and Conducting Business (including elections) During COVID-19

What if the nominating committee was not elected prior to the State of Emergency?
• If there are people willing to serve the PTA, they can be nominated from the floor and elected during the electronic meeting

What if more than one person is interested in running for a position?
• The Board must decide how elections will be conducted prior to the meeting at which elections will be conducted. There are a variety of voting platforms available that can be used that allow for confidential balloting.
• If voting doesn’t require a ballot, voice votes may be held as long as all voting members can participate equally.

How long is the option of having an electronic general meeting available?
• The Governor’s State of Emergency decree provides the authority. When it expires, so does the authority from the state that overrides our bylaws. It is currently set to expire on May 13, 2020.