

Utah PTA Email Voting Policy

For the purpose of general membership or board meetings, a meeting held virtually (e.g. Zoom, Google Meets, Microsoft Teams) shall be considered as being held the same as in-person. While it is strongly discouraged, Utah PTA recognizes the need for occasional online voting. Whenever possible, an in-person or virtual meeting should be held to conduct the business of the PTA.

This policy refers to conducting a vote by email or survey. Proxy voting, which allows someone else to vote in place of someone who can't participate in the online voting process, is prohibited in the PTA bylaws.

A vote conducted via online methods shall be considered a Special meeting of the PTA.

To conduct a vote online (via email or survey voting), the following steps must be taken:

- Announcement of special meetings of the PTA must be given with required notice to the appropriate body.
 - General Membership Special Meeting - 5 days notice (Local Bylaws Article IX, Section 1) given to all members of the PTA.
 - Special Meeting of the Board of Directors - all members of the Board of Directors must be notified.
 - Special Meeting of the Executive Committee - all members of the Executive Committee must be notified.
- The announcement of the special meeting should include the following information:
 - Purpose of the Special Meeting
 - Length of discussion period, specifying that all responses must be “reply all”
 - Voting process - email or survey (e.g. Google Form)
 - Length of time the vote will remain open
- At the conclusion of the notice period, the president shall email all appropriate members the opening of the special meeting by introducing the motion and its maker. This email should call for a second to the motion or state that a second is not required if the motion comes from committee.
- A second to the motion shall be received as a “reply all” email response.
- Upon receipt of a second to the motion (or immediately if a second is not required), the president calls for discussion. All discussion should take place via email where every participant must “reply all” for the discussion to be acknowledged.
- When the discussion is complete, the president puts the question to a vote by the predetermined method and voting window as outlined in the announcement email:
 - Email - A vote shall only be counted when a response is received via “reply to all”
 - Survey (e.g. Google Form) - A survey vote must be used when a ballot vote is requested/required.

- Upon closure of the voting window:
 - The secretary verifies that a quorum participated in the vote.
 - The votes are certified to have been received from email addresses belonging to the appropriate members. A vote received from an email address not on file shall not be counted.
 - The votes are tabulated.
 - The results are immediately reported via email to the entire voting body.
- The special meeting is considered adjourned upon the report on the results of the vote.
- The secretary prepares minutes of the meeting which shall:
 - Include details of the special meeting announcement - dates, times, methods
 - Include details of the motion and its maker
 - Indicate that a second to the motion was made or not required
 - Indicate that discussion took place
 - Indicate how the vote was conducted - email or survey (state the platform used)
 - Verify that a quorum responded to the vote
 - Report the results of the vote
 - Report the adjournment of the meeting date and time
- The minutes of the special meeting shall be approved by the appropriate body at its next meeting.