

Hello Unit Leaders,

This is the guidance provided to all of your region directors and applies to all of you in your units regarding the current state of affairs under the COVID-19 pandemic. We are passing along information regarding the pandemic as we receive it-continue to watch our social media posts.

As for any district related question you have or receive, please refer to the guidance documents/resources we have already shared and contact your district for further information/clarification.

As for the PTA questions you or your members may have, please remain positive and calming. Please do not feed into the media frenzy, since as leaders we are the role models for our children and other volunteers.

Flexibility is key during these times, and PTA is great at being flexible. There are 3 main PTA questions I believe you may have or be receiving:

1. How to conduct PTA meetings when school is closed or after school activities are cancelled-meetings may be postponed or conducted via use of technology during such times.
2. Our PTA bylaws are going to expire, but we need to meet to approve them and our school is closed or after school activities are cancelled-again, postpone or meet via the use of technology during such times. Important to note, our state bylaws coordinator will be delaying the purge of bylaws, which are pending for 6 months and not yet approved, until the end of May. Therefore, no worries if your meetings are postponed during closures.
3. We need to elect our nominating committee during a regularly scheduled meeting, but our school is closed or after school activities are cancelled-again, postpone or meet via the use of technology during such times. Important to note, our bylaws allow for the current officers to remain in office until nominations and elections take place. Therefore, no worries if your meetings are postponed during closures.

Keep in mind that postponing meetings is similar to meeting without a quorum. If you meet and do not have a quorum, you cannot hold a vote. Sometimes this happens, and it is not expected.

In the current state of affairs, if you are not meeting, you obviously do not have quorum and cannot hold a vote.

We are allowing flexibility to extend meeting and voting, until the closures have been lifted. We are also allowing you to meet via the use of technology if you are comfortable with such, have the capability and wish to continue business as much as possible during closures. See this link for options on phone/video conferencing: <https://www.howtogeek.com/661906/the-6-best-free-video-conferencing-apps/>

We will send a document to all of you discussing best practices for phone/video meetings in the next day or two.

Stay healthy and safe-we will get through this together!

Sincerely,
Lorey A. Zaman, NYS PTA President

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