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April 13, 2020 Update from Mr. Sergio Chavez, Arizona PTA President regarding General Meetings & Elections

April 13, 2020

Dear Arizona PTA Leaders and Members,

As you know, Arizona PTA Board of Managers members are working diligently to get you up to date info about how to conduct business during these unprecedented times. We have been in contact with National PTA, lawyers, state leaders and our Parliamentarian to get you information you need to continue to support your school and community.

Remember the advantage to being a PTA is that you have the Arizona PTA Board of Managers to help you! Please continue to reach out to us for support and we will do our best to guide you.

2020 Convention update:

As you know the Arizona PTA Board of Managers voted to postpone the 2020 in person convention until 2021. The location will stay the same in Flagstaff, Arizona

We are pleased to announce the Convention Committee has been hard at work discussing a virtual convention for 2020! We will have more information as things are planned but we are excited for this new possibility which will allow for learning, networking and all the things Arizona PTA Convention has in person each year!

Local Unit General Meetings & Elections:

The Arizona PTA Board of Managers voted to allow local unit PTAs to hold General Meetings virtually at this time.

We will be allowing local PTA units to hold elections but ONLY if the unit adheres to procedures set forth by Arizona PTA on our website - please read on and follow the link below to access this information on our website.

General Meetings - without elections:

Arizona PTA is suspending the Arizona PTA Bylaws in order to allow local units to hold General Meetings virtually in an online platform of their choice.

How should our PTA do this?

The first step is to meet as an executive committee (EC) and set a meeting date for your General Meeting. Decide on agenda items NOT INCLUDING ELECTIONS such as budget, nominations, updates, teacher appreciation and fundraisers. Next you should let all of your members know at least 10 days in advance that you will be holding a meeting. Remember only members can speak and vote during meetings unless otherwise allowed by the Chair of the meeting.

Find an online platform that works for your board (zoom, go to meeting, google meetings, etc) and set the meeting date and time and issue an agenda. From there make sure all of your members are made aware and send the link only to members.

Please note PTAs cannot hold a meeting on a platform such as Facebook live as it does not allow for questions or discussion from the floor. Also Facebook does not allow you to limit live videos to only your members which is needed for your general meetings.

If you need assistance Arizona PTA is here to help! We have an online platform and are willing to work with you to help you navigate and even facilitate meetings as requested. If you are unsure of how to hold an online meeting or want guidance on procedure or would prefer Arizona PTA be in on your meeting for any reason please let us know and we will do our best to help you!

Local Unit Elections:

Arizona PTA will be allowing local units to hold their annual elections (as needed) online. In order to do this please follow the procedure outlined below. This information can be found on our website here.

Local PTA units are NOT allowed to hold elections via any online meeting program at this time - elections MUST be proctored by Arizona PTA using the outlined procedures.

Due to Arizona law and Parliamentary procedure as well as adherence to the Arizona PTA Local Unit Unified Bylaws and the Arizona PTA Bylaws, the only way to hold elections for a local unit is by following the procedure outlined on the link below.

We have made this as simple and user friendly as possible! As always, Arizona PTA is here to help so please contact us if you have questions or concerns on this process. We anticipate there will be special circumstances for some units but we are here to help!

Local PTA Unit Elections Procedures are listed step by step on our website. Your unit MUST use this step by step procedure in order to have elections in the 2020 school year for your officers.

[Click HERE for the step by step guide to a holding local unit election](#)

On behalf of the entire Arizona PTA Board of Managers, thank you for your dedication and hard work on behalf of the children of Arizona.

Sergio Chavez

A handwritten signature in black ink, appearing to read 'Sergio Chavez', with a large, stylized initial 'S'.

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