

## Effective and Engaging Virtual Meetings: Links, Resources, Tips

### [Consent Agenda/Consent Calendar](#) (Page 404, Robert's Rules of Order, 12<sup>th</sup> Edition)

*Before you implement a Consent Calendar/Consent Agenda, you are strongly encouraged to read at least one of the following articles:*

- Good [article](#) from BoardSource on consent agendas.
- Good [article](#) from the BoardEffect.com website on what appears in a consent agenda, how it works, and how a member can remove an item from the consent agenda if he/she wishes to do so.
- And another good [article](#) on consent agendas from the BoardForward.com website on the do's and don'ts of using a consent agenda.

### Preparation Tips

For each action item on your agenda, prepare yourself and your members with the following information *prior to the meeting*:

- Motion
  - What is the motion coming from the board or a committee? What is the item to be voted upon—be as specific as possible. That will focus conversation on the decision to be made.
- Timing
  - If the decision has a deadline, give it. If there are repercussions if no decision is made, give them. Do you lose one of your PTA's options? Is the PTA's ability to act impeded? Is there a budget impact?
- Background
  - What do you know about the decision and/or options right now? What research has been done up to this point. Attach all supporting documents and links a member might need to explore the option and make a well-informed decision.
- Options and Variables
  - If the board or a committee has explored multiple options and they are bringing an either/or motion to the group, what do they consider to be the pros and cons of each? Is it a simple Choice A over Choice B? If not, if there is Choice A1, A2 and A3 vs. Choice B1 and B2, give that info.

### PTA Blog Posts

How to Get the Technology Your Local PTA Needs: <http://onevoice.pta.org/local-pta-technology-needs/>

- *Tips for how to find free or low-cost technology solutions for PTAs to operate in a virtual world.*

How to Show Your PTA Value to Sustain and Grow Membership: <http://onevoice.pta.org/show-your-pta-value-to-sustain-and-grow-your-membership/>

- *How to host virtual programs, stay connected virtually, and use available resources.*

### PTA e-Learning

Take the Using Parliamentary Procedures for Effective Meetings e-Learning workshop found here:

<https://www.pta.org/home/run-your-pta/elearning>



XYZ PTA General Membership Meeting Agenda  
September 10, 2020, 7PM Eastern  
Online Meeting Link: xxxxxxxxxxxxxx

*All members are encouraged to join the meeting early to check sound, camera, and connection.  
All members are welcome to stay after the meeting and share a tip on best games for family game night.*

**7:00 Call to order, introductions, technology instruction, quorum, and special rules**

**7:05 Consent Agenda (minutes and reports attached):**

- Minutes of May 8, 2020
- Officer Reports: President; Treasurer; Advocacy VP; Diversity and Inclusion VP; Membership VP
- Committee Reports: Advocacy; Family Engagement; Fundraising; Programs

**7:10 Officer and Committee Reports:**

- Membership VP (new incentives announcement)
- Treasurer (overview of 2019-20 audit; current status)

Unfinished Business:

- None

**7:15 New Business:**

1. Motion from the Budget Committee: approve XYZ PTA 2020-21 Budget, presented by the Treasurer. (10 minutes)
2. Motion from the Advocacy Committee: XYZ oppose the proposed Board of Education School Use Policy, presented by the Advocacy VP. (15 minutes)

**7:40 Announcements:**

- XYZ PTA Virtual Town Hall on School Safety, Oct. 6, 7PM, Zoom
- XYZ PTA Halloween Haunted Car Contest and Parade, Oct 31, 3PM, XYZ School parking lot

**7:45 Adjournment**



#### Attachments:

- Minutes: May 8, 2020
- Officer Reports: President; Treasurer; Advocacy VP; Diversity and Inclusion VP; Membership VP.
- Committee Reports: Advocacy; Family Engagement; Fundraising; Programs.
- 2019-20 audit report.
- Proposed 2020-21 budget with annotated explanation of line items.
- Proposed Board of Education School Use Policy.
  - Link to Board of Ed policy manual.
  - Link to article in Local News concerning the policy.
  - Link to recording of XYZ Virtual Panel Presentation of proposed policy.
  - Advocacy Committee research and rationale for motion.
- XYZ PTA Fall/Winter Events Calendar
- Information on how to vote using voting vendor (and link to website).

#### Important Links: [hyperlink]

- XYZ PTA website
- XYZ PTA Facebook Page
- XYZ PTA Twitter
- Board of Education webpage
- XYZ School webpage
- State PTA website
- [National PTA website](#)