



## MEETINGS TYPES

Meetings are held for members to make the decisions that direct the actions of the PTA and to be kept informed of the business conducted on their behalf. Only members participate in meetings. Non-members may attend but may not participate unless they are offered a *Courtesy Seat* or are listed on the agenda. **General Membership Meetings** include PTA members who paid their dues and direct the PTA work. **Executive Committee Meetings** consist of elected officers plus possibly others listed in the Bylaws. **Board of Director Meetings** consist of the President, Vice-President(s), Treasurer, Secretary, principal, parliamentarian, standing committee chairs (if specified in your Bylaws), and additional positions listed in the Standing Rules such as faculty representative and student representatives. Only Board members attend Board meetings. A non-Board member may request the President's permission to address the Board to ask a question, give a report, or provide information, and then leave the meeting without participate in discussion or the voting process.

There are two types of meetings. **Regular meetings** are those set up by the Bylaws, plus the Board at the beginning of the year. **Special meetings** are those called, with appropriate notice, to address a specific item of business with its provisions listed in the Bylaws.

**Virtual meetings** are allowed. For General Membership meetings, the first of the year and election meetings must be in person. For Board meetings, the first of the year meeting plus one other meeting must be in person. Virtual meeting guidelines are listed in the Bylaws. Meetings may be recorded by one Board member for the purpose of accurately documenting business.