Illinois PTA Convention Procedures - 2025

**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**

1. 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)**

1. Proposed items of business will be posted on the Convention webpage no later than March 25, 2025 at 5:00 pm Central Time.

 **NOMINATIONS**

1. Board Development and Nominating Committee’s report will be posted on the Convention Nomination webpage no later than February 18, 2025 at 5:00 pm Central Time. Link to candidates’ bios will be available on the website.
2. 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.

 **VOTING**

1. 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.

1. Announcements of the voting results will be made during General Session.

 **COMMUNICATION AND RECORDING DEVICES**

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

 **MINUTES**

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

 **ANNOUNCEMENTS**

1. 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 March 21, 2025*