

Voting by eMail

Voting by email can only be allowed if your PTA bylaws provide for this method. The chair should be careful in using this method to determine majority rule on an issue. The procedure for the vote should include instruction for time allowed for debate and when voting will take place. Also, each member must be able to participate in the debate contemporaneously (at the same time) therefore members must be careful to use "reply all" when discussing and voting. ***Results of the electronic vote should be reported at the next "physical meeting" and be recorded in the minutes of the approving body.***

What about other technology – Voting by Zoom, Google Meet, or other Video Technology?

The chair should be careful in using this method to determine majority rule on an issue. It might be wise to follow the same procedure as voting by eMail. While this method may allow for deliberative assembly and contemporaneous debate, it is important that all members have access to the technology so as not to deny their rights as members. In a membership organization, such as PTA, the general membership is normally responsible for decisions such as election of officers, bylaws, and budgets. These important decisions are not normally delegated in bylaws to a board or other governing body.

If meeting by video is convenient for a board or executive committee, please remember to respect your bylaws regarding meeting notice, minutes, and quorum. Additionally, the chair should be able to easily determine majority rule and keep order.

Basic Parliamentary Procedure

Parliamentary procedure requires that all members have equal rights; that there be mutual respect among board members; that the rights of the minority to initiate motions, debate, and have their votes counted be protected, while at the same time the will of the majority governs.

Only one item may be under consideration at a time.

The majority vote decides the question.

Any question that limits board members' rights of discussion or changes the agreed order of business requires a 2/3 vote of the members present.

Any matter once decided cannot be brought up again at the same meeting, except by a motion to reconsider.

The simplest, clearest and most expeditious way to conduct business is considered proper, as long as it does not violate the rights of members.