



USABLE FOR LOCAL PTAs AS GUIDE —
2019 VA PTA Annual Meeting Standing Rules

(CONTENTIOUS ISSUES)

1. All registered voting and non-voting delegates, guests, and visitors shall wear badges at all times. No one shall be admitted without a badge.
2. Electronic devices, such as cell phones, shall be silenced during all business meetings and workshops. Video cameras and 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.
3. The president or president's designee shall approve all materials prior to annual meeting.
4. The chair 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.
5. No messages may be presented directly to the chair. All messages and announcements must be given to a page or other designated person.
6. The president shall appoint a committee of three members to audit the minutes of the annual meeting. The Board of Directors shall approve the annual meeting minutes.
7. The chair shall recognize delegates speaking "for" and "against" motions in alternating order.
8. Delegates must show their voting cards to make motions, debate, and vote.
9. Delegates wishing to speak will go to the appropriate microphone, present their voting card to the microphone attendant, sign in, and wait for recognition by the chair before speaking. When recognized, delegates will give their name, the PTA represented, and their District PTA.
10. All motions shall be presented in writing on forms obtained from the microphone attendants. Motion forms must be completed, signed, and sent to the podium to be considered.
11. Items of business, including a resolution or a proposed bylaws amendment, shall be on the floor for no more than twenty (20) minutes. To extend debate time, the motion to extend debate must be adopted by a two-thirds (2/3) vote.
12. A delegate may speak two (2) minutes at a time on any question and only twice on the same question. No delegate may speak a second time until all delegates seeking recognition have had an opportunity to speak.
13. During a rising counted vote, the doors will be closed and admission will be granted only after the chair announces the results of the vote.
14. Emergency resolutions pertaining to events which have become public knowledge after the submission deadline must be submitted in person by the maker of the resolution to the chairperson of the Resolutions Committee no later than 6:00 p.m. on the first day of the annual meeting and must be brought to the meeting floor for consideration with a two-thirds (2/3) vote of the delegates.
15. The "whereas" clauses to resolutions may not be amended. The Resolutions Committee is authorized to edit the "whereas" clauses as needed.
16. Elections: Candidates seeking an officer position shall abide by the Virginia PTA bylaws and the policy on elections adopted by the board of managers. Nominees from the floor must have provided written intent to the state president thirty (30) days prior to the first day of the annual meeting.

Submitted by Annual Meeting Rules Committee
Sharon Abernathy, Chair
Sarah Gross, President
Jill Burley, Vice President of Programs