

### Electronic Meeting Decorum

1. All voting delegates participating in the annual meeting through Zoom shall be deemed present at the meeting. Meeting attendees may only access the Zoom meeting with the email address provided to Virginia PTA during registration and shall promptly ensure their name is displayed in Zoom upon entering the meeting.
2. The chat function may only be used to seek recognition from the president. Delegates shall indicate their reason for seeking recognition (e.g., "I want to speak in favor," "I have a motion to limit debate," etc.), and may not speak until the president directs that the delegate's microphone be enabled. When recognized, delegates will give their name, the PTA represented, and their District PTA.
3. When not speaking, meeting attendees' microphones shall be muted. Recording equipment, other than those approved by the president, shall not be permitted in workshops or meetings. The President will indicate which portions of the general sessions that may be recorded or broadcast.
4. The president may direct that a vote be taken or retaken through the Zoom polling feature.

### Order of Business

5. The president or president's designee shall approve all materials prior to annual meeting.
6. The president shall determine and adjust the agenda, as necessary. The printed agenda is for guidance only and shall not be considered either general or special orders.
7. The president shall appoint all committees for the functioning of the annual meeting in accordance with the Virginia PTA Standard Operating Procedures. The Board of Directors shall approve the annual meeting minutes, but only after they have been audited by the Annual Meeting Minutes Audit Committee.

### Elections

8. The electronic ballot for elections shall be open from Wednesday, March 17, 2021, at 7:15pm (EST) until the polls close on Friday, March 19, 2021, at 5pm (EST). The ballot shall be emailed to all voting delegates registered for the annual meeting.

### Work Sessions

9. The president shall refer all resolutions (and may refer other items of business) to work sessions for debate and amendment prior to a final vote by the convention on Saturday, March 20, 2021. Work sessions follow the quasi committee of the whole procedures under *Robert's Rules of Order Newly Revised*, except that 1) a quorum shall be 25 delegates, 2) motions to limit or extend the limits of debate are in order, 3) the work session is authorized to adopt amendments on behalf of the convention, and 4) debate on each resolution shall be limited to 20 minutes with speeches lasting no longer than two minutes.
10. Work sessions shall recommend to the convention that an item of business either 1) be adopted, 2) be adopted as amended, or 3) be defeated. In any case, prior to a final vote by the convention on the item of business, there shall be no intervening debate or motion except for one speech in favor and one speech opposed to the item of business.

### Resolutions and Amendments

11. Emergency resolutions pertaining to events which have become public knowledge after the submission deadline must be submitted via email to [advocacy@vapta.org](mailto:advocacy@vapta.org) no later than 9pm (EST) on March 15, 2021, and can only be considered by a two-thirds vote within a work session meeting.
12. The text of any proposed primary amendment to any resolution must be submitted via email to [advocacy@vapta.org](mailto:advocacy@vapta.org) or via the submission form no later than 4pm (EST) on March 16, 2021, to be considered during a work session.
13. Consideration of resolutions shall be limited only to the resolving clauses. For adopted resolutions, the Resolutions Committee is authorized to edit the "whereas" clauses as needed. The secretary shall be authorized to correct article and section designations, punctuation, grammar, and cross-references and to make such other technical and conforming changes as may be necessary to reflect the intent of the membership in connection with any motions or resolutions adopted at the annual meeting.

*Submitted by the Annual Meeting Rules Committee:*

*Sharon Abernathy, Chair; Scott Rhyne, VP of Programs; Sara Case, Patriot District Director & Chair of Annual Meeting*