

**Wake Forest High School PTSA
General Membership Meeting and Voting Procedures
September 2020**

1. The General Membership Meeting will be held via Zoom. Meeting will be advertised on the PTSA website and social media sites and link to zoom meeting will be provided
2. The meeting shall be recorded.
3. Upon logging into the meeting, attendees shall enter their name, as registered with the PTSA, in the CHAT box.
4. The Vice President shall verify which attendees are current members in good standing of the PTSA. Those attendees who are not members or have not paid their dues for the current school year will be ineligible to vote.
5. A minimum of 20 members must be present in order to meet quorum.
6. Elections: The slate of Officers will be read. Any additions, deletions, or changes to the slate shall be noted. A call for any nominations from the floor will be done. A motion may be made to approve the slate of officers as indicated and seconded. These people will be recorded. A roll call vote of the members present at the meeting shall take place. Upon hearing their name, members shall voice their vote and also record their vote in the CHAT box.
7. Budget Approval: The proposed budget will be presented. Any additions, deletions, or changes shall be noted. A motion may be made and seconded to approve the budget as presented or revised. A roll call vote of the members present at the meeting shall take place. Upon hearing their name, members shall voice their vote and also record their vote in the CHAT box.