Information for Holding Meetings and Conducting Business (Including Elections) During COVID-19

There are two options for holding an elections meeting in the current state of emergency and state shelter in place order:

**Option One:** Opt to wait and hold an in-person meeting of PTA general membership after the state of emergency ends. This can be before the 2019-2020 fiscal year ends, or after school starts for 2020-2021.

**Option Two:** If your PTA/PTSA is incorporated you may, but are not required to, hold an elections meeting virtually to elect new officers.

Information on both options is outlined below:

This is the procedure to follow if you are waiting to have an in-person meeting:

1. If a nominating committee was elected and has created a slate of officers.
   a. Post the slate of officers at least ten (10) days before the elections
   b. Schedule the meeting at least three (3) days prior (accounting for ten (10) days to have slate posted)
2. If a nominating committee was not elected and there is not a proposed slate
   a. Nominations may be made from the floor
   b. Schedule the meeting at least three (3) days prior and provide proper notice
3. Follow the bylaws for conducting business including establish quorum, ensuring only eligible members vote, etc.

If your PTA/PTSA is incorporated and has not yet held officer elections:

1. If you’re unsure if your PTA/PTSA is incorporated, contact the District Director or do a query on the Secretary of State website.
2. PTA bylaws Article XIII, Section 1 prohibit general meetings conducted by videoconference or teleconference however, the Executive Order signed by Georgia Governor Brian Kemp on March 20, 2020 states that any corporation incorporated in Georgia shall be permitted to conduct meetings by remote communication in lieu of holding a physical meeting during the current state of emergency, which currently lasts until **May 13, 2020**. State law supersedes bylaws.
Procedure to have a virtual meeting to elect officers:

1. Post the proposed slate of officers at least ten (10) days prior to the meeting in which elections will be held. Slate can be posted through any and all means possible so that PTA membership is reached – principal email to all parents, email to all PTA members, posted on social media, etc.

2. Give three (3) days notice of the general membership meeting either through principal emailing all parents, PTA eBlast, social media or other channels through which you can notify your membership.

3. Meeting can be held via any electronic means that allows all participants to hear and participate in the meeting at the same time just as if it were held in person. (Zoom, FreeConferenceCall.com, WebEx, Google Hangouts, Microsoft Teams are some, but not all, available options.)

4. Secretary needs to establish that quorum is present at the meeting and business can be conducted. The secretary will need to verify that attendees who plan to vote are PTA members.

5. Minutes must be taken to record all actions.

6. Any information that will be voted on can be provided to the membership prior to the meeting for their review – either through sending out by email, posting on the school and/or PTA website, etc., provided it is not confidential information. Minutes belong only to the members and should not be posted unless provide on a members’ only platform

7. Conduct the meeting including voting on any business, including elections.

8. Thank members for attending, adjourn meeting and send new officer contact information to Council, District and Georgia PTA.