

Important Dates

- Deadline to register: **April 12 at 12pm (noon)**.
- Deadline for local PTAs and Councils to verify delegates: **April 18 at 12pm (noon)**.
- Annual Business Meeting: **April 29 and 30**.
- Deadlines to submit motions to amend the standing rules is **April 29 at 8:00am** and to amend bylaws proposals is **April 30 at 8:00 am**

Voting Delegates vs. Attendees

- **Attendee** - Any member of WSPTA may register for the 2023 annual business meeting. There is no cost to register and attend. Attendees who are not authorized as voting delegates by their local PTA or council president by the required April 18 12pm deadline may attend, but not participate in the business being conducted.
- **Voting Delegate** - The voting delegate registration is free, but these members have been authorized as voting delegates by their local PTA or council president by the required April 18 12pm deadline. Voting delegates participate in the debate and voting at the annual business meeting on April 29-30 on behalf of their local PTA or council as long as they have registered for the event by April 12 at 12pm (noon).
- Only registered voting delegates may submit motions to amend standing rules or bylaws, as well as debate, speak, and vote during the meeting.

What will be voted on during the annual business meeting?

- Delegates will vote on adoption of the agenda and standing rules.
- Delegates will vote to elect the 2023-2025 WSPTA Board of Directors on April 29. See the [voting information](#) and [candidate information](#) webpages for more details.
- Delegates will vote on [proposed amendments to the WSPTA Uniform Bylaws](#) on April 30.

Code of Conduct

- To provide a safe and welcoming event free of harassment, all attendees and voting delegates will behave with decorum and civility throughout all parts of annual business meeting. Incivility, harassment, or discrimination of any kind will not be tolerated.
- The WSPTA President can take any necessary disciplinary measures to ensure a safe environment for all.

Bylaws Education and Q&A Sessions

- Education sessions are the best way for attendees to understand the proposed bylaws amendments. These are opportunities for delegates to learn and ask questions about the proposals, so they can fully participate in the debate and voting process.
- Presentations to educate delegates will take place both prior to (on April 18 at 6:30pm) and during the annual business meeting on April 29. Delegates can choose which session to attend. [Preregistration for the April 18](#) education session is required.
- Any attendee may participate in the bylaws education sessions. Only voting delegates

(including student voting delegates) have the right to propose motions, speak in debate, ask questions, or vote at the annual business meeting.

Amendments

- The language of each proposed bylaws amendment (main motion) has already been reviewed by the Bylaws Committee, the WSPTA Parliamentarian, the WSPTA Board of Directors and legal counsel. However, a voting delegate may propose to change the language of the proposed bylaws amendments.
- **Motion Form:** Voting delegates must use an online form to submit all proposed motions: <http://bit.ly/2023MotionForm>
- **Format:** Motions to make amendments must clearly state what change(s) you want to happen. **Use the following language (add/insert and strike/delete) and format:**
“In bylaws proposal #2, after word “for” strike out the word “adoption” and insert the word “consideration.”
- A motion to amend may only alter those words that are changing in the proposed bylaw amendment. These words are shown as underlined or struck through in the middle column of the three-column format in the voter guide. If it’s not underlined or struck through, those words can’t be changed in your motion to amend.
- Amendments should also try to stick to one focus at a time. For example, if there is a proposed bylaws amendment with multiple parts and a delegate would like to propose changes to two of them, it would be better to submit two separate amendments. The reason for this is that if delegates like one of the amendments but not the other the whole motion may fail if they are considered together.
- **Deadlines:** Amendments to the proposed standing rules must be submitted by **8:00 am on April 29**, and amendments to a proposed bylaws amendment may only be considered at the annual business meeting if they are submitted by a voting delegate to the amendments committee by **8:00 am on April 30** and reported to the assembly by the amendments committee.



Amendment Committee

- The amendments committee will review all motions to amend the proposed bylaws amendments submitted via the online submissions form and may work with amendment submitters to prepare suitable amendments that have the same effect as the proposed amendments.
- Amendments will be listed in a logical order to the delegates without a recommendation for action from the committee.
- The committee may decide not to report an amendment to the delegates with a 2/3 vote of the committee.
- Each amendment that is not reported, along with the reason it was not reported, will be listed for voting delegates.
- Reasons an amendment may not be reported to the assembly include:
 - The amendment was not received by the advertised deadline.
 - The amendment was not submitted by a registered and authorized voting delegate.

- The amendment conflicts with the laws, PTA purposes, values, vision, and mission or WSPTA or National PTA bylaws or standards of affiliation.
- The amendment attempts to make a change that goes beyond the bylaw amendment published in the voter guide, such as amending words that are not underlined or struck through.
- The amendment harms or negatively impacts WSPTA (including, but not limited to, legal, financial, volunteers and other resources, as well as implications to existing partnership and coalition agreements).
- Amendments to correct grammar, spelling, punctuation, style, cross-references and make other technical changes will be handled by the committee, so amendments to correct these items are not in order.

Speech & Debate

- **See also Flow Diagram of Bylaws Voting Process**
- Voting delegates are encouraged to participate in the debate process!
- After the introduction of a proposed bylaws amendment, one voting delegate may speak in favor, followed by one voting delegate in opposition, followed by the consideration of motions to amend, followed by the remaining debate on the main motion.
- **Getting on the speaker list:** A voting delegate wishing to speak in favor of the proposal should type “Speak Pro”, and those wishing to speak against a proposal should type “Speak Con” into the **Zoom chat** to be added to the speaker list.
- To speak, voting delegates must first be recognized by the chair. After the chair recognizes the voting delegate, they should **state their name and local PTA/PTSA or council number**.
- Just as if this was an in-person meeting, a voting delegate may request to speak on a motion only after it has been introduced. The speakers list for each motion will not be open in advance.
- No voting delegate may speak more than twice on the pending motion, and no one may speak a second time until everyone who wants to has spoken once.
- Each speech in debate is limited to 90 seconds.

Making a Motion

- **Motion makers must get on the speaker list:** Once the main motion the voting delegate wishes to amend is introduced by the chair, a delegate who has submitted a motion using the online form will use the **Zoom chat** to indicate “make motion.”
- After recognition by the chair the voting delegate making the motion will be unmuted and will say, “I move that...” or “I move to...” (stating what they want to be done).
- **Seconding a motion:** Before the motion can be discussed, it must be seconded by another voting delegate by typing “second” into the Zoom chat. The purpose of the second is to be sure that someone else wants to consider your idea. If there is no second, the matter is dropped and does not come before the meeting for decision.
- **Discussion:** Once a motion has been made and seconded, it will be restated by the chair and then the chair will ask for discussion.
- The maker of the motion will be the first person recognized to speak.
- **Secondary amendments** (motions to amend a motion) are permitted. A delegate wishing to make a secondary amendment will send the message “secondary amendment” and the

motion using the **Zoom chat**. Secondary amendments should use the same (add/insert and strike/delete) format as shown above in the “Amendments” section. The Zoom chat monitor will add the name to the speaker list.

- If your motion is not relevant (germane), the chair will rule the motion out of order.
- When the first speaker pro (in favor) has finished speaking on a motion, if there are no amendments to consider and no one has requested to speak con (against), we’ll save time by taking the vote on the motion even if there are more people on the list to speak pro.

Points of Order/Inquiries

- A voting delegate who has a request for information, a parliamentary inquiry, or wishes to raise a point of order or a question of privilege shall type out and send the question or point of order/inquiry using the **Zoom Q&A** feature.
- The Points of Order/Inquiries monitor will either read it aloud when called on by the chair or address it by responding in the Q&A feature, as appropriate.
- If the question is not relevant to the motion currently under consideration (germane), the chair will rule the comments out of order at the current time.
- **Request for Information/Inquiry:**
 - If a voting delegate does not understand what is happening during the meeting, they may ask a question:
 - Sometimes the issues get confusing, and you do not know which motion is being discussed.
 - You may have a question on the effect of a vote under consideration.
 - The chair will take this up before recognizing the next speaker.
 - The inquiry must be a specific question to ask for factual information or to ask a procedural question.
 - An inquiry may not be used to make a point in rebuttal or to clarify a point made in debate.
 - Rhetorical questions are debate, not requests for information.
 - The chair will respond to your question or ask someone to answer, and there will be no discussion.
- **Points of Order:**
 - If a voting delegate believes a procedural rule is being violated or ignored, they may raise a point of order.
 - Points of order will be ruled on by the chair, subject to appeal by the delegates.

Voting

- Voting delegates will vote on behalf of their local PTA/PTSA or council.
- Voting delegates will vote using links provided through the **ElectionBuddy** platform. A different method of voting may be used at the chair’s discretion.
- Attendees who are not authorized voting delegates may not vote.
- The polls will remain open at least 30 seconds for each vote.

General Meeting Information

- Each attendee will be asked to set the name field in Zoom to their full name.
- Attendees will not be visible on screen and will be muted unless given speaking rights by the chair.

Campaign Materials

- No item supporting or opposing a candidate for election or a bylaws amendment under consideration by the delegates may be visible in the attendee's video feed.
- "Items" include, but are not limited to, anything visible on screen, such as clothing, shirts, hats/caps, buttons, signs/posters, virtual backgrounds, etc.

Recording

- Attendees may not record or stream the business meetings of legislative assembly without prior approval of the chair in writing.

Emergency or Substitute Legislative Positions or Resolutions

- In accordance with the *WSPTA Uniform Bylaws* Article 10, Section 5B, the delegate assembly shall not consider emergency or substitute legislative positions or resolutions, other than those originally presented to the delegates, without prior approval of the WSPTA board of directors as prescribed by WSPTA policy.

Photo Release

- By attending WSPTA Annual Business Meeting, you grant the Washington State PTA the right to record, film, photograph, or capture your likeness in any media and to distribute, broadcast, use, or otherwise disseminate, in perpetuity, such media without any further approval from or any payment to you. Note: Parental consent is required to publish photographs that feature attendees under the age of 18.

Technical Information

- Laptops and desktops are recommended for full functionality on Zoom, but attendees may join the meeting on any computer or smart device with an internet connection (via the Zoom app or website).
- All attendees must mute their microphones when they are not speaking.
- 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 delegate's individual connection prevented them from participating in the meeting, provided that at least a quorum of delegates was connected and adequately able to participate.
- 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.
- The chair may adjust the standing rules to accommodate limitations in the technology used to conduct the meeting.