

Attendees

1. Attendance at the annual meeting shall be limited to persons who are registered as voting delegates or who are assisting in running the meeting.
2. All voting delegates representing a local PTA/PTSA or council must have been identified by the local PTA or council president as a voting delegate, and must have registered by providing their name and contact information to the WSPTA office by the specified deadline. All voting delegates must be paid members of a local PTA or council in good standing.
3. Those attending the electronic meeting must provide their full names and the number of the local PTA/PTSA or council they represent or their WSPTA office as they sign into the meeting. Those failing to do so may be barred or ejected from the meeting.
4. Attendees may join the meeting on any computer or smart device with an internet connection (via the Zoom app or website).
5. All attendees must mute their microphones whenever they are not speaking.
6. Each delegate is responsible for their connection to the internet; no action will be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented them from participating in the meeting, provided that at least a quorum of members was connected and adequately able to participate.
7. The Chair may cause or direct the temporary disconnection or muting of an attendee's connection if it is causing undue interference with the meeting. The Chair's decision to do so will be announced during the meeting.
8. To provide a safe, welcoming, and harassment-free event, all attendees are expected to behave with decorum and civility. Incivility, harassment or discrimination of any kind will not be tolerated. WSPTA reserves the right to take appropriate action to address any individual it believes fails to meet these expectations, including expelling the individual from the meeting and prohibiting attendance at future events.

Speaking procedures for voting delegates

9. A voting delegate wishing to speak will cause their hand icon to be raised (using the "raise hand" feature). After recognizing a delegate, the Chair or an assistant will cause all "raise hand" icons to be lowered.
10. No voting delegate shall speak for more than two minutes at a time or more than twice on any debatable motion.
11. Total debate time for each main motion shall be a total of ten minutes. The total time clock will stop for all requests for information, parliamentary inquiries and replies. The total time clock may also be stopped by the Chair as needed.

Motions, amendments, and Q&A window

12. A voting delegate who intends to make a main motion or offer an amendment will post the motion in writing in the Q&A window.

Voting

13. Any vote may be taken using the Zoom polling feature, by a show of hands (using the “raise hand” feature), or using another method, at the discretion of the presiding officer. Unless otherwise ordered by the assembly or the chair under the regular rules, such a vote will be treated as an uncounted rising vote (also known as a Division of the Assembly).

Communication and recording devices

14. Recording or streaming of the meeting is prohibited unless pre-approved in writing by the Chair.

Minutes

15. The minutes of the annual meeting shall be approved by a committee appointed by the Washington State PTA President.