

Illinois PTA Convention Procedures - 2026

ATTENDEES

1. Attendance at the annual convention shall be limited to persons who have completed registration by the specified deadline.
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 except for the Board Development and Nominating Committee will be posted on the Convention webpage no later than January 30, 2026 at 5:00pm Central Time.
11. "Your Convention, Your Voice: Let's Get Ready!" will be conducted via Zoom on February 11, 2026 when the items of business will be reviewed.
12. 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.
13. 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

14. Board Development and Nominating Committee's report will be posted on the Convention Nomination webpage no later than March 6, 2026 at 5:00 pm Central Time. Link to candidates' bios and speeches will be available on the website and the ballot.
15. 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

16. Due to the limitations of conducting business in a virtual setting, floor debate will not be held on items of business at the time of voting. “Your Convention, Your Voice: Let’s Get Ready!” informational meeting will be held on Wednesday, February 11, 2026 to discuss proposed convention business. Delegates may propose amendments in advance through the established written submission process which allows amendments to be reviewed and considered prior to the vote at convention.

VOTING

17. 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.
18. Announcements of the voting results will be made prior to the close of the business session on Wednesday, April 22, 2026.

COMMUNICATION AND RECORDING DEVICES

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

MINUTES

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

ANNOUNCEMENTS

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

Approved by the State Board of Directors on January 24, 2026, for presentation to the delegates at the 2026 Illinois PTA Convention.