

ILLINOIS PTA CONVENTION PROCEDURES – 2023

ATTENDEES

1. Attendance at the annual meeting shall be limited to persons who have completed registration by the specified deadline and have paid all required registration fees.
2. All registrants will receive a participant's status: Delegate; Registrant (must be a current member of a local unit); Non-member; or Guest (preapproved by the president or general arrangement chairman).
3. Those attending the electronic meeting must provide their full names and name of the local PTA/PTSA or council they represent or their Illinois PTA position as they sign into the meeting. Failing to do so may limit attendee's ability to participate up to and including removal from meeting.
4. Attendees may join the meeting on any computer or smart device with an internet connection that can access the Zoom app or website.
5. All attendees must mute their microphones whenever they are not speaking.
6. Delegates are responsible for their connection to the internet.
7. The Chair may mute 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 and welcoming event. all attendees are expected to behave with decorum and civility. Incivility, harassment or discrimination of any kind will not be tolerated. Illinois PTA reserves the right to take appropriate action to address any individual it believes fails to meet these expectations, including removing the individual from the meeting.

SPEAKING PROCEDURES

9. Participant wishing to speak will use the "raise hand" feature. After recognizing a delegate, the "raise hand" icon will be lowered.

ITEMS OF BUSINESS (except NOMINATIONS)

10. Proposed items of business will be posted on the Convention webpage no later than January 31, 2023 at 5:00pm CT.
11. From February 1 through February 21, 2023: Members who wish to comment on items of business may do so by using the **comment form** link on the [Convention>Items of Business](#) webpage.
12. All comments will be shared with respective committees. Committees will review and consider every comment and may use those comments to make amendment recommendations to the Illinois PTA State Board of Directors. The State Board of Directors must approve any changes to any items of business.
13. The final version of all items of Business will be posted on the [Convention>Items of Business](#) webpage no later than Monday, March 20, 2023. After this date, the proposed Items of Business cannot be changed.
14. A Virtual Town Hall will be conducted on April 13, 2023 when the items of business will be reviewed.
15. The Bylaw Committee shall be authorized to correct article and section designations, punctuation, and cross-references and to make such other technical and conforming changes as may be necessary to reflect the intent of the membership.
16. The Resolution Committee shall be authorized to correct spelling, grammar, punctuation and to make such other technical and conforming changes as may be necessary to reflect the intent of the membership.

NOMINATIONS

17. Board Development and Nominating Committee's report will be posted on the [Convention>Nomination](#) webpage no later than March 6, 2023 at 5:00pm CT. Link to candidates' bios and speeches will be available on the website and the ballot.
18. Nominees from the floor, having given thirty (30) days written notification prior to the convening of the annual convention, will have a link to their bios included on the ballot.

MOTIONS

19. Due to the limitations of conducting business in a virtual setting, there will not be debate nor amendments on any items of business.

VOTING

20. Procedures for voting shall be approved by the Illinois PTA State Board of Directors and may include, but are not limited to, the use of the Zoom polling feature or a third-party electronic voting company.
21. Announcements of the voting results will be made during General Session II.

COMMUNICATION AND RECORDING DEVICES

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

MINUTES

23. An auditing committee appointed by the executive committee shall approve the minutes of the convention.

ANNOUNCEMENTS

24. All announcements shall be limited to matters pertaining to the convention.

*Approved by the Illinois PTA State Board of Directors on behalf of Illinois PTA members on
January 21, 2023.*