

Sample Rules for Electronic Meetings

1. Call-in time. The presiding officer or host will establish the internet link for remote attendees 15 minutes before the start of each meeting.
2. Meeting-room equipment. A speakerphone will be utilized at each meeting so that all in-person attendees can hear and be heard by remote attendees.
3. Quorum. The presence of a quorum shall be established either by roll call at the beginning of the meeting, or by the secretary recording the names of participants as indicated by the conferencing software.
4. Decorum. Microphones and telephones/cell phones will be placed on mute unless the member has been recognized to speak.
5. Obtaining the floor. Unless otherwise instructed, a member will raise their hand, either real or virtual, and wait to be recognized.
6. Motions. Resolutions and main motions must be in writing, sent either via email or by making use of the chat feature of the conferencing software. Pre-submitted resolutions/motions will be sent by the secretary by email to all members in advance of the meeting.
7. Voting. Unless otherwise ordered or required by the rules or statutes, unanimous consent will be used for all voting.
8. Technical malfunctions.
 - a. Each member is responsible for their own internet or telephone connection. Loss of or poor quality of a member's connection will not invalidate any action.
 - b. Business transacted while the meeting-room internet is disconnected is null and void, except that the members in person at the meeting may take any actions that are in order in the absence of a quorum.