Policies for Electronic Annual Meetings

1. Login Information: The Recording Secretary shall send by email to every Board of Directors and Delegates, at least one week prior to each meeting, the time of the meeting, the URL and codes necessary to connect to the electronic meeting service, and, as an alternative and backup to the audio connection included within the electronic service, the phone number and access codes(s) the member needs to participate aurally by telephone. The Recording Secretary shall send include a copy of, or link to, these onic meeting service availability to begin at least 15 minutes before the start of each meeting.
2. Signing In and Out: Members shall identify themselves as required to sign in to the electronic meeting service, and shall maintain electronic and audio access throughout the meeting whenever present, but shall sign out upon any departure before adjournment.
3. Quorum Calls: The presence of a quorum shall be established by roll call at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members, unless any member demands a quorum count by audible roll call. Such a demand may be made following any vote for which the announced totals add to less than a quorum.
4. Technical Requirements and Malfunctions: Each member is responsible for his or her audio and electronic connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
5. Electronic Meeting Service Technical Assistant: A technical assistant with knowledge of the electronic Service being used, should be present during the meeting in case technical problems may be encountered
6. Forced Disconnections: The chair may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The chair's decision to do so, which is subject to an un-debatable appeal that can be made by any member, shall be announced during the meeting, and recorded in the minutes.
7. Assignment of the Floor: To seek recognition by the chair, a member shall enter request in the appropriate manner of the electronic meeting service being used. Upon assigning the floor to a member, the chair shall clear the online queue of members who had been seeking recognition. To claim preference in recognition, another member who had been seeking recognition may promptly seek recognition again, and the chair shall recognize the member for the limited purpose of determining whether that member is entitled to preference in recognition. A member may request recognition only twice on the same topic.
8. Interrupting a Member: A member who intends to make a motion or request that under the rules may interrupt a speaker shall use the designated feature for so indicating, and shall thereafter wait a reasonable time for the chair's instructions before attempting to interrupt the speaker by voice.
9. Motions Submitted in Writing: a member intending to make a main motion, to offer an amendment, or to propose instructions to a committee, shall, before. or after being recognized, post the motion in writing to the online area designated by the Recording Secretary for, this purpose, preceded by the member's name and a number corresponding to how many written motions the member has so far posted during the meeting (e.g. "Smith3:"; "Frances Jones 2:"). Use of the online area designated by the Recording Secretary

for this purpose shall be restricted to posing the text of intended motions.

10. Display of Motions: The Recording Secretary shall designate an online area exclusively for the display of the immediately pending question and other relevant pending questions (such as the main motion, or the pertinent part of the main motions, when an amendment to it is immediately pending) , the Recording Secretary, or any assistants appointed by him or her for this purpose, shall cause such questions, or any other documents that are currently before the meeting for action or information to be displayed therein until disposed of.
11. Voting: votes shall be taken by the anonymous voting feature of the electronic meeting service unless a different method is ordered by the Board or required by the rules. When required or ordered, other permissible methods of voting are electronic roll call or by audible roll call. The chair's announcement of the voting result shall include the number of members voting on each side of the question and the number, if any, who explicitly respond to acknowledge their presence without casting a vote. Business may also be conducted by unanimous consent.
12. Video Display: The chair, the Recording Secretary, Officers or their assistants shall cause a video of the chair to be displayed throughout the meeting and shall also cause display of video of the member currently recognized to speak or report.

Electronic Meetings using Teleconference with Electronic Voting and Document Sharing:

1. Login Information: The Recording Secretary shall send by email to every Board of Directors and Delegates, at least one week each meeting, the time of the meeting, the phone number and unique access code necessary to connect to the telephone conference call, and the URLs and login information for the online survey tool and file-hosting service. The Recording Secretary shall also include a copy of, or link to, these rules.
2. Call-in Time: The Recording Secretary shall schedule a telephone conference call, using a free service that provides each user a unique access code, to being 15 minutes before the start of each meeting. The Recording Secretary shall also establish accounts with a free online survey tool that supports anonymous surveys, and with a free file-hosting service.
3. Technical Requirements: For the purposes of electronic ballot voting and file sharing, members shall maintain electronic access during the meeting.
4. Arrival Announcements: Members shall announce themselves at the first opportunity after joining the telephone conference call but may not interrupt a speaker to do so.
5. Departure Announcements: Members who leave the telephone conference call before adjournment shall announce their departure but may not interrupt a speaker to do so.
6. Quorum Calls: The presence of a quorum shall be established by roll call at the beginning of the meeting and on the demand of any member. Such a demand may be made following the departure of any member or following the taking of any vote for which the announced totals add to less than a quorum.
7. Obtaining the Floor: To seek recognition by the chair, a member shall address the chair and state his or her own name.
8. Motions Submitted in Writing: Members may submit motions to the chair in writing by

uploading them to the file-hosting service and notifying the chair of the URL or download link needed to access the file.

9. Voting: All votes shall be taken by roll call, unless required under the rules or ordered by the Board to be taken by ballot. When a vote is taken by roll call, only the number of votes on each side and the number of members present but not voting shall be entered in the minutes, unless the Board orders a fully recorded roll-call vote. Ballot votes shall be taken electronically, as follows: The Recording Secretary shall post the question using the online survey tool, and the chair shall then alert tl1e members that the polls are open, providing any additional information that members need to cast their votes online. The polls shall be closed not less than two minutes after they have been opened by the chair. Business may also be conducted by unanimous consent.
10. Technical Malfunctions: Each member is responsible for his or her connection to the telephone conference call and to the electronic connection; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
11. Forced Disconnections: The chair may order the Recording Secretary to disconnect to mute a member's connection if it is causing undue interference with the telephone conference call. The chair's decision to do so, which is subject to an un-debatable appeal that can be made by any member, shall be announced during the meeting, and recorded in the minutes.

Electronic Meetings using Telephone Meeting Without electronic Support

1. Connection Information: The Recording Secretary shall send by email to every member of the Board, at least one week before each meeting, the time of the meeting and the phone number and access code needed to connect to the telephone conference call.
2. Call-in Time: The Recording Secretary shall schedule a telephone conference call, using a free service, to begin 15 minutes before the start of each telephone meeting.
3. Arrival Announcements: Members shall announce themselves at the first opportunity after joining the telephone conference call but may not interrupt a speaker to do so.
4. Departure Announcements: Members who leave the telephone conference call before adjournment shall announce their departure but may not interrupt a speaker to do s
5. Quorum Calls: The presence of a quorum shall be established by roll call at the beginning of the meeting and on the demand of any member. Such a demand may be made following the departure of any member or following the taking of any vote for which the announced totals add to less than a quorum
6. Obtaining the Floor: To seek recognition by the chair, a member shall address the chair and state his or her own name.
7. Motions Submitted in Writing: Members may not submit motions in writing during the meeting but are entitled to make motions orally. Members may, however, submit motions in writing by sending them at least 3 days before the meeting to the Recording Secretary, who shall send any such pre-submitted motions by email to all members in advance of the meeting.
8. Voting Methods: All votes shall be taken by roll call. Unless the Board orders fully recorded roll-call votes, only the number of votes on each side and the number of members present but not voting shall be entered in the minutes. Business may also be conducted by unanimous

consent.

9. Technical Malfunctions: Each member is responsible for his or her connection to the telephone conference call and to the electronic connection; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
10. Forced Disconnections: The chair may order the Recording Secretary to disconnect to mute a member's connection if it is causing undue interference with the telephone conference call. The chair's decision to do so, which is subject to an un-debatable appeal that can be made by any member, shall be announced during the meeting, and recorded in the minutes.