

## ELECTRONIC MEETINGS

As quoted from Robert's Rules of Order Newly Revised 12<sup>th</sup> Edition (2020): An electronic meeting must be provided for in the Bylaws.

### Article XV. Electronic Meetings

Section 1: Except as otherwise provided in these bylaws, meetings of the Auxiliary shall be conducted in person or participate in electronic meetings by Teleconference and/or Telephone when a State of Emergency has been declared or when the President has obtained written consent (email or by hand) by every Executive Board Member or a two-thirds vote with previous notice of motion to do so. The electronic meetings of the Auxiliary shall be subject to all rules as stated in these bylaws.

When a Teleconference is being conducted an Internet Platform such as Zoom will be utilized. The following criteria needs to be met:

- The Secretary shall send an email to every member at least two (2) weeks before each meeting with the time of the meeting, the URL and code necessary to connect to the Internet meeting service, the phone number for audio connection and/or to participate by phone and a copy of, or link to, these rules.
- The President and Secretary must have access to a control panel which enables them to perform their duties during the meeting, such as ensuring the text of the pending motion is properly displayed, assigning the floor to a member, opening and closing the polls for taking a vote, etc.
- The meeting platform, such as Zoom, should begin at least 15 minutes before the start of each meeting.
- Each participant must use their own computer or device with audio, speakers and microphone. No action shall be invalidated on the grounds of the loss or poor quality of a member's individual connection.
- If the computer has a webcam, it must be turned on.
- The list of participants in the meeting must be visible and identified with proper name.
- The presence of a quorum shall be established by audible 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.
- To seek recognition by the chair, a member shall use the raise hand feature.
- A member who intends to make a motion shall use the raise hand feature.
- Motions should be submitted and viewed in writing. The Secretary shall designate an online area exclusively for the display of the motion.
- Votes shall be taken by the anonymous voting feature of the Internet Meeting Service unless a roll call vote is required/ordered. The Secretary shall post the motion using the online survey tool, and the President shall alert the members that the polls are open. The polls shall be closed not less than two (2) minutes after they have been opened. The President's announcement of the voting result shall include the number of members voting and any abstaining. Business may also be conducted by unanimous consent. An anonymous vote conducted through an Internet meeting shall be deemed a ballot vote, fulfilling any requirement in these bylaws that a vote be conducted by ballot.

When a telephone meeting is held the following criteria will be used:

- The Secretary shall send notice to every member at least two (2) weeks before each meeting with the time of the meeting and the phone number and any access code needed to connect to the telephone conference call, using a free service. This meeting shall begin 15 minutes before the start of each meeting.
- Members shall announce themselves at the first opportunity after joining the telephone conference call but may not interrupt a speaker to do so.
- The presence of a quorum shall be established by roll call at the beginning of the meeting.
- To seek recognition by the chair, a member shall address the chair and state their name.
- Motions may be made orally.
- All votes shall be taken by roll call. The total of votes shall be announced.
- Each member is responsible for their connection to the telephone conference call; no action shall be invalidated on the grounds that loss of, or poor quality of, a member's individual connection prevented participation in the meeting.

**PROPOSED** and **APPROVED** to the AMVETS Ladies National Constitution August 2021: New Article XV Electronic Meetings and Move current Article XV Publications to a new article XVI. Departments and Local Auxiliaries must add this to their bylaws as well; if it is not stated in the Bylaws then electronic meetings cannot be held!