The New Frontier Of Meetings

By Tim Wynn, PRP

PerfectRules.com

WHAT HAPPENED YESTERDAY?

WHAT HAPPENED YESTERDAY?

WHAT'S DIFFERENT TODAY?

WHAT HAPPENED YESTERDAY?

WHAT'S DIFFERENT TODAY?

WHAT WILL WE DO TOMORROW?

WHAT HAPPENED YESTERDAY?

Organizations Postponed Their In-Person Meetings

Organizations Postponed Their In-Person Meetings

Members Felt Disenfranchised

Organizations Postponed Their In-Person Meetings

Members Felt Disenfranchised

Members Had To Adjust Travel Plans

Organizations Postponed Their In-Person Meetings

Members Felt Disenfranchised

Members Had To Adjust Travel Plans

Members Had To Adjust Work Schedules

Organizations Postponed Their In-Person Meetings

Members Felt Disenfranchised

Members Had To Adjust Travel Plans

Members Had To Adjust Work Schedules

Members Were Left Hanging

Organizations Postponed Their In-Person Meetings

Deadlines Prescribed By The Bylaws Were Missed

Organizations Postponed Their In-Person Meetings

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Elections Weren’t Held On Time

Organizations Postponed Their In-Person Meetings

Deadlines Prescribed By The Bylaws Were Missed

Elections Weren’t Held On Time

Officers Weren’t Sure If They Were Still In Office

CONTINUATION IN OFFICE

To ensure the continued services of officers in the event, for example, of public emergency or of difficulty in obtaining a nominee for an office, the unqualified wording "for a term of ... year(s)" should be avoided, because at the end of that time there would be no officers if new ones had not been elected.

RONR (12th ed.) 56:28

CONTINUATION IN OFFICE

"shall hold office for a term of _____ year(s) *and* <u>until their successors are elected</u>."

"shall hold office for a term of _____ year(s) *or* <u>until their successors are elected</u>."

RONR (12th ed.) 56:30

Organizations Canceled Their Business Meetings

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Normal Workflow Of Decision Making Stopped

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Officers And Staff Entered Uncharted Territory

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Crucial Decisions Had To Be Made Without Authorization

Organizations Canceled Their Business Meetings

Normal Workflow Of Decision Making Stopped

Officers And Staff Entered Uncharted Territory

Crucial Decisions Had To Be Made Without Authorization

The Natural Progression Of Leadership Was Halted

RESCHEDULING
OR CANCELING
A MEETING

How The Date Of The Meeting Is Set	Possibilities For Changing The Date

How The Date Of The Meeting Is Set	Possibilities For Changing The Date
If Set By An Individual (e.g., President, Executive Director)	

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If Set By The Bylaws (e.g., second Tuesday of each month, 15th day of the month)	

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If Set By The Bylaws (e.g., second Tuesday of each month, 15th day of the month)	If the bylaws do not provide for canceling or rescheduling, the meeting cannot be canceled or rescheduled

Organizations Tested The Limits Of Virtual Meetings

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Organizations Held Their First Electronic Meetings

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Organizations Held Their First Electronic Meetings

Organizations Drafted Electronic Rules For The First Time

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Some States Authorized Electronic Meetings

ARE E-MEETINGS ALLOWED

ELECTRONIC MEETINGS

Does RONR (12th ed.) Authorize Electronic Meetings?

YES NO

ROBERT'S RULES OF ORDER

"Except as authorized in the bylaws, the business of an organization or board can be validly transacted only at a regular or properly called meeting—that is, as defined in 8:2(1), a single official gathering in one room or area—of the assembly of its members at which a quorum is present."

RONR (12th ed.) 9:30

ELECTRONIC MEETINGS

Does an electronic meeting room count as “one room or area,” even if not authorized in the bylaws?

YES NO

ELECTRONIC MEETINGS

Does an electronic meeting room count as “one room or area,” even if not authorized in the bylaws?

NO

ROBERT'S RULES OF ORDER

"A group that holds such alternative meetings does not lose its character as a deliberative assembly (see 1:1) so long as the meetings provide, at a minimum, conditions of opportunity for simultaneous aural communication among all participating members equivalent to those of meetings held in one room or area."

RONR (12th ed.) 9:31

ROBERT'S RULES OF ORDER

"Under such conditions, an electronic meeting that is properly authorized in the bylaws is treated as though it were a meeting at which all the members who are participating are actually present."

RONR (12th ed.) 9:31

ELECTRONIC MEETINGS

Does RONR (12th ed.) Authorize Electronic Meetings?

YES NO

ELECTRONIC MEETINGS

Does RONR (12th ed.) Authorize Electronic Meetings?

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DETERMINE WHETHER ELECTRONIC MEETINGS ARE AUTHORIZED

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PROCEDURAL RULES IN FEDERAL CODE OR STATE STATUTES

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PROCEDURAL RULES IN FEDERAL CODE OR STATE STATUTES
ARTICLES OF INCORPORATION (*CORPORATE CHARTER*)

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PROCEDURAL RULES IN FEDERAL CODE OR STATE STATUTES
ARTICLES OF INCORPORATION (*CORPORATE CHARTER*)
DECLARATION OR OTHER ORGANIZATIONAL INSTRUMENT

DETERMINE WHETHER ELECTRONIC MEETINGS ARE AUTHORIZED
PROCEDURAL RULES IN FEDERAL CODE OR STATE STATUTES
ARTICLES OF INCORPORATION (*CORPORATE CHARTER*)
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BYLAWS (*CONSTITUTION AND BYLAWS*)

TIP

Don’t Rely On Procedural Rules In State Statutes Or Federal Code For Electronic Meeting Authorization

TIP

Don’t Rely On Procedural Rules In State Statutes Or Federal Code For Electronic Meeting Authorization

If Procedural Rules In State Statutes Authorize Your Organization To Meet Electronically, Hold An Electronic Meeting And Amend Your Bylaws To Include The Electronic Meeting Authorization That The Organization Desires

What If Electronic Meetings Aren’t Authorized?

AMENDING BYLAWS
TO AUTHORIZE ELECTRONIC MEETINGS

AMENDING BYLAWS
TO AUTHORIZE ELECTRONIC MEETINGS

Some Bylaws Provide For
Amendment By Vote By Mail

AMENDING BYLAWS
TO AUTHORIZE ELECTRONIC MEETINGS

Some Bylaws Provide For
Amendment By Vote By Mail

Some Procedural Rules In State Statutes Allow
Any Action That Could Be Taken In A Meeting
To Be Taken By Members In Writing Without A Meeting

What If Legal Counsel Instructs That Electronic Meetings Are Authorized?

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Ask Legal Counsel For A Citation Of The Authorization

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If You Doubt The Validity Or Applicability Of The Authorization, Share Your Concerns With Legal Counsel

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If You Doubt The Validity Or Applicability Of The Authorization, Share Your Concerns With Legal Counsel

Yield To Legal Counsel's Legal Opinion

NAP Explored
The Virtual Landscape

NAP Explored
The Virtual Landscape

Virtual National Training Conference

NAP Explored
The Virtual Landscape

Virtual National Training Conference

Virtual Monitoring Of Tests

The Board Of Directors Amended The NAP Operational Policy And Procedures Manual To Accommodate Virtual Remote Monitoring Of Membership and RP Exams (In Special Circumstances)

NAP Explored
The Virtual Landscape

Virtual National Training Conference

Virtual Monitoring Of Tests

NAP Explored
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Virtual National Training Conference

Virtual Monitoring Of Tests

Virtual National Convention

Where Does NAP's Authorization To Hold An Electronic Convention Originate?

PROCEDURAL RULES IN D.C. CODE

“Notwithstanding the articles of incorporation or bylaws, an annual or regular meeting of members does not need to be held at a geographic location if the meeting is held by means of the Internet or other electronic communications technology in a fashion pursuant to which the members have the opportunity to read or hear the proceedings substantially concurrently with their occurrence, vote on matters submitted to the members, pose questions, and make comments.”

D.C. Code 29–405.01.(e)

This Provision Of The D.C. Code
Is Set To Expire On February 4, 2022.

PROPOSED AMENDMENT TO NAP BYLAWS

“The NAP biennial convention, membership meetings, Board of Directors, all committees, and subcommittees shall be authorized to meet through electronic means so long as all the members can simultaneously hear each other and participate during the meeting.”

ELECTRONIC MEETINGS

If a meeting is held with all participants present in person, except for one member who validly participates through electronic means, is this considered an electronic meeting?

YES **NO**

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ROBERT'S RULES OF ORDER

"**. . . *electronic meetings*—that is, at meetings at which, rather than all participating members being physically present in one room or area as in traditional (or "face-to-face") meetings, some or all of them communicate with the others through electronic means such as the Internet or by telephone."**

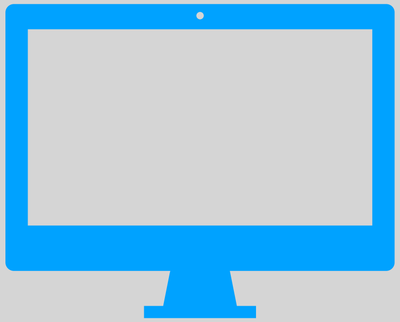
RONR (12th ed.) 9:31

What Is A Hybrid Meeting?

Partial Electronic Participation
vs.
Full Electronic Participation

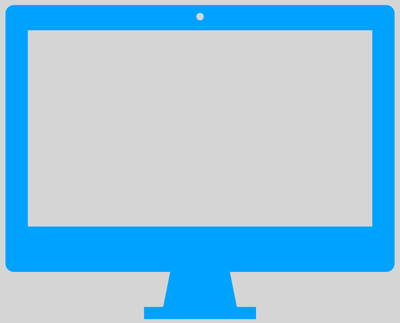
Types Of Participation In Meetings

Types Of Participation In Meetings



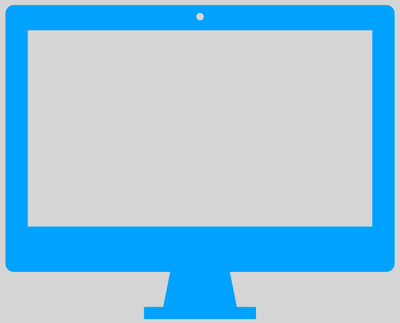
Electronic Meeting

Types Of Participation In Meetings

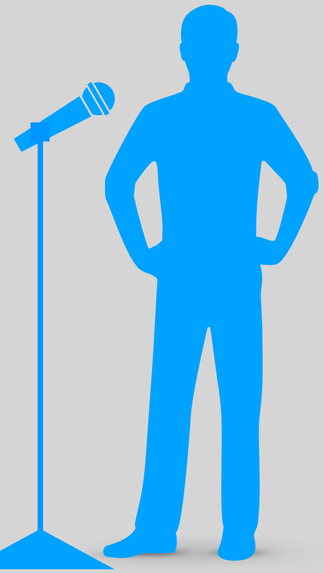


Electronic Meeting

Types Of Participation In Meetings

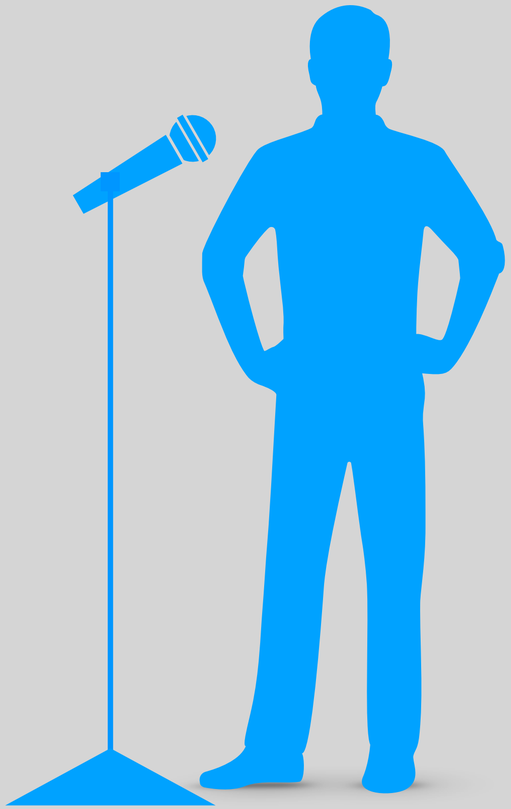


Electronic Meeting



In-Person Meeting

Types Of Participation In Meetings



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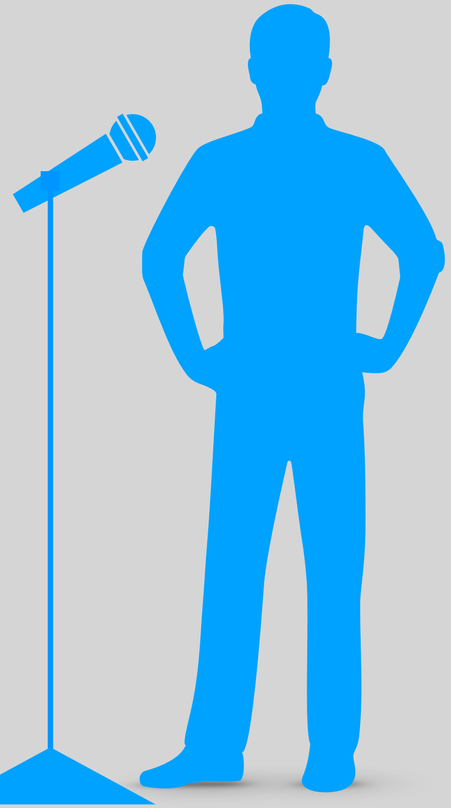
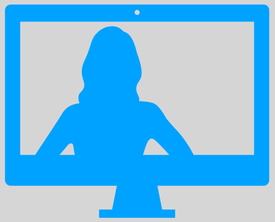
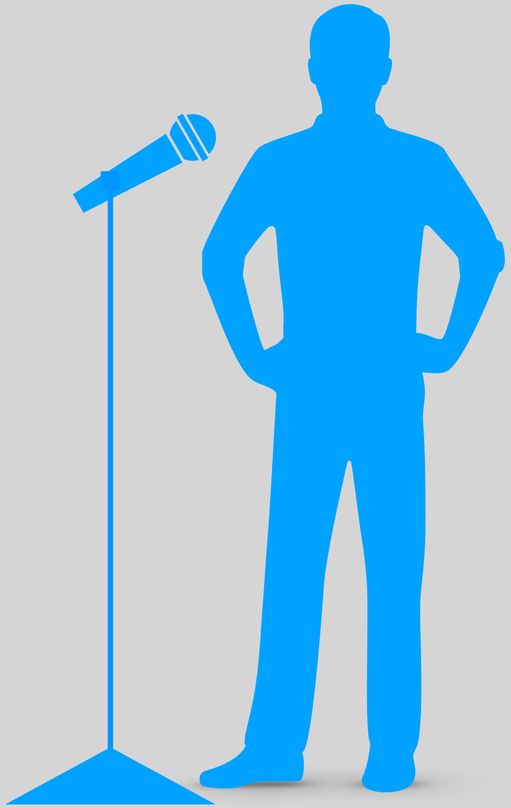


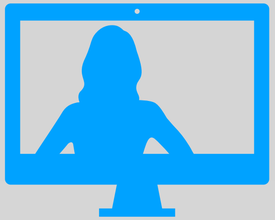
In-Person Meeting



Electronic Participation

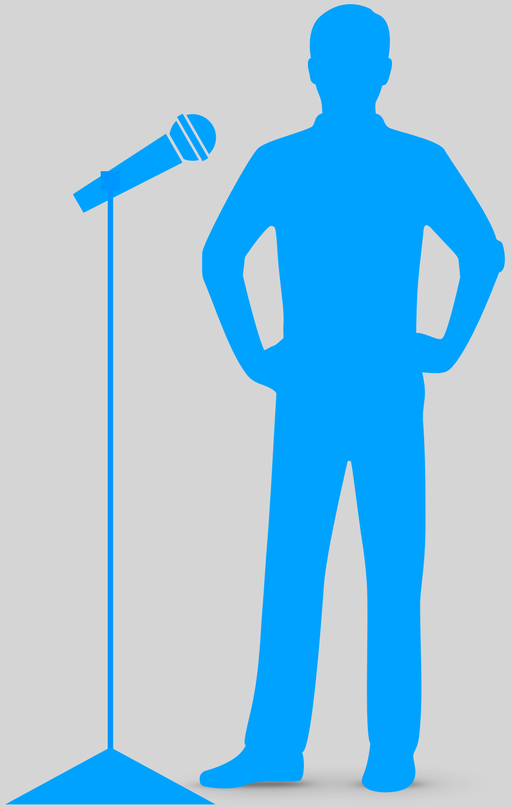
Types Of Participation In Meetings

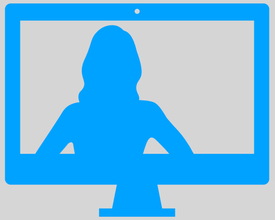




Hybrid

Types Of Participation In Meetings

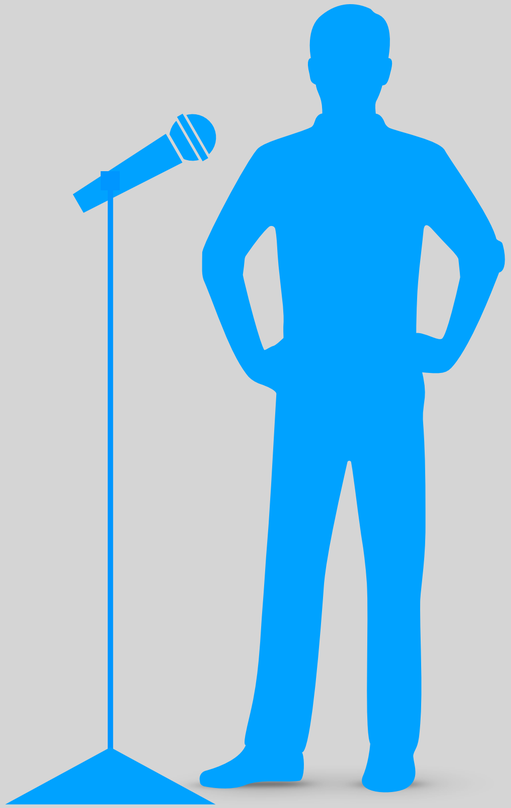


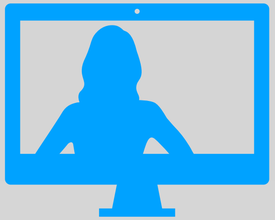


How Are Those Participating Electronically Recognized?

Hybrid

Types Of Participation In Meetings





How Are Those Participating Electronically Recognized?

How Will Voting Be Conducted?

Hybrid

PARTIAL ELECTRONIC PARTICIPATION	FULL ELECTRONIC PARTICIPATION

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Meeting Is Held At A Physical Location	

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Chairman, Secretary, And Staff Are Normally At Physical Location	

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WHAT'S DIFFERENT TODAY?

TODAY

TODAY

Organizations Expect To
Meet Electronically

TODAY

Organizations Expect To
Meet Electronically

Organizations Now Have To Decide
Between In-Person And Virtual

TODAY

Organizations Expect To
Meet Electronically

Organizations Now Have To Decide
Between In-Person And Virtual

Virtual Meeting Prep
Is Common

TODAY

Organizations Expect To
Meet Electronically

Organizations Now Have To Decide
Between In-Person And Virtual

Virtual Meeting Prep
Is Common

Organizations Want To Have
The Option To Meet Virtually

The Good

The Good

The Bad

The Good

The Bad

The Ugly

The Good

Attendance Is Up

The Good

Attendance Is Up

Business Sessions

The Good

Attendance Is Up

Business Sessions

Workshops

The Good

Attendance Is Up

Business Sessions

Workshops

Leadership Conference

The Good

Meeting Prep Is Going Virtual

The Good

Meeting Prep Is Going Virtual

Planning Committees

The Good

Meeting Prep Is Going Virtual

Planning Committees

Strategy Meetings

The Good

Meeting Prep Is Going Virtual

Planning Committees

Strategy Meetings

Consultation

The Good

Meeting Costs Are Down

The Good

Meeting Costs Are Down

Hotel

The Good

Meeting Costs Are Down

Hotel

Airfare

The Good

Meeting Costs Are Down

Hotel

Airfare

Missed Work

The Good

Meeting Costs Are Down

Hotel

Airfare

Missed Work

Registration Fees

The Good

Parliamentary Consultation Is Up

The Good

Parliamentary Consultation Is Up

Electronic Rules

The Good

Parliamentary Consultation Is Up

Electronic Rules

Debate

The Good

Parliamentary Consultation Is Up

Electronic Rules

Debate

Voting

The Good

Parliamentary Consultation Is Up

Electronic Rules

Debate

Voting

Recognizing Members

The Good

Meeting Rehearsal Is Up

The Good

Meeting Rehearsal Is Up

Testing Software

The Good

Meeting Rehearsal Is Up

Testing Software

Connections

The Good

Meeting Rehearsal Is Up

Testing Software

Connections

Voting Apps

The Good

Meeting Rehearsal Is Up

Testing Software

Connections

Voting Apps

Member Participation

The Good

Parliamentary Training Is More Accessible

The Good

Parliamentary Training Is More Accessible

Districts, Associations, Units

The Good

Parliamentary Training Is More Accessible

Districts, Associations, Units

Study Groups

The Good

Parliamentary Training Is More Accessible

Districts, Associations, Units

Study Groups

Testing

The Bad

Misuse Of Office; Exploitation Of Circumstances

The Bad

Misuse Of Office; Exploitation Of Circumstances

Suppress Members

The Bad

Misuse Of Office; Exploitation Of Circumstances

Suppress Members

Cancel Meetings

The Bad

Misuse Of Office; Exploitation Of Circumstances

Suppress Members

Cancel Meetings

Prevent Elections

The Bad

Misrepresentation Of Procedural Rules

The Bad

Misrepresentation Of Procedural Rules

Accidental

The Bad

Misrepresentation Of Procedural Rules

Accidental

Reckless

The Bad

Misrepresentation Of Procedural Rules

Accidental

Reckless

Opportunistic

The Bad

Misrepresentation Of Procedural Rules

Accidental

Reckless

Opportunistic

Under The Pretense Of An Emergency

The Bad

Misrepresentation Of Procedural Rules

Accidental

Reckless

Opportunistic

Under The Pretense Of An Emergency

Harmful

The Bad

Apathy Toward The Rules

The Bad

Apathy Toward The Rules

Acting Without Regard For Authority

The Bad

Apathy Toward The Rules

Acting Without Regard For Authority

Refusing To Update Rules

The Ugly

Insufficient Preparation

The Ugly

Insufficient Preparation

Lack Of Electronic Rules / Insufficient Electronic Rules

The Ugly

Insufficient Preparation

Lack Of Electronic Rules / Insufficient Electronic Rules

Selection Of Voting Software

The Ugly

Insufficient Preparation

Lack Of Electronic Rules / Insufficient Electronic Rules

Selection Of Voting Software

Method For Recognizing Members

The Ugly

Insufficient Preparation

Lack Of Electronic Rules / Insufficient Electronic Rules

Selection Of Voting Software

Method For Recognizing Members

Process For Displaying Meeting Information

The Ugly

Technical Glitches

The Ugly

Technical Glitches

Voting

MITIGATING VOTING GLITCHES

MITIGATING VOTING GLITCHES

TEST VOTING SOFTWARE
WELL BEFORE THE MEETING

MITIGATING VOTING GLITCHES

TEST VOTING SOFTWARE
WELL BEFORE THE MEETING

INCORPORATE A PROCESS
BY WHICH ONLY MEMBERS CAN VOTE

MITIGATING VOTING GLITCHES

TEST VOTING SOFTWARE
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INCORPORATE A PROCESS
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DRAFT CLEAR VOTING INSTRUCTS
AND REPEAT THEM OFTEN
(Don’t assume members will read the instructions)

MITIGATING VOTING GLITCHES

TEST VOTING SOFTWARE
WELL BEFORE THE MEETING

INCORPORATE A PROCESS
BY WHICH ONLY MEMBERS CAN VOTE

DRAFT CLEAR VOTING INSTRUCTS
AND REPEAT THEM OFTEN
(Don’t assume members will read the instructions)

HAVE A BACKUP
VOTING SYSTEM

IMPORTANT FEATURES OF A VOTING SYSTEM

IMPORTANT FEATURES OF A VOTING SYSTEM

ABILITY TO PROVIDE FOR SECRECY OF ONE'S VOTE

IMPORTANT FEATURES OF A VOTING SYSTEM

ABILITY TO PROVIDE FOR SECRECY OF ONE'S VOTE
ABILITY TO HANDLE MULTIPLE CHOICES ON ONE BALLOT

IMPORTANT FEATURES OF A VOTING SYSTEM

ABILITY TO PROVIDE FOR SECRECY OF ONE'S VOTE
ABILITY TO HANDLE MULTIPLE CHOICES ON ONE BALLOT
DISPLAYING ACTUAL NUMBERS AS OPPOSED TO ONLY PERCENTAGES

IMPORTANT FEATURES OF A VOTING SYSTEM

ABILITY TO PROVIDE FOR SECRECY OF ONE'S VOTE
ABILITY TO HANDLE MULTIPLE CHOICES ON ONE BALLOT
DISPLAYING ACTUAL NUMBERS AS OPPOSED TO ONLY PERCENTAGES
BEING ABLE TO UPDATE THE LIST OF ELIGIBLE VOTERS ON THE SOFTWARE

IMPORTANT FEATURES OF A VOTING SYSTEM

ABILITY TO PROVIDE FOR SECRECY OF ONE'S VOTE
ABILITY TO HANDLE MULTIPLE CHOICES ON ONE BALLOT
DISPLAYING ACTUAL NUMBERS AS OPPOSED TO ONLY PERCENTAGES
BEING ABLE TO UPDATE THE LIST OF ELIGIBLE VOTERS ON THE SOFTWARE
BEING ABLE TO VERIFY WHO VOTED

The Ugly

Technical Glitches

Voting

The Ugly

Technical Glitches

Voting

Dropped Connections

MITIGATING DROPPED CONNECTIONS

MITIGATING DROPPED CONNECTIONS

HAVE MULTIPLE INDIVIDUALS PREPARED TO PRESENT ANY PARTICULAR REPORT

MITIGATING DROPPED CONNECTIONS

HAVE MULTIPLE INDIVIDUALS PREPARED TO PRESENT ANY PARTICULAR REPORT
HAVE SOMEONE PREPARED TO TAKE THE CHAIR IF NECESSARY

MITIGATING DROPPED CONNECTIONS

HAVE MULTIPLE INDIVIDUALS PREPARED TO PRESENT ANY PARTICULAR REPORT
HAVE SOMEONE PREPARED TO TAKE THE CHAIR IF NECESSARY
HAVE MULTIPLE INDIVIDUALS PREPARED TO DISPLAY DOCUMENTS

MITIGATING DROPPED CONNECTIONS

HAVE MULTIPLE INDIVIDUALS PREPARED TO PRESENT ANY PARTICULAR REPORT
HAVE SOMEONE PREPARED TO TAKE THE CHAIR IF NECESSARY
HAVE MULTIPLE INDIVIDUALS PREPARED TO DISPLAY DOCUMENTS
HAVE A BACKUP METHOD FOR JOINING THE MEETING

MITIGATING DROPPED CONNECTIONS

HAVE MULTIPLE INDIVIDUALS PREPARED
TO PRESENT ANY PARTICULAR REPORT

HAVE SOMEONE PREPARED TO
TAKE THE CHAIR IF NECESSARY

HAVE MULTIPLE INDIVIDUALS
PREPARED TO DISPLAY DOCUMENTS

HAVE A BACKUP METHOD
FOR JOINING THE MEETING

JOIN THE MEETING EARLY

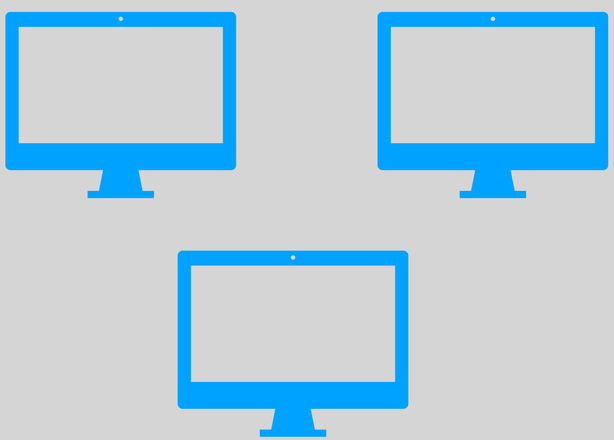
The Ugly

Insufficient Technical Support

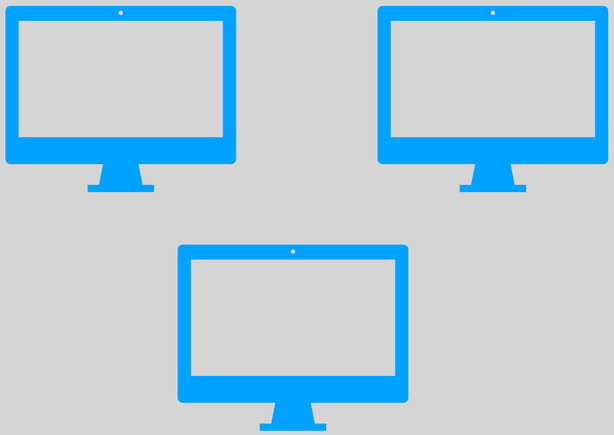
Technical Support Is Essential

Technical Support

Technical Support

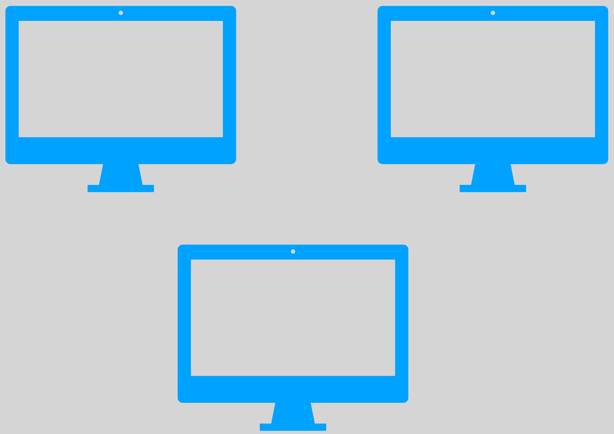


Technical Support



Set Up The Meeting Room

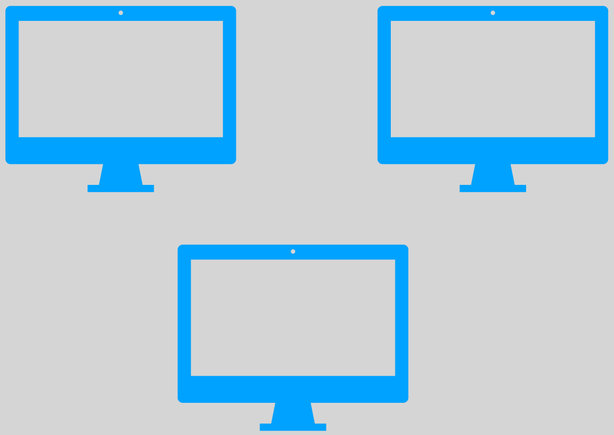
Technical Support



Set Up The Meeting Room

Send The Links

Technical Support

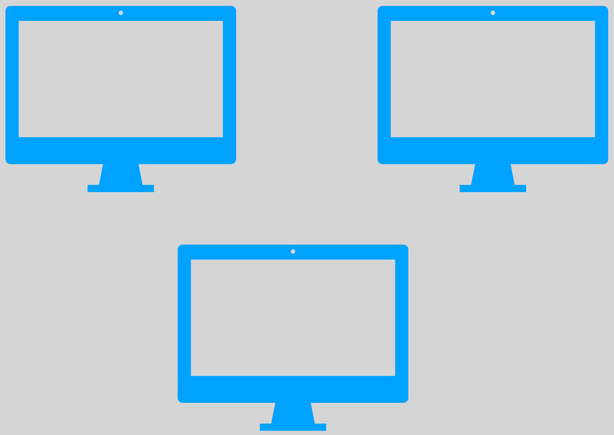


Set Up The Meeting Room

Send The Links

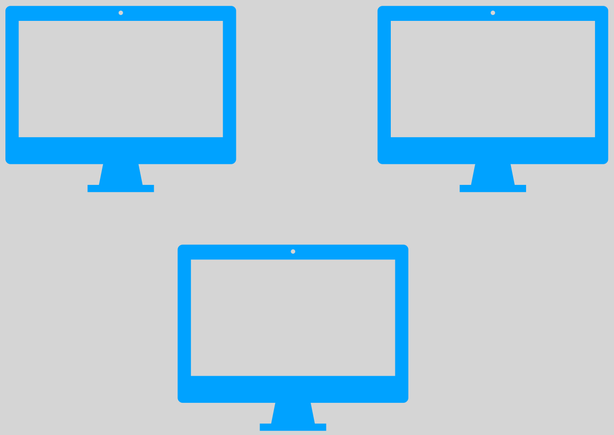
Start The Meeting

Technical Support



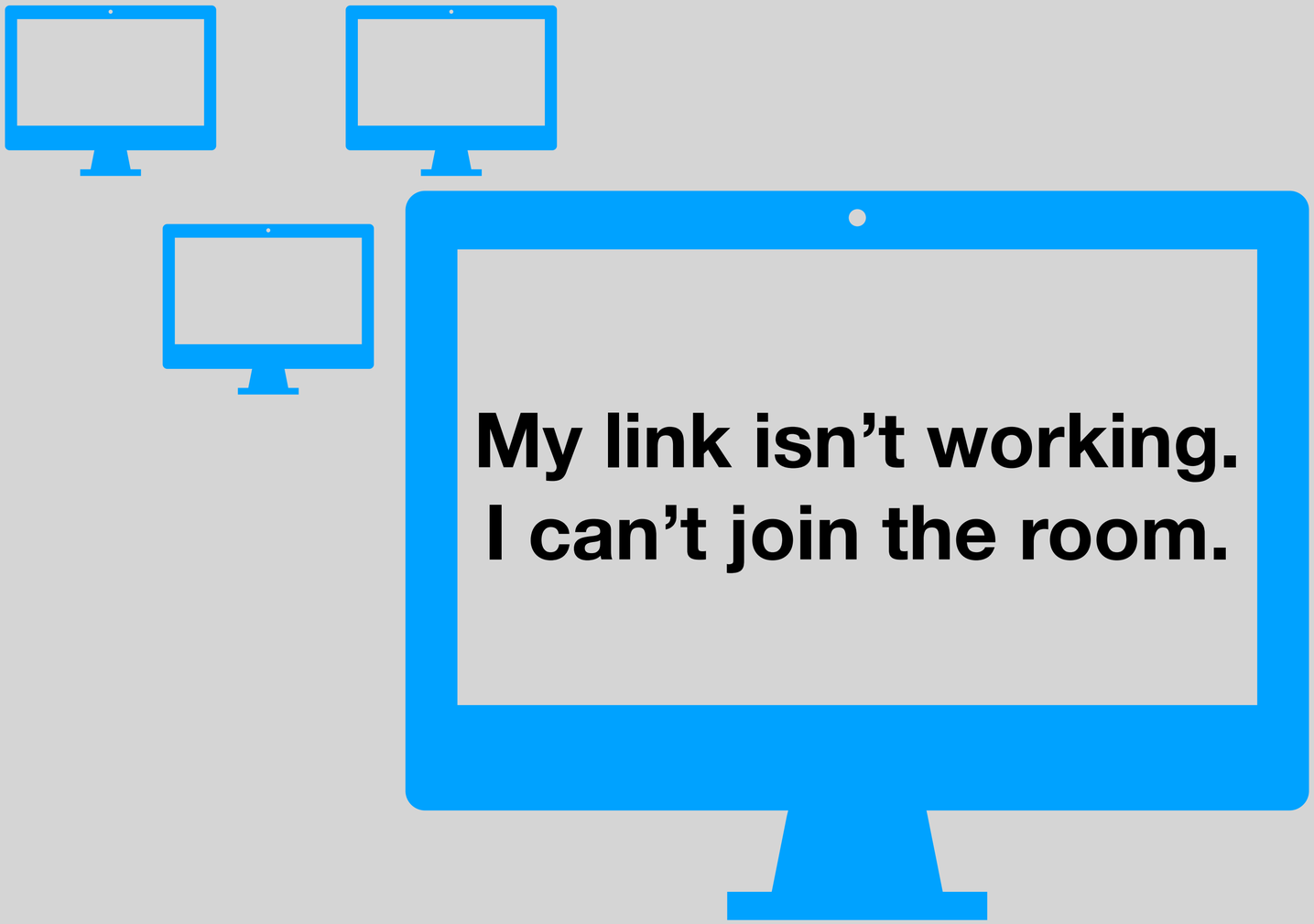
- Set Up The Meeting Room
- Send The Links
- Start The Meeting
- Set Participants' Access Levels

Technical Support



- Set Up The Meeting Room
- Send The Links
- Start The Meeting
- Set Participants' Access Levels
- Troubleshoot Everything

Technical Support



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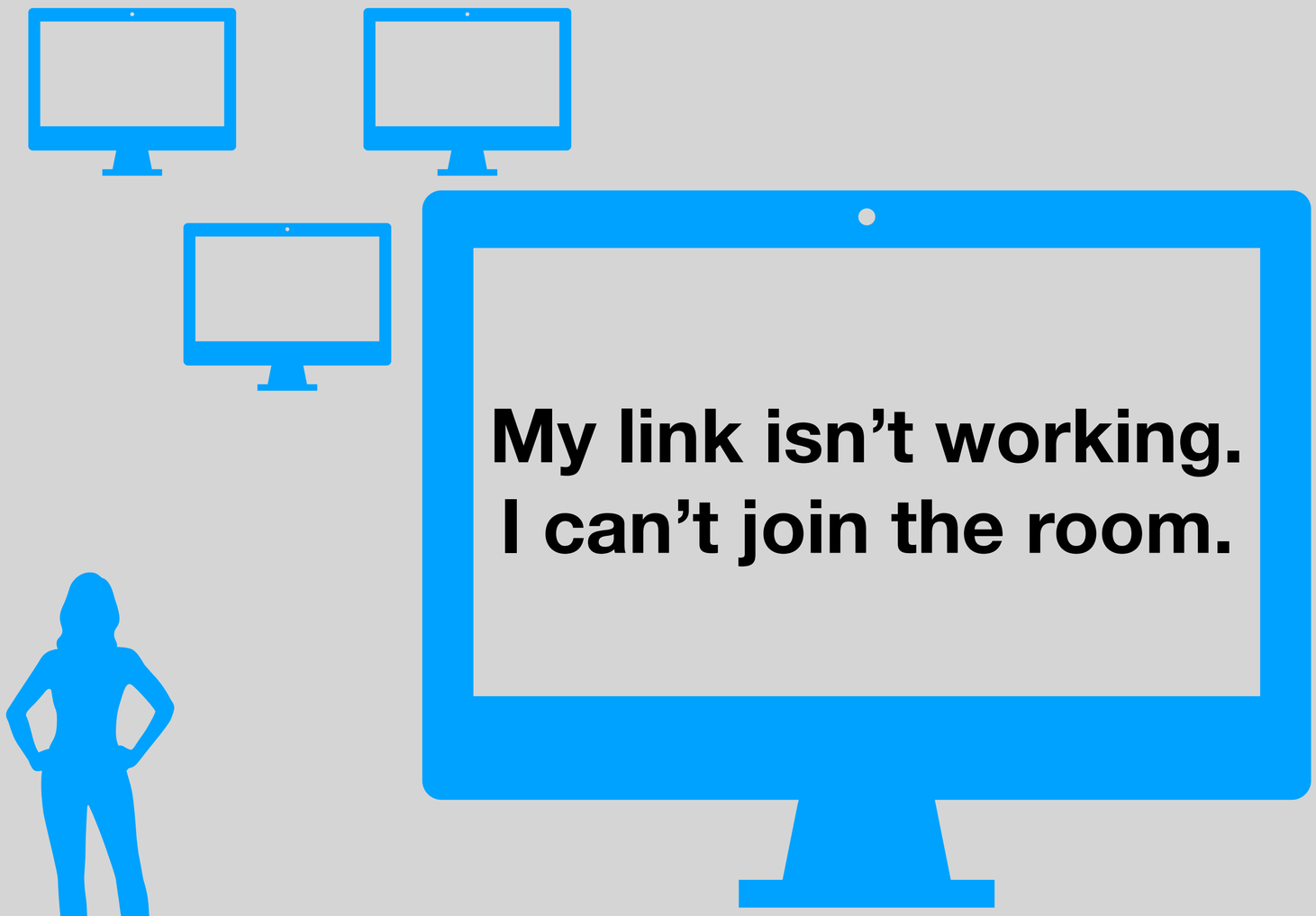

- Set Up The Meeting Room
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Technical Support

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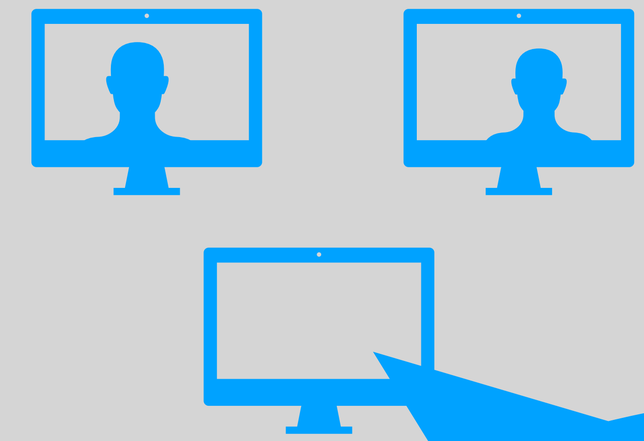
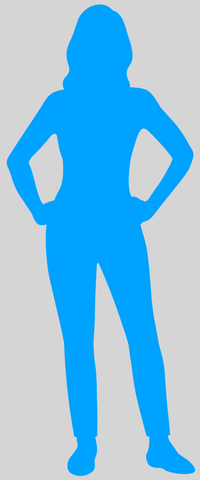
Technical Support



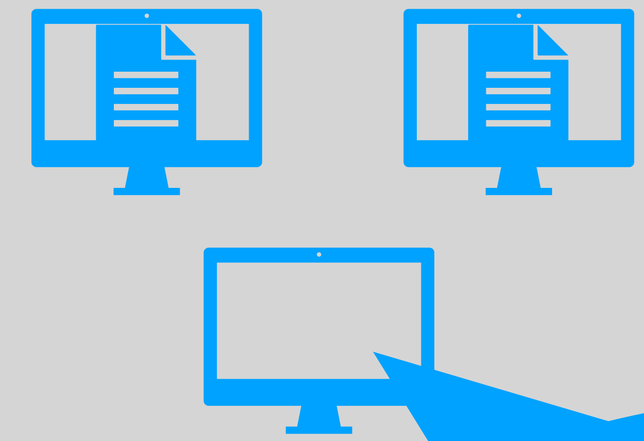
I can’t get my camera to come on.



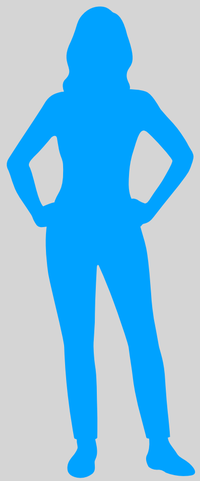
Volunteer

- Set Up The Meeting Room
- Send The Links
- Start The Meeting
- Set Participants’ Access Levels
- Troubleshoot Everything

Technical Support



Why can’t I see the presentation?

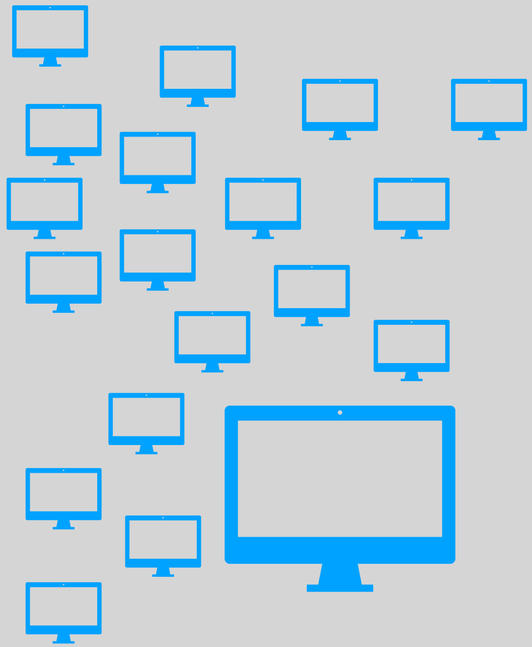


Volunteer

- Set Up The Meeting Room
- Send The Links
- Start The Meeting
- Set Participants’ Access Levels
- Troubleshoot Everything

Technical Support

- Set Up The Meeting Room
- Send The Links
- Start The Meeting
- Set Participants' Access Levels
- Troubleshoot Everything



Technical Support

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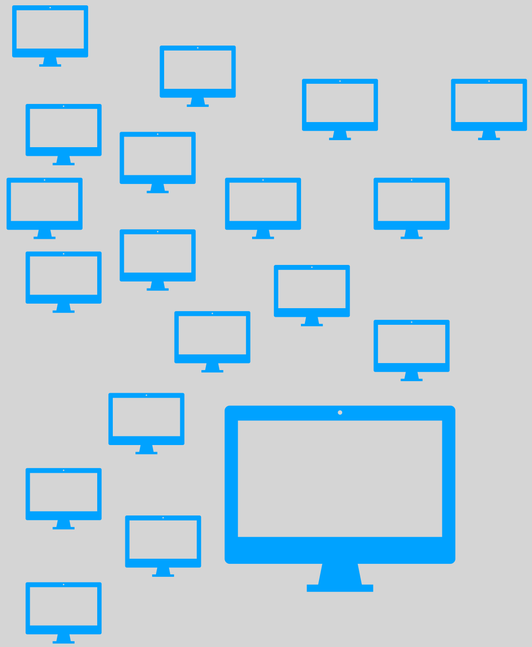
- Start The Meeting
- Set Participants' Access Levels
- Troubleshoot Everything



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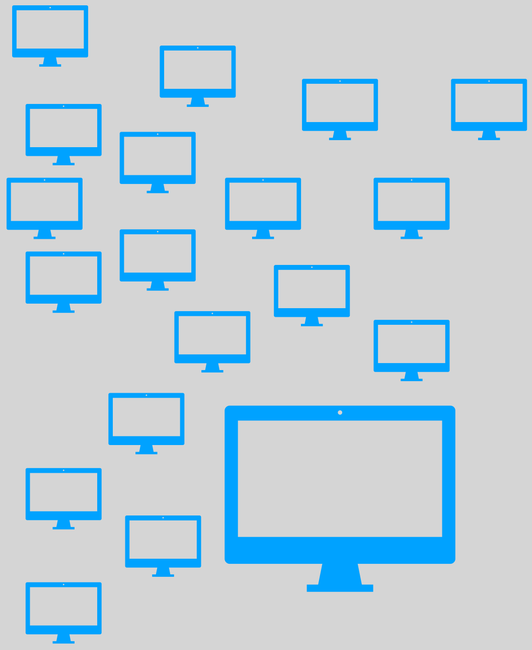

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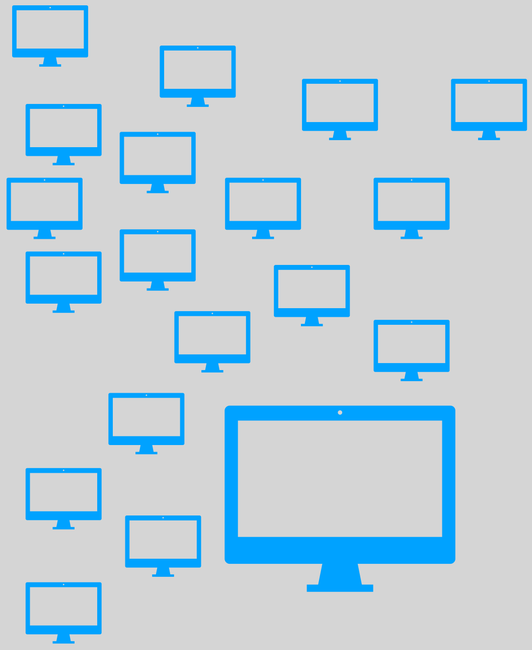
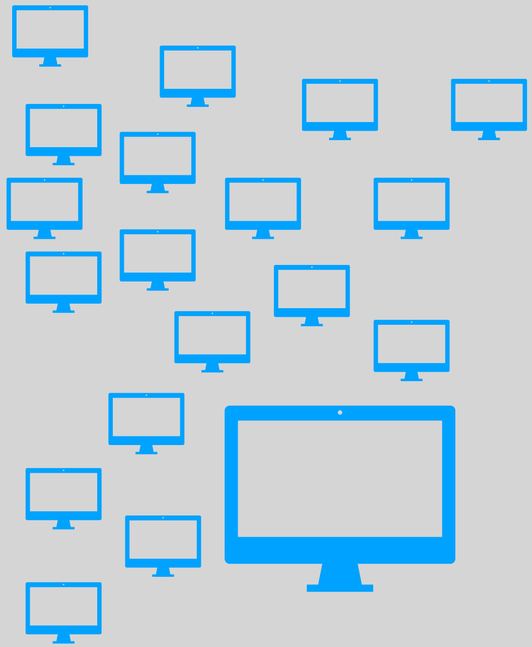


Technical Support

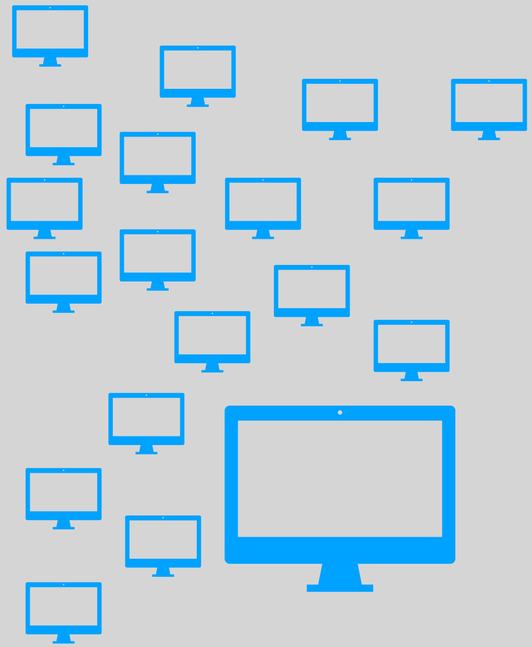
Verify Identification



Technical Support

Verify Identification

Launch Polls
& Display Results

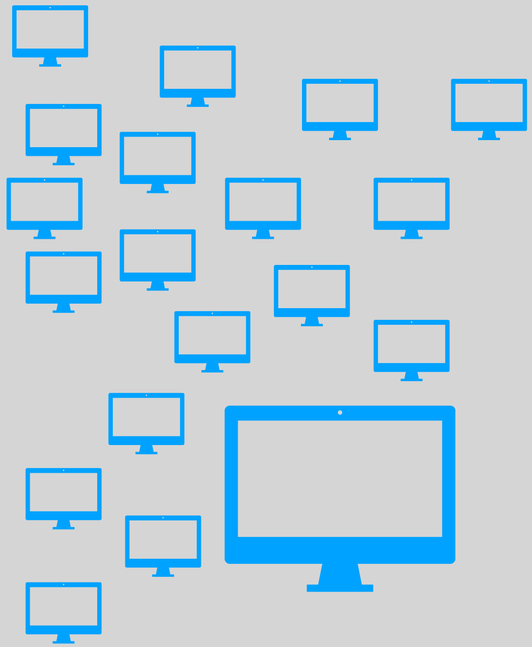


Technical Support

Verify Identification

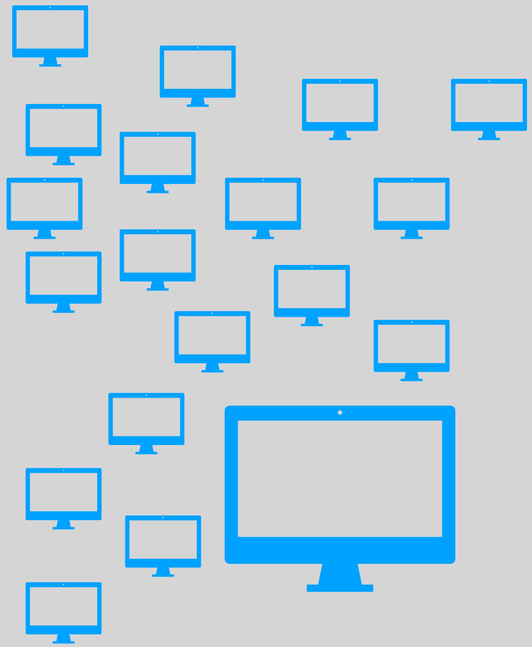
Launch Polls & Display Results

Ensure That Only Members Vote



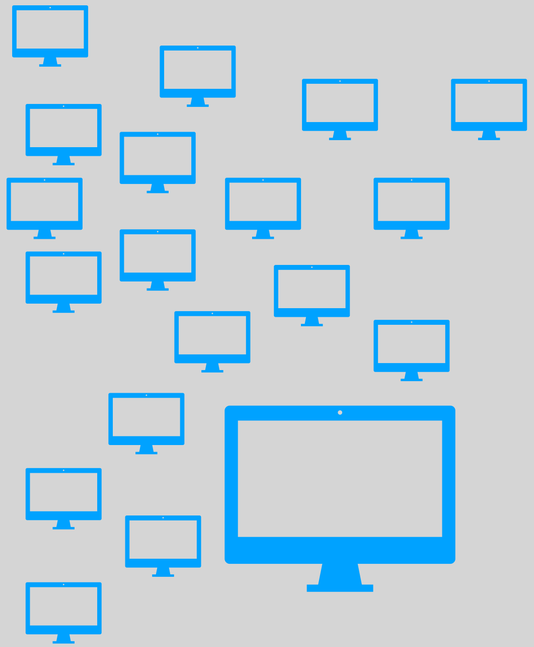
Technical Support

- Verify Identification
- Launch Polls & Display Results
- Ensure That Only Members Vote
- Manage Presentations



Technical Support

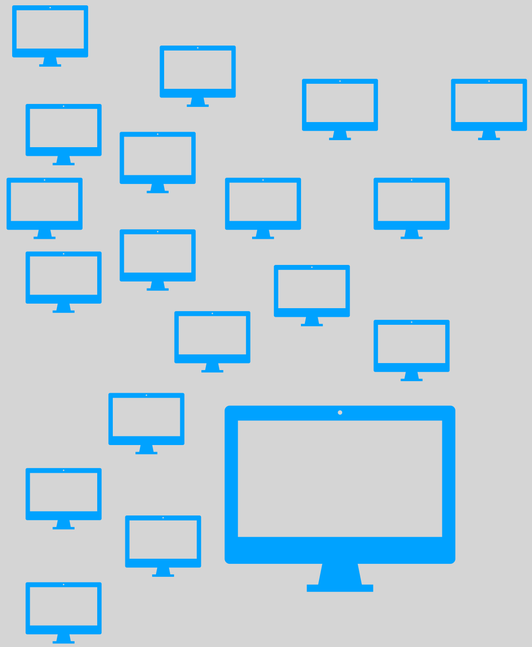
- Verify Identification
- Launch Polls & Display Results
- Ensure That Only Members Vote
- Manage Presentations
- Monitor & Manage Chat Window



Technical Support

- Verify Identification
- Launch Polls & Display Results
- Ensure That Only Members Vote
- Manage Presentations
- Monitor & Manage Chat Window
- Exclude Nonmembers During Ex Session

Technical Support



Technical Support can be member volunteers or a paid professional.

- Verify Identification
- Launch Polls & Display Results
- Ensure That Only Members Vote
- Manage Presentations
- Monitor & Manage Chat Window
- Exclude Nonmembers During Ex Session

Technical Support

Technical Support can be member volunteers or a paid professional.

If Technical Support is to be member volunteers, they should become familiar with the platform to be used, and their other duties inside the meeting should not infringe upon their technical responsibilities.

- **Verify Identification**
- **Launch Polls & Display Results**
- **Ensure That Only Members Vote**
- **Manage Presentations**
- **Monitor & Manage Chat Window**
- **Exclude Nonmembers During Ex Session**

WEB PLATFORMS

Web Platforms

For Small Organizations, There Are Currently Two Categories Of Web Platforms

Web Platforms

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Zoom

Web Platforms

For Small Organizations, There Are Currently Two Categories Of Web Platforms

Zoom

All Others

Web Platforms

For Larger Organizations,
There Is A Third Option

Zoom

All Others

Web Platforms

**For Larger Organizations,
There Is A Third Option**

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All Others

**Professional
Facilitating Company**

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What Does A Web Platform Need?

Necessities For An Electronic Meeting

Necessities For An Electronic Meeting

Aural Communication

ROBERT'S RULES OF ORDER

"It is important to understand that, regardless of the technology used, the opportunity for simultaneous aural communication is essential to the deliberative character of the meeting."

RONR (12th ed.) 9:34

ROBERT'S RULES OF ORDER

"Therefore, a group that attempts to conduct the deliberative process in writing (such as by postal mail, e-mail, "chat rooms," or fax)—which is not recommended—does not constitute a deliberative assembly."

RONR (12th ed.) 9:34

ROBERT'S RULES OF ORDER

"Any such effort may achieve a consultative character, but it is foreign to the deliberative process as understood under parliamentary law."

RONR (12th ed.) 9:34

Necessities For An Electronic Meeting

Aural Communication

Necessities For An Electronic Meeting

Aural Communication

Method For Voting

Necessities For An Electronic Meeting

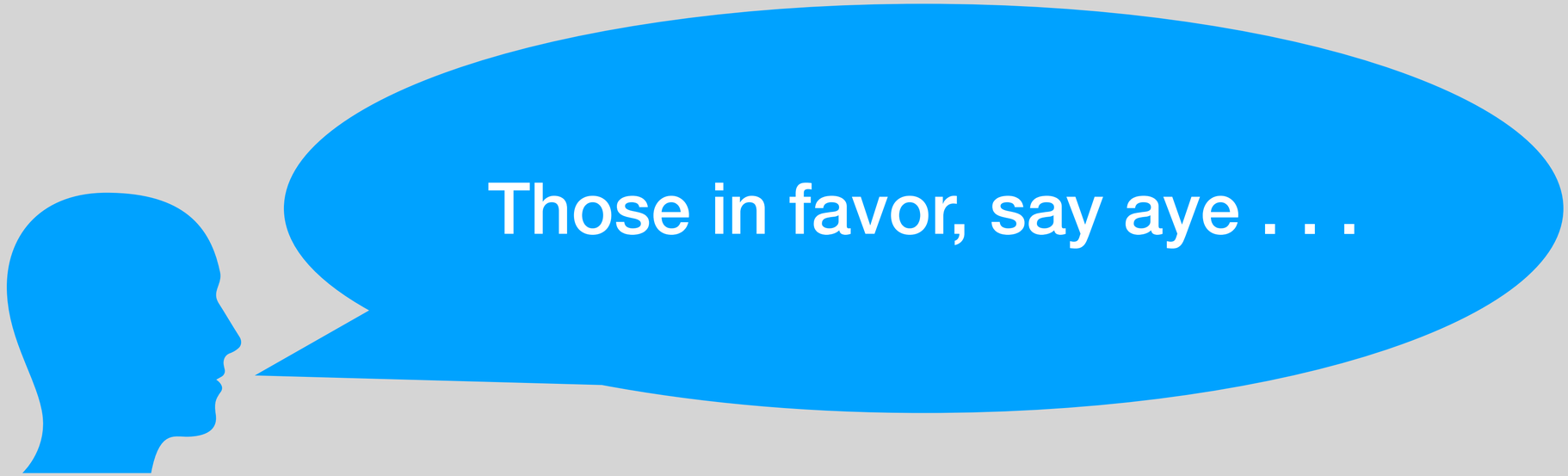
Aural Communication

Method For Voting

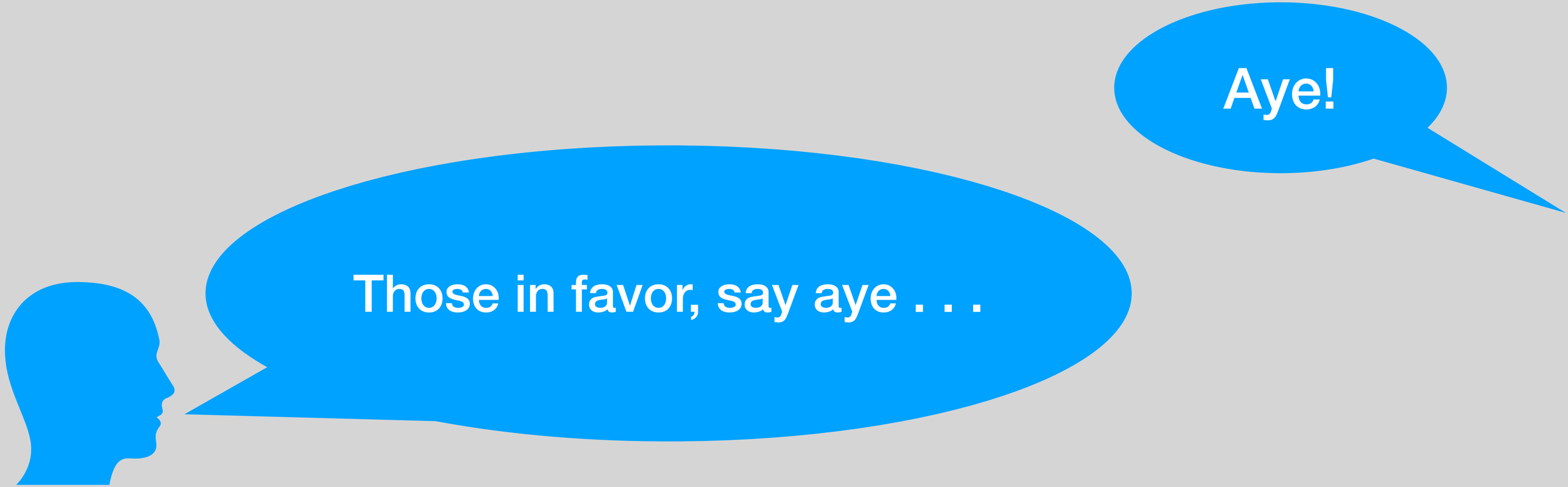
Voice Vote Is Not Practical In Electronic Meetings

Voice Vote

Voice Vote



Voice Vote



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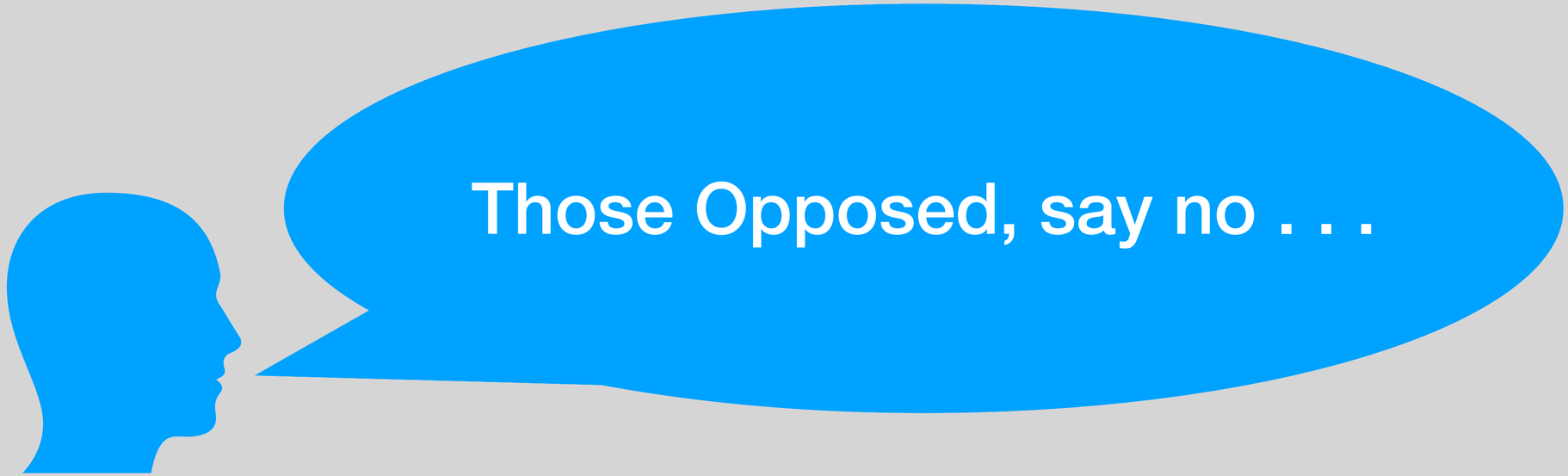

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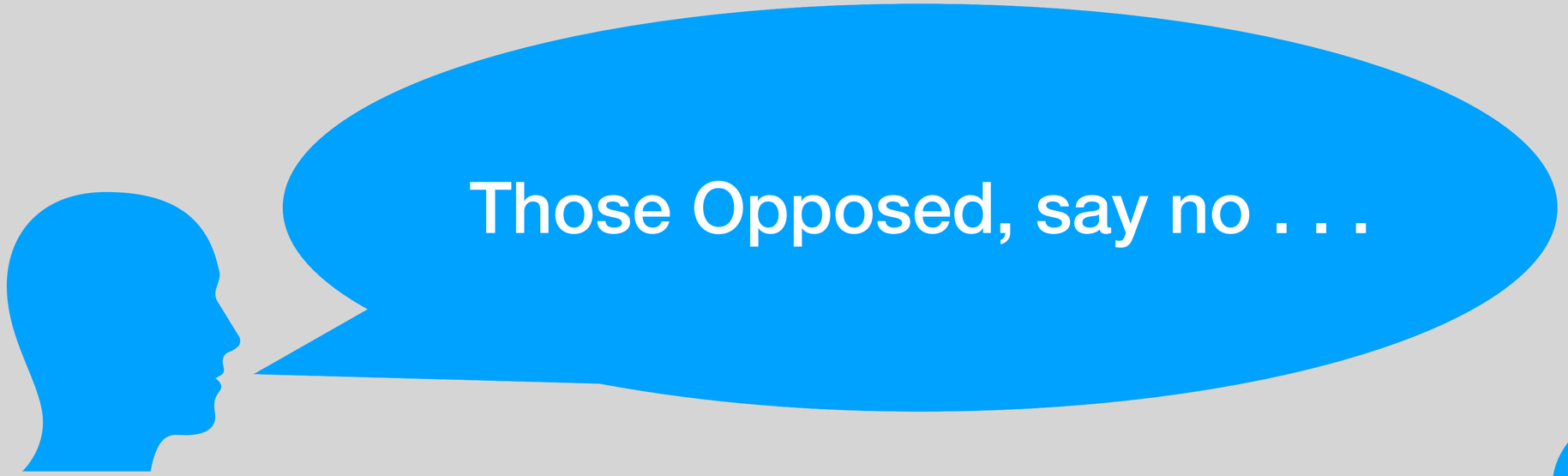

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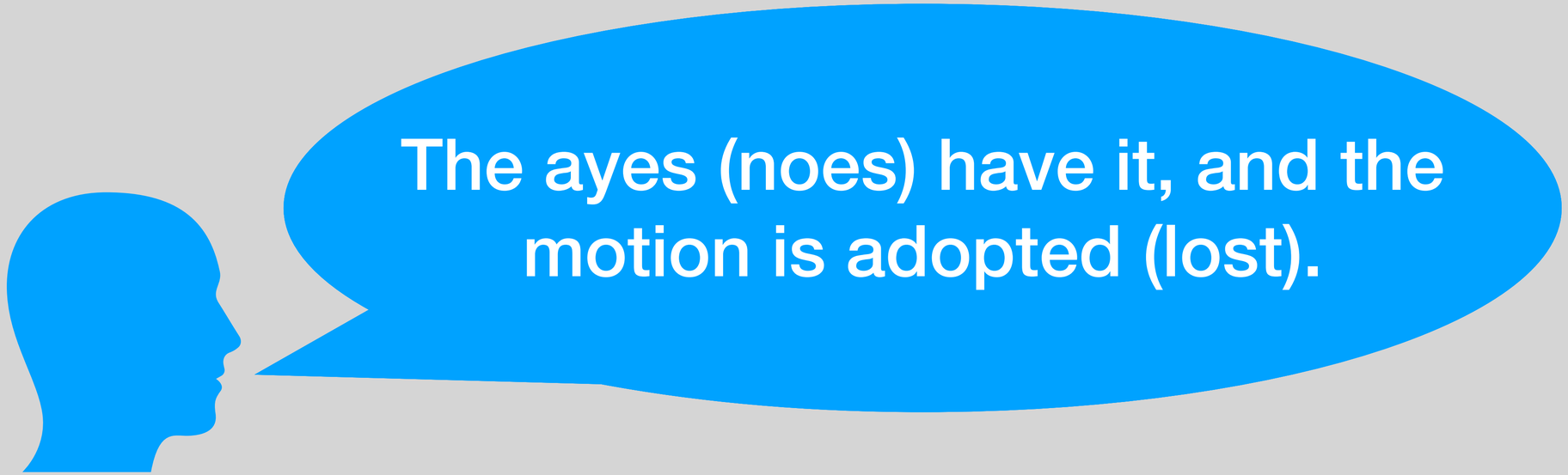

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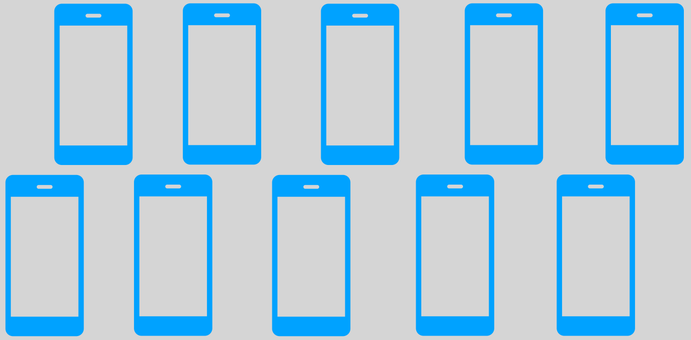

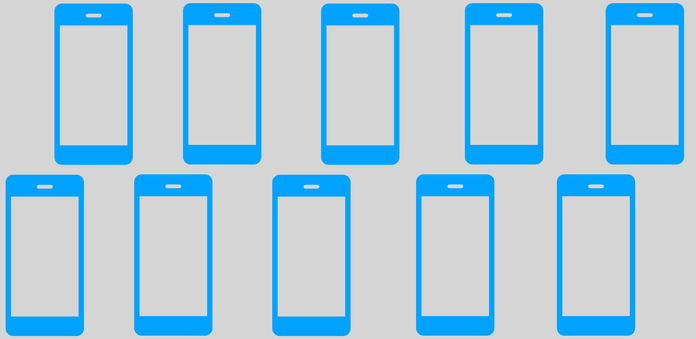

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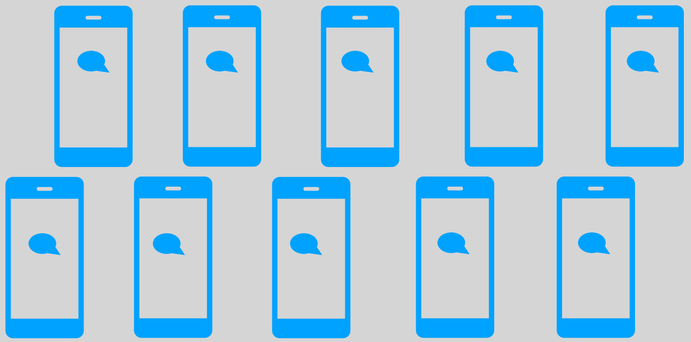
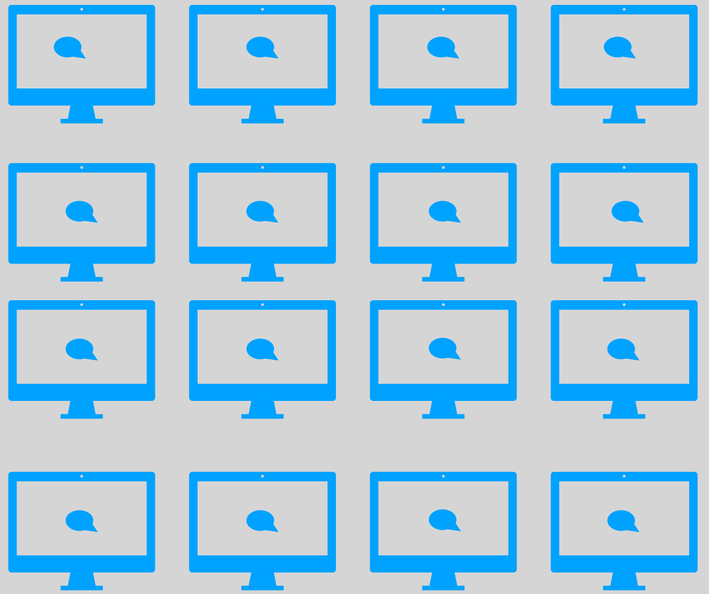
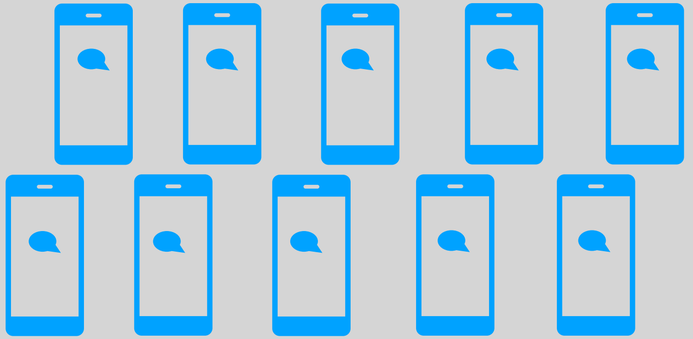
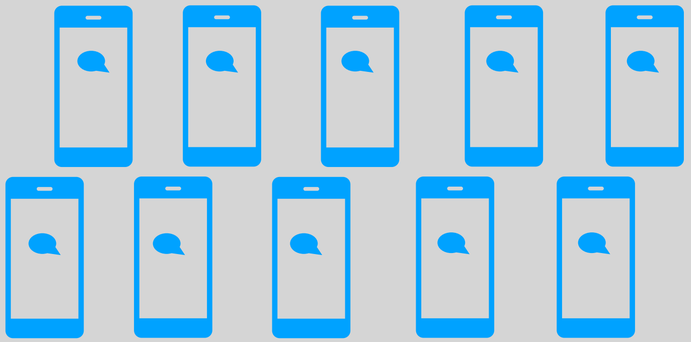
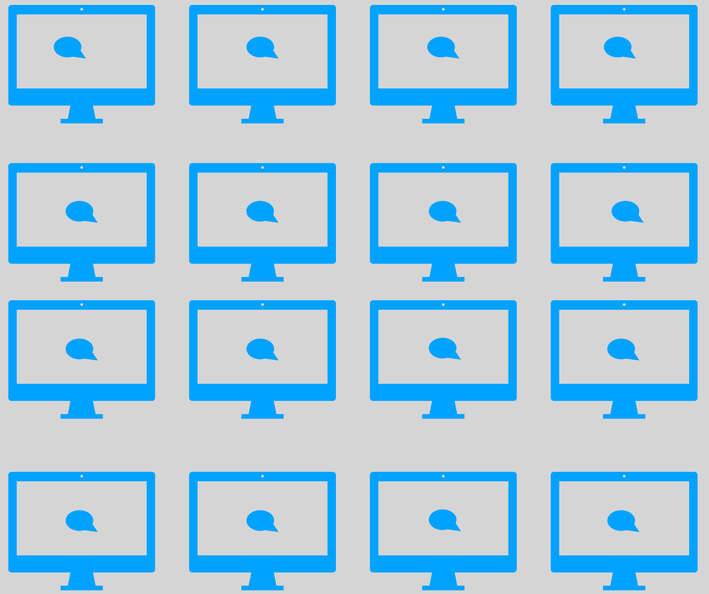


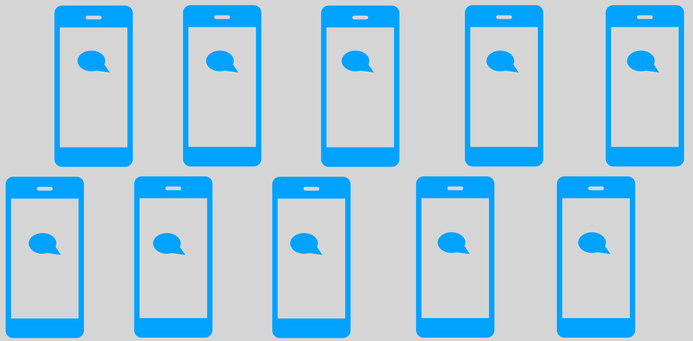




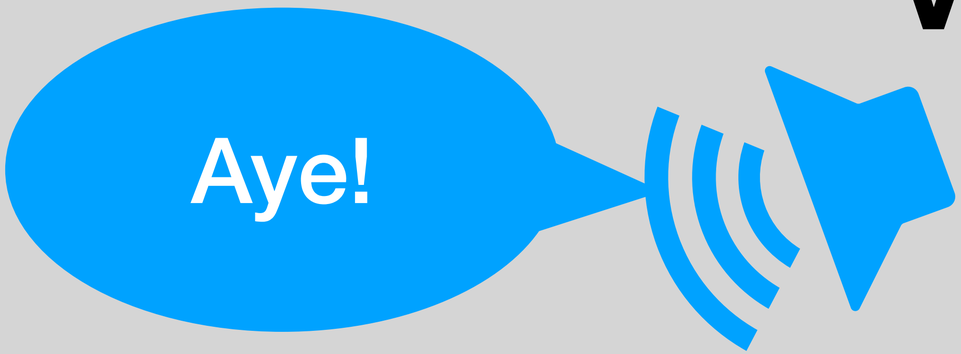
Voice Vote

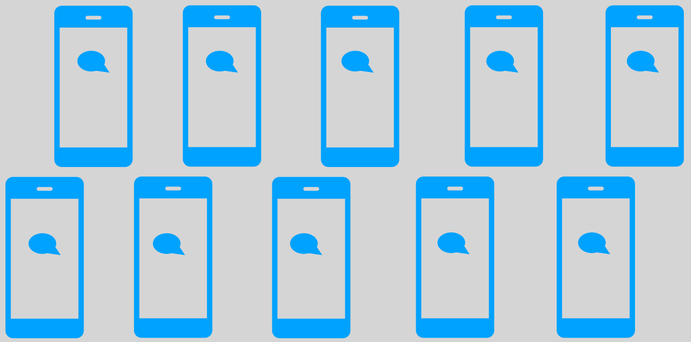


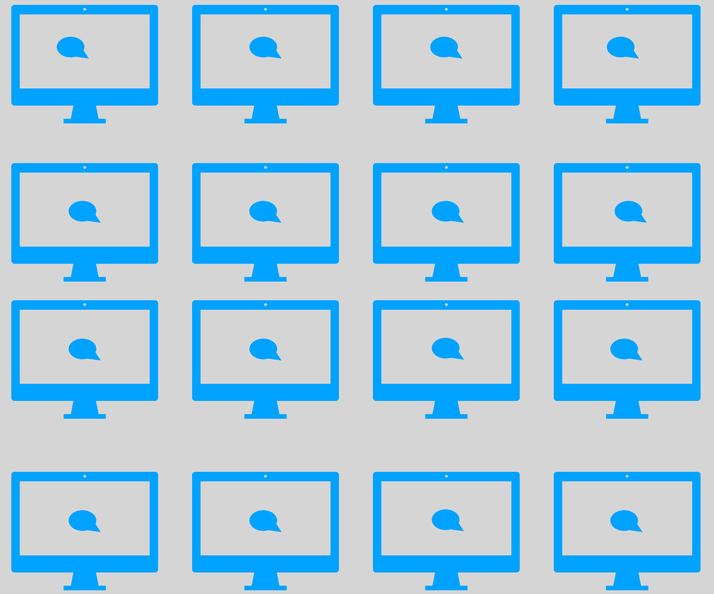


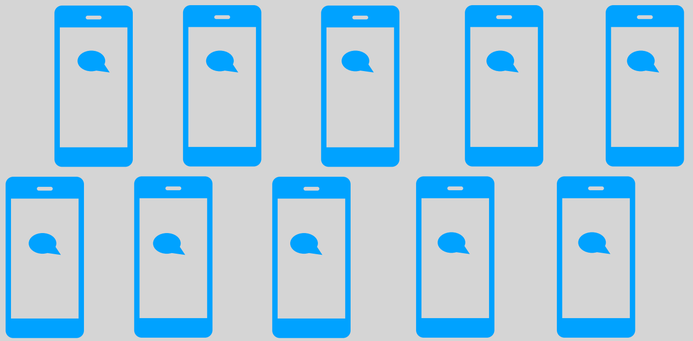


Voice Vote

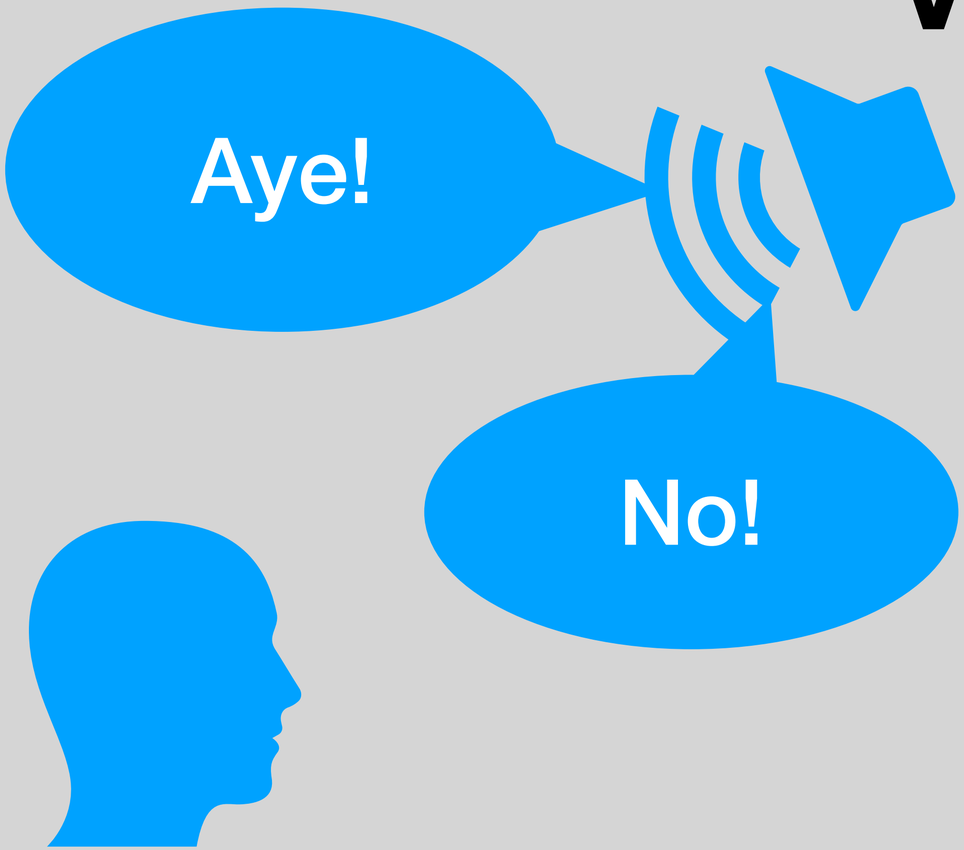


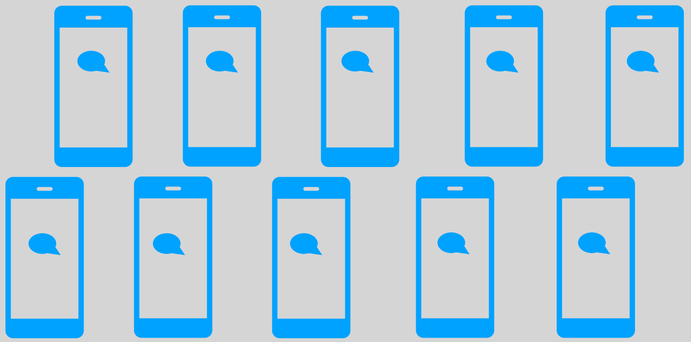


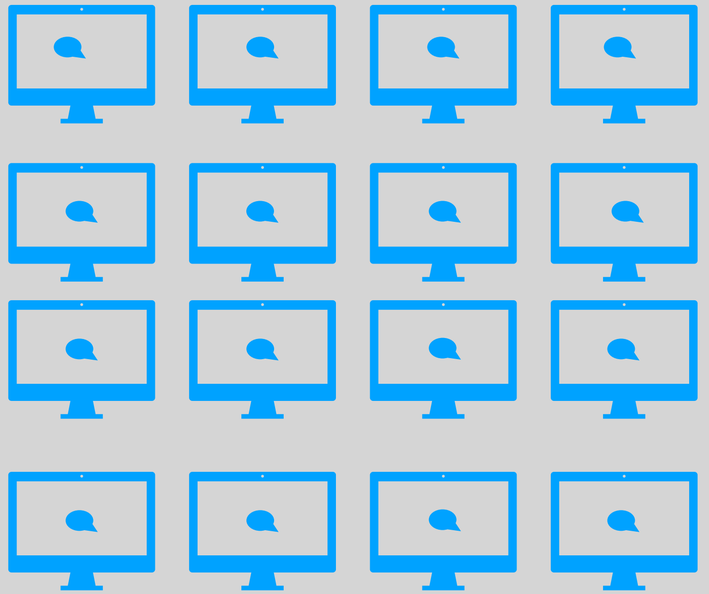


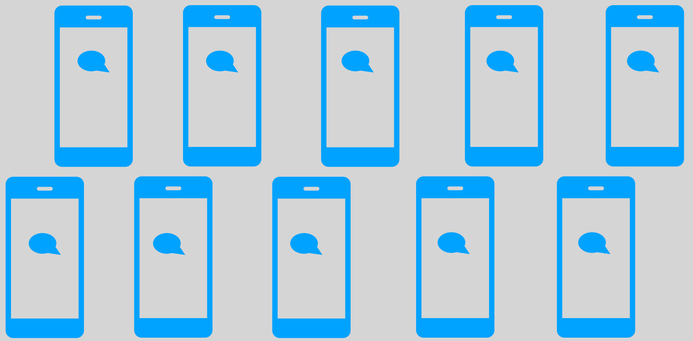


Voice Vote

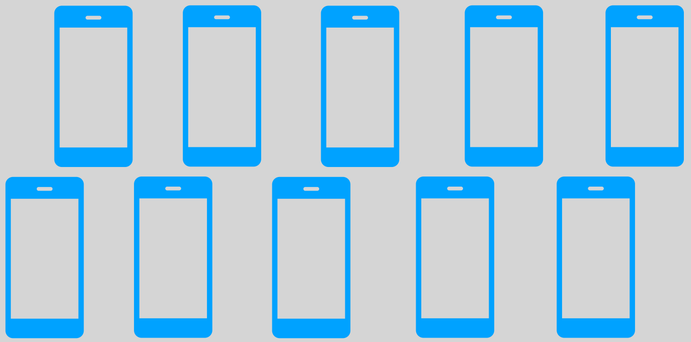


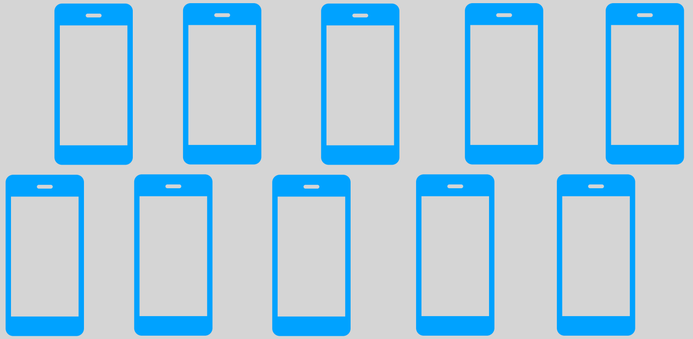






Unanimous Consent





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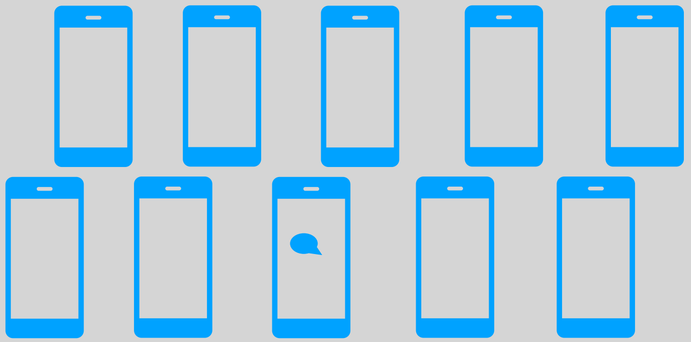

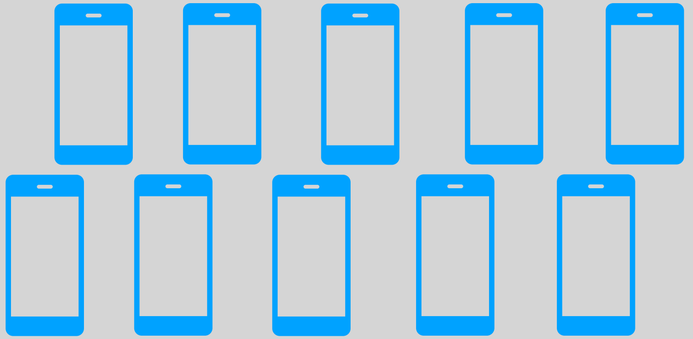

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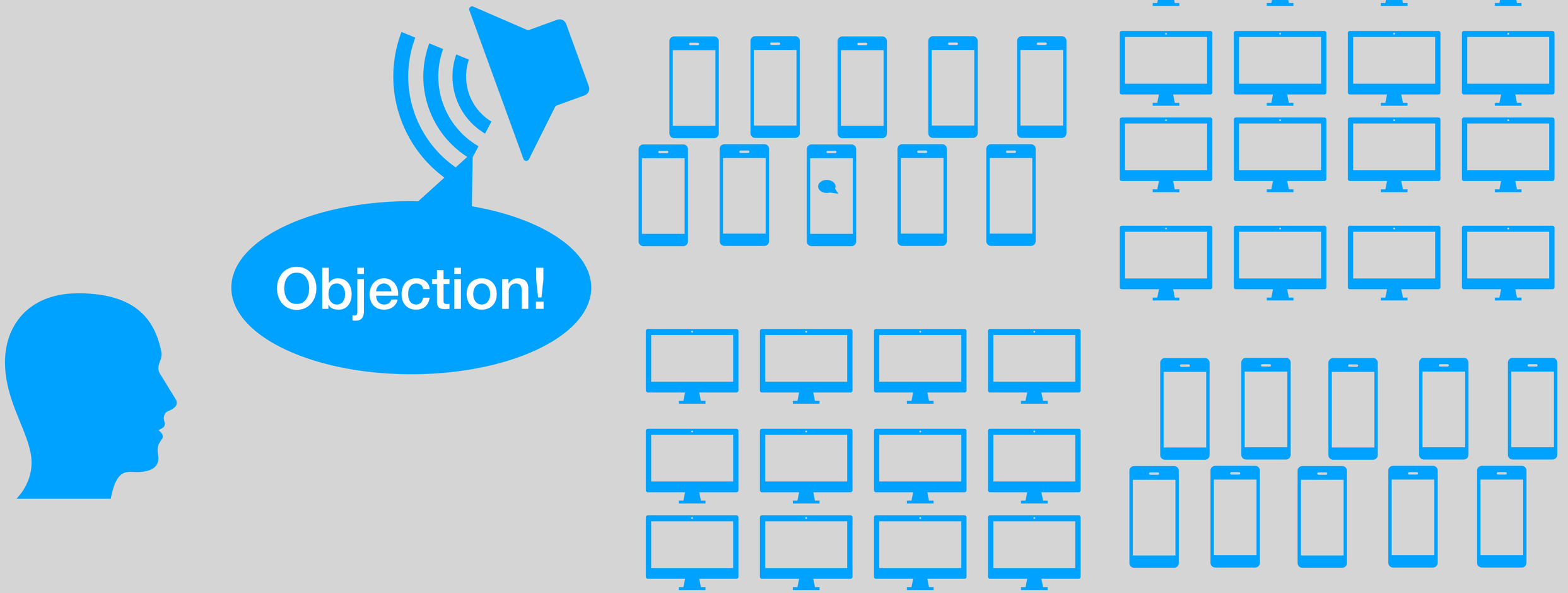


Necessities For An Electronic Meeting

Aural Communication

Method For Voting

Voice Vote Is Not Practical In Electronic Meetings

Necessities For An Electronic Meeting

Aural Communication

Method For Voting

A Method That Provides Vote Totals Is Necessary

Necessities For An Electronic Meeting

Aural Communication

Method For Voting

A Method That Provides Vote Totals Is Necessary

Those Vote Totals Should Always Be Provided As A Number,
Not As A Percentage

Necessities For An Electronic Meeting

Aural Communication

Method For Voting

Method For Distinguishing Members From Nonmembers

Necessities For An Electronic Meeting

Aural Communication

Method For Voting

Method For Distinguishing Members From Nonmembers

Must Be Able To Ensure That Only Members Have The Ability To Vote

Necessities For An Electronic Meeting

Aural Communication

Method For Voting

Method For Distinguishing Members From Nonmembers

Sometimes A Separate Voting App Or Voting Software Is Necessary

WEB PLATFORMS

Determining The Presence Of A Quorum

ROBERT'S RULES OF ORDER

"Under such conditions, an electronic meeting that is properly authorized in the bylaws is treated as though it were a meeting at which all the members who are participating are actually present."

RONR (12th ed.) 9:31

Electronic Quorum

Participating = Present

Electronic Quorum

Participating = Present

Before Creating Any New Rules About A Quorum, Let’s Review The Current Rules In RONR.

ROBERT'S RULES OF ORDER

"Before the presiding officer calls a meeting to order, it is his duty to determine, although he need not announce, that a quorum is present."

RONR (12th ed.) 40:11

ROBERT'S RULES OF ORDER

"When the chair has called a meeting to order after finding that a quorum is present, the continued presence of a quorum is presumed unless the chair or a member notices that a quorum is no longer present."

RONR (12th ed.) 40:12

ROBERT'S RULES OF ORDER

"If the chair notices the absence of a quorum, it is his duty to declare the fact, at least before taking any vote or stating the question on any new motion—which he can no longer do except in connection with the permissible proceedings related to the absence of a quorum, as explained above."

RONR (12th ed.) 40:12

ROBERT'S RULES OF ORDER

"Any member noticing the apparent absence of a quorum can make a point of order to that effect at any time so long as he does not interrupt a person who is speaking."

RONR (12th ed.) 40:12

ROBERT'S RULES OF ORDER

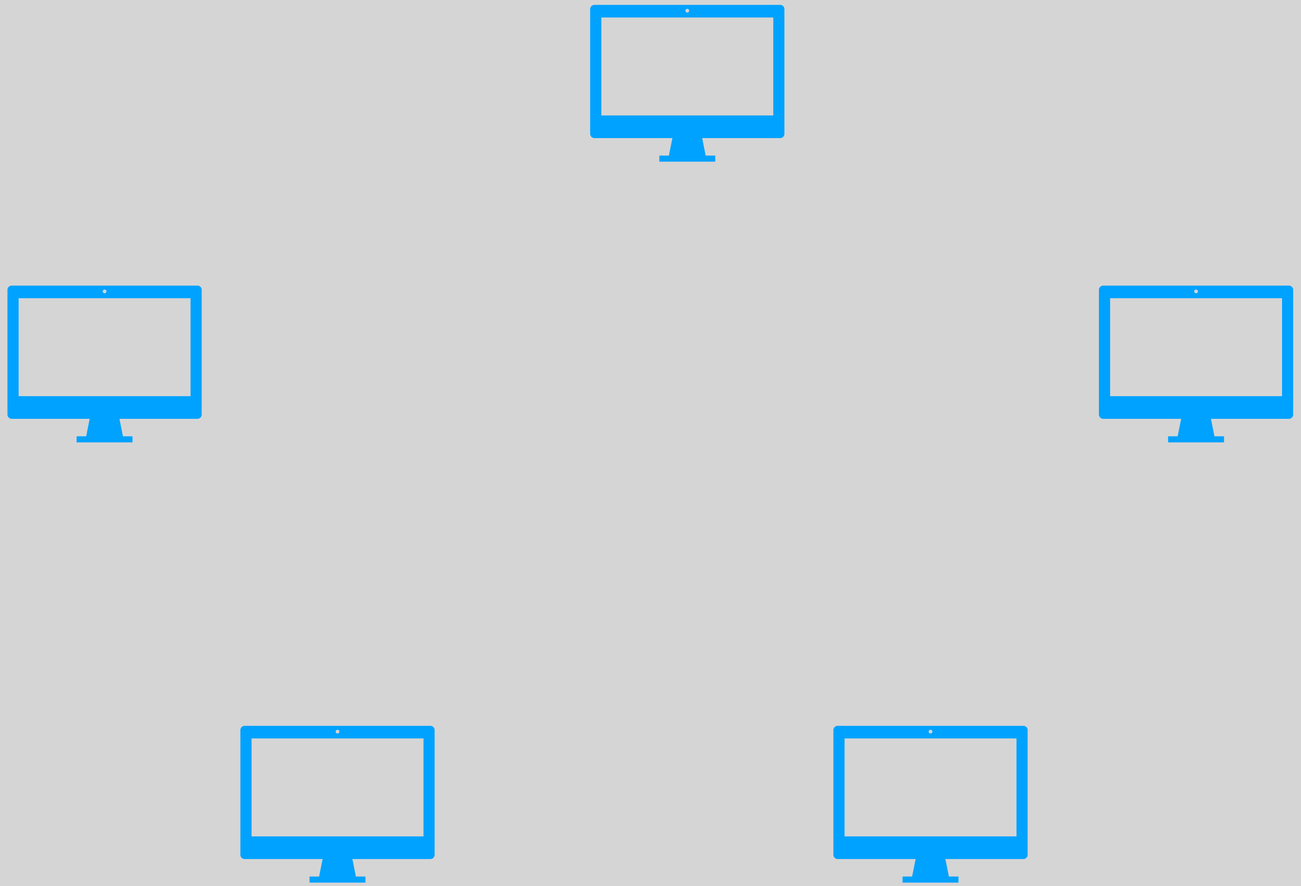
"Debate on a question already pending can be allowed to continue at length after a quorum is no longer present, however, until a member raises the point."

RONR (12th ed.) 40:12

Seeking Recognition

Seeking Recognition

Small Meeting

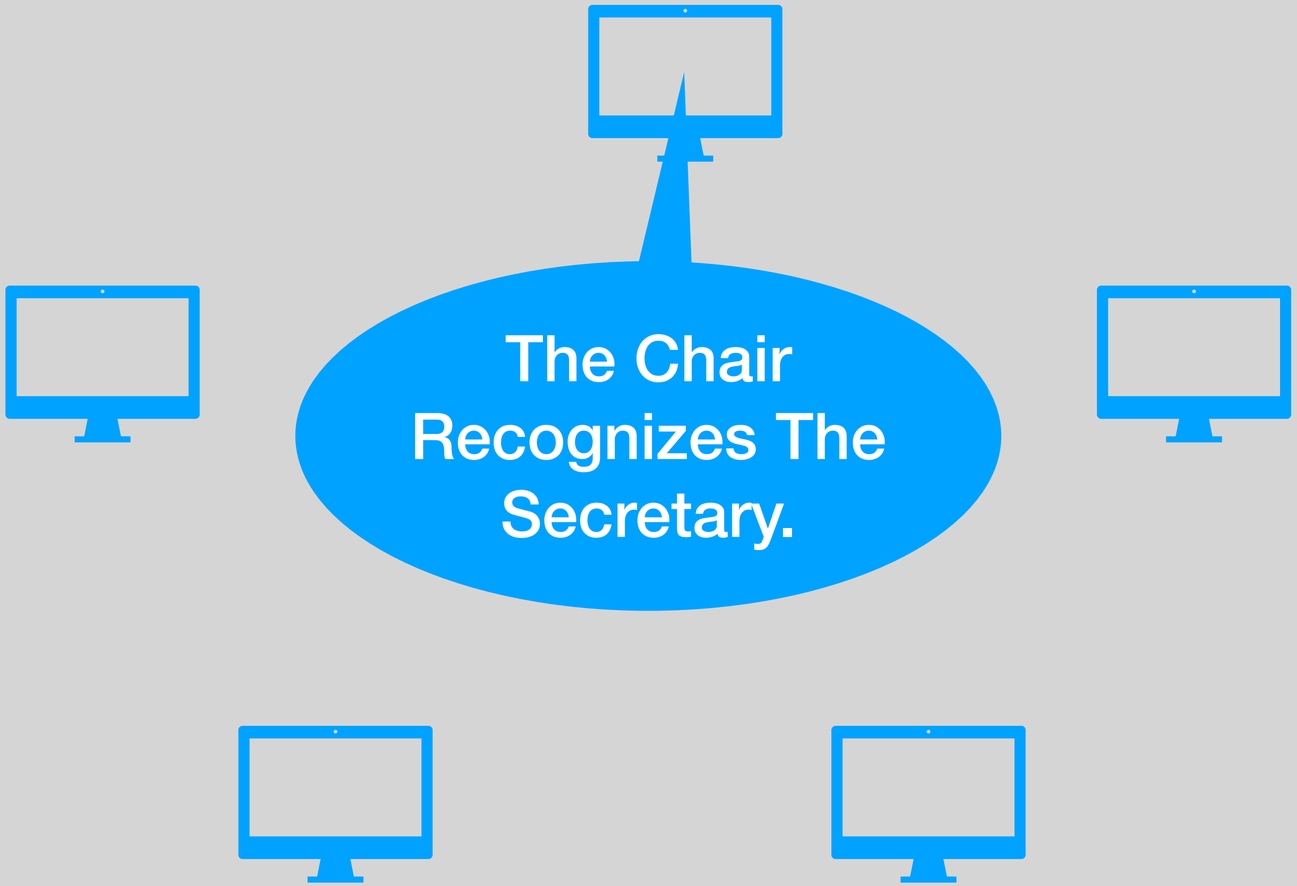


Seeking Recognition

Small Meeting

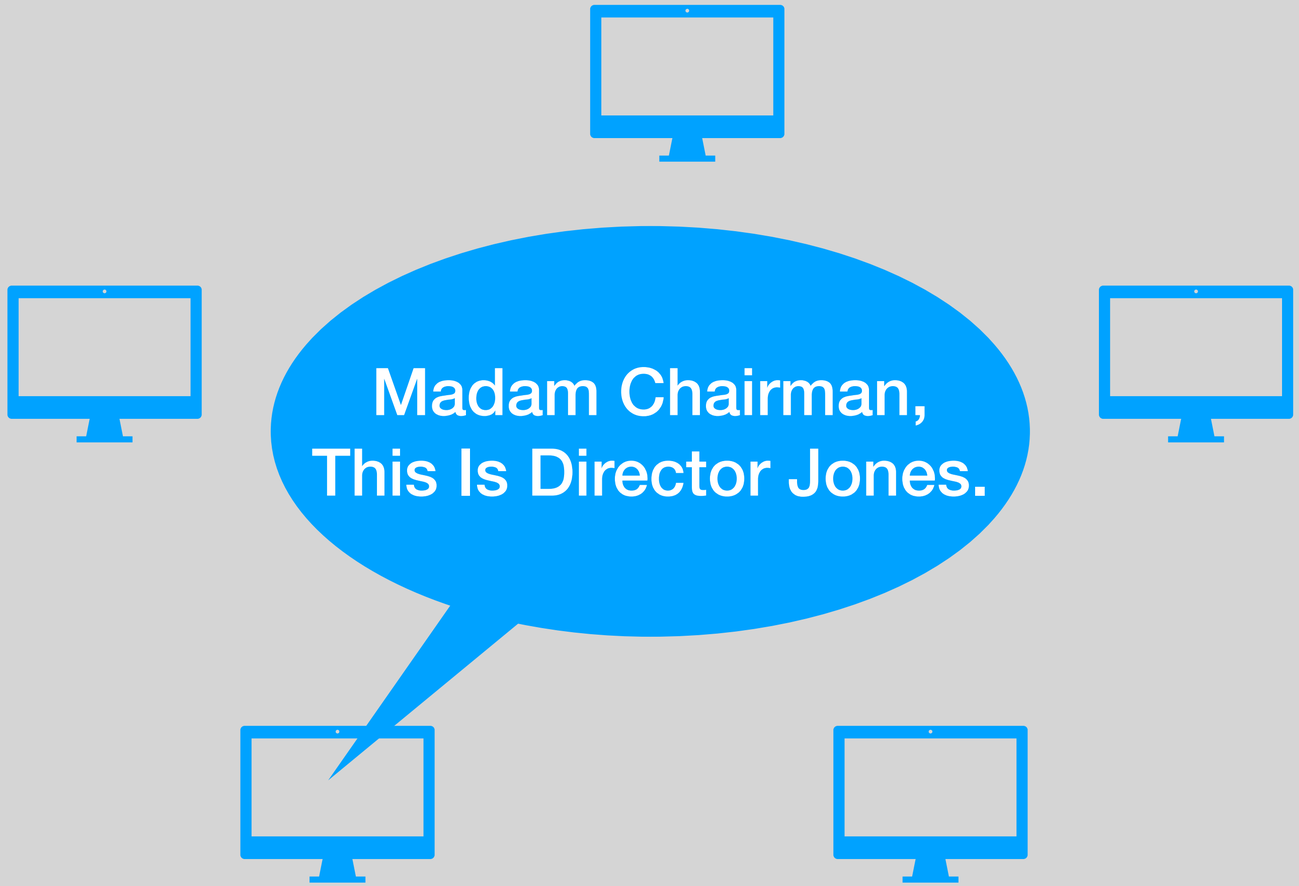
Seeking Recognition

Small Meeting



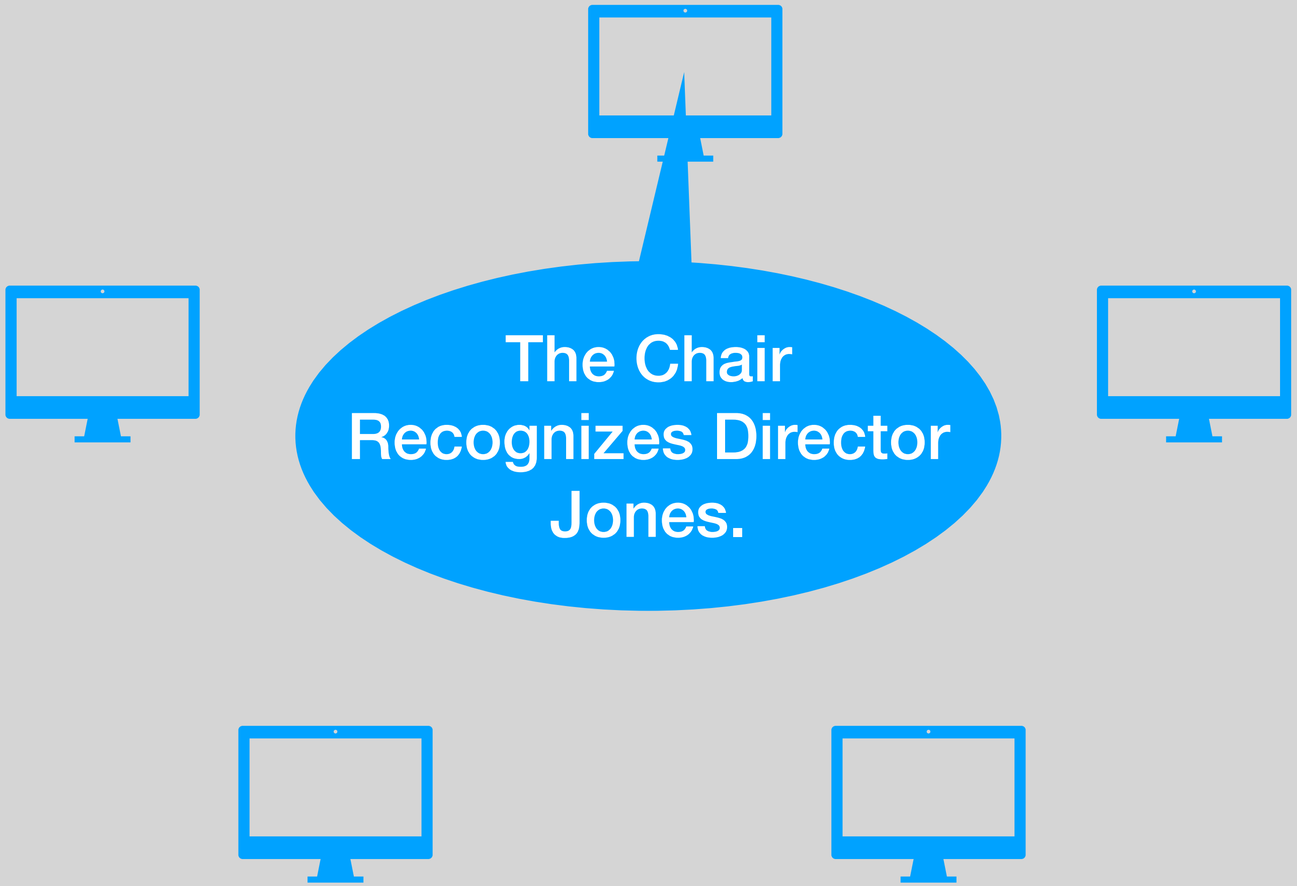
Seeking Recognition

Small Meeting



Seeking Recognition

Small Meeting



Seeking Recognition

Large Meeting

Seeking Recognition

Large Meeting

Raised Hand
Icon

Seeking Recognition

Large Meeting

Raised Hand
Icon

QUEUE
VS.
REAL TIME

Seeking Recognition

Large Meeting

QUEUE

1. Barbara Myers
2. Toni Canton
3. Steve Mack
4. Tina Brown
5. Matt Luis
6. Sheryl Silas

REAL TIME

Seeking Recognition

Large Meeting

QUEUE

REAL TIME

Simulate
An
In-Person Meeting

1. Barbara Myers
2. Toni Canton
3. Steve Mack
4. Tina Brown
5. Matt Luis
6. Sheryl Silas

Seeking Recognition

Large Meeting

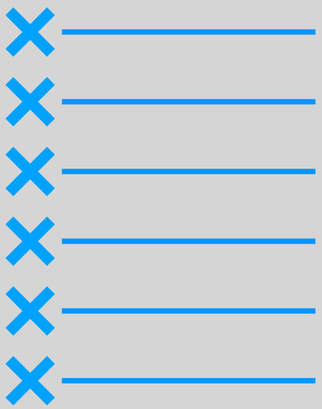
QUEUE

1. Barbara Myers
2. Toni Canton
3. Steve Mack
4. Tina Brown
5. Matt Luis
6. Sheryl Silas

Simulate
An
In-Person Meeting

REAL TIME

Barbara Myers



Debate

ROBERT'S RULES OF ORDER

"A group that holds such alternative meetings does not lose its character as a deliberative assembly (see 1:1) so long as the meetings provide, at a minimum, conditions of opportunity for simultaneous aural communication among all participating members equivalent to those of meetings held in one room or area."

RONR (12th ed.) 9:31

Debate

SPOKEN

If Members Have The Opportunity For Simultaneous Aural Communication, Chat Boxes Should Be Disabled.

Debate

Simulate
An
In-Person Meeting

Debate

Simulate
An
In-Person Meeting

In An In-Person Meeting, Members Communicate In Two Ways:

Debate

Simulate
An
In-Person Meeting

In An In-Person Meeting, Members Communicate In Two Ways:

1. Whisper To The Person Next To You

Debate

Simulate
An
In-Person Meeting

In An In-Person Meeting, Members Communicate In Two Ways:

1. Whisper To The Person Next To You

2. Address The Entire Assembly Through The Chair

Debate

Simulate
An
In-Person Meeting

In An In-Person Meeting, Members Communicate In Two Ways:

1. Whisper To The Person Next To You

2. Address The Entire Assembly Through The Chair

Debate

Simulate
An
In-Person Meeting

Debate

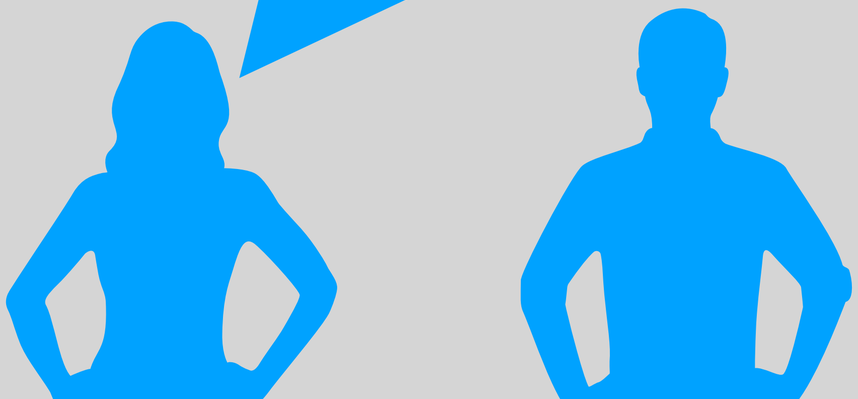
Simulate
An
In-Person Meeting

No, Last Year Karen
Made A Similar Motion, But It
Wasn’t Adopted.

Debate

Simulate
An
In-Person Meeting

Karen’s Always Fun.
Remember When She Nominated Herself For That Committee, Then Declined The Nomination?



Debate

Simulate
An
In-Person Meeting

Debate

Simulate
An
In-Person Meeting

In An In-Person Meeting, Members Communicate In Two Ways:

1. Whisper To The Person Next To You

2. Address The Entire Assembly Through The Chair

Debate

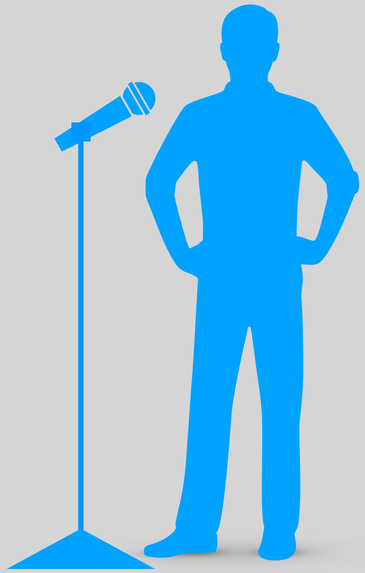
Simulate
An
In-Person Meeting

In An In-Person Meeting, Members Communicate In Two Ways:

1. Whisper To The Person Next To You
2. Address The Entire Assembly Through The Chair

Debate

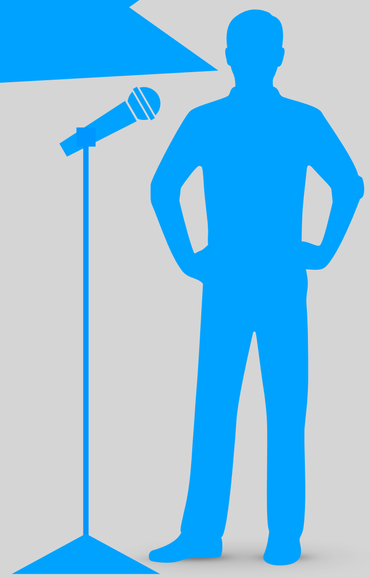
Simulate
An
In-Person Meeting



Debate

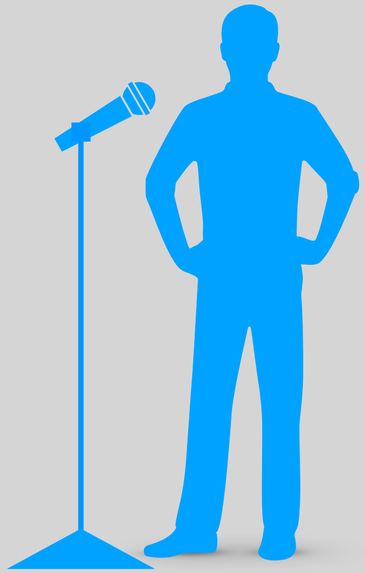
Simulate
An
In-Person Meeting

I Support This Motion,
Because I Believe
. . . . . .



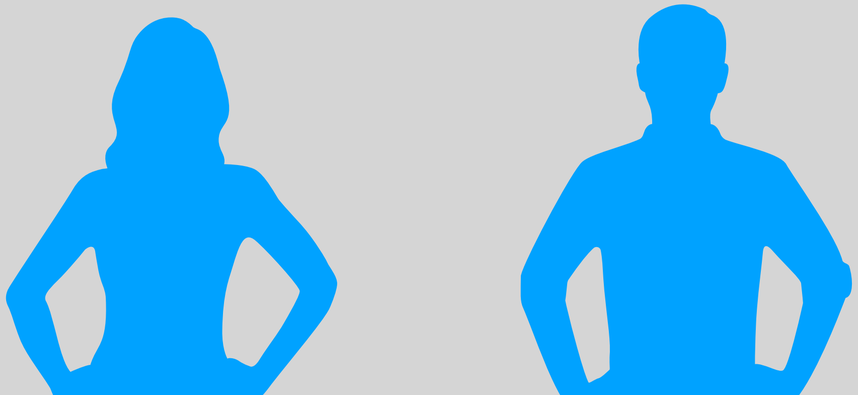
Debate

Simulate
An
In-Person Meeting



Debate

Simulate
An
In-Person Meeting

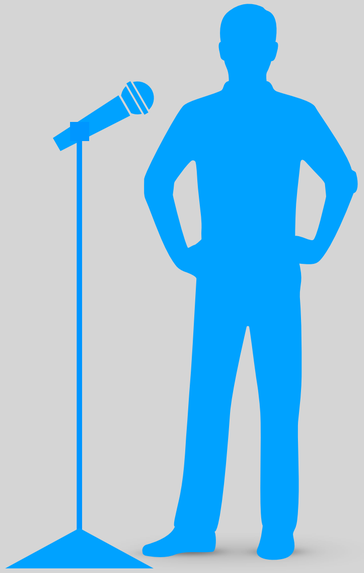


Debate

Simulate
An
In-Person Meeting

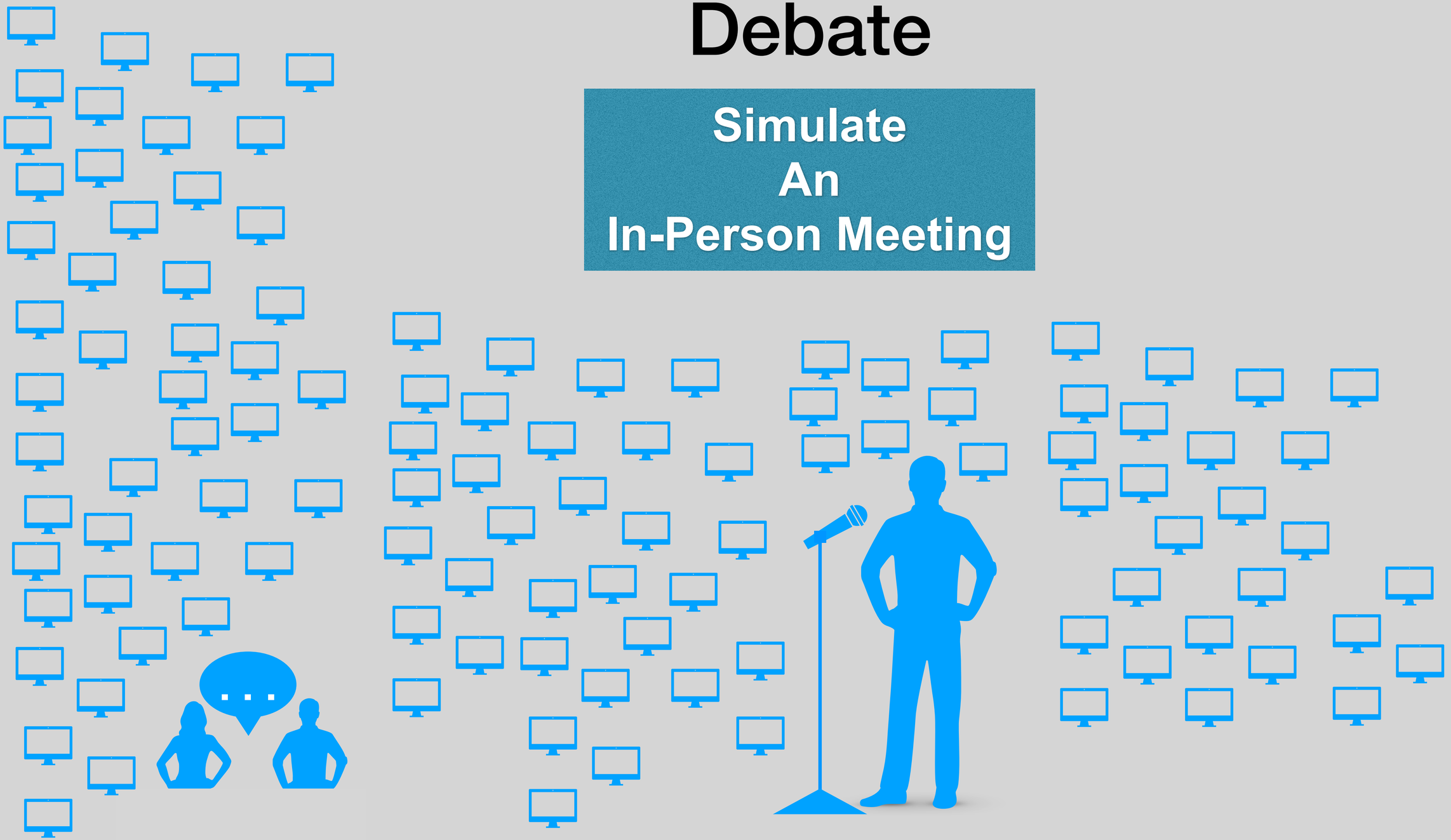
Debate

Simulate
An
In-Person Meeting



Debate

Simulate
An
In-Person Meeting



ROBERT'S RULES OF ORDER

"... that is, he must be *recognized* by the chair as <u>having the exclusive right to be heard at that time</u>."

RONR (12th ed.) 3:30

Making Motions

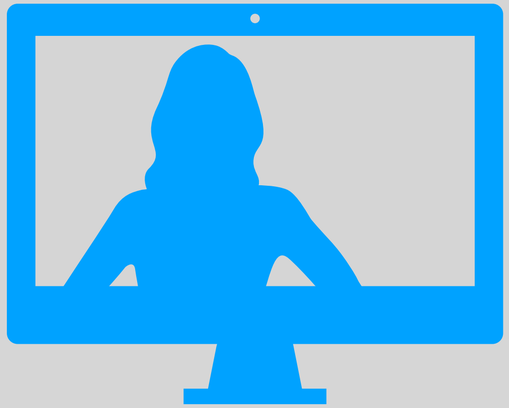
Making Motions

Making Motions

Simulate
An
In-Person Meeting

Making Motions

Simulate
An
In-Person Meeting

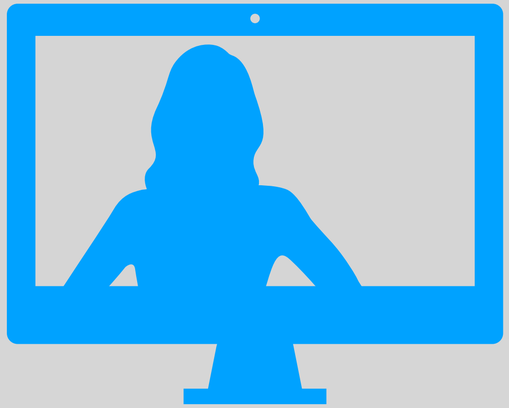


Making Motions

Simulate
An
In-Person Meeting

Making Motions

Simulate
An
In-Person Meeting

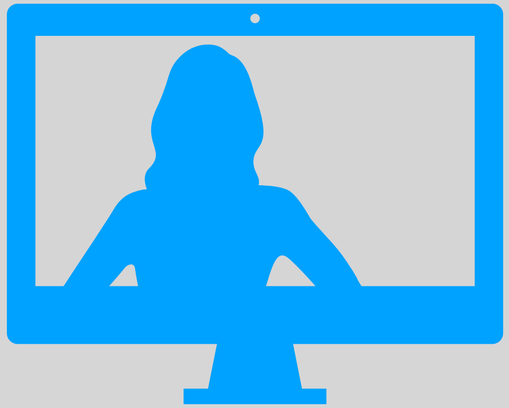


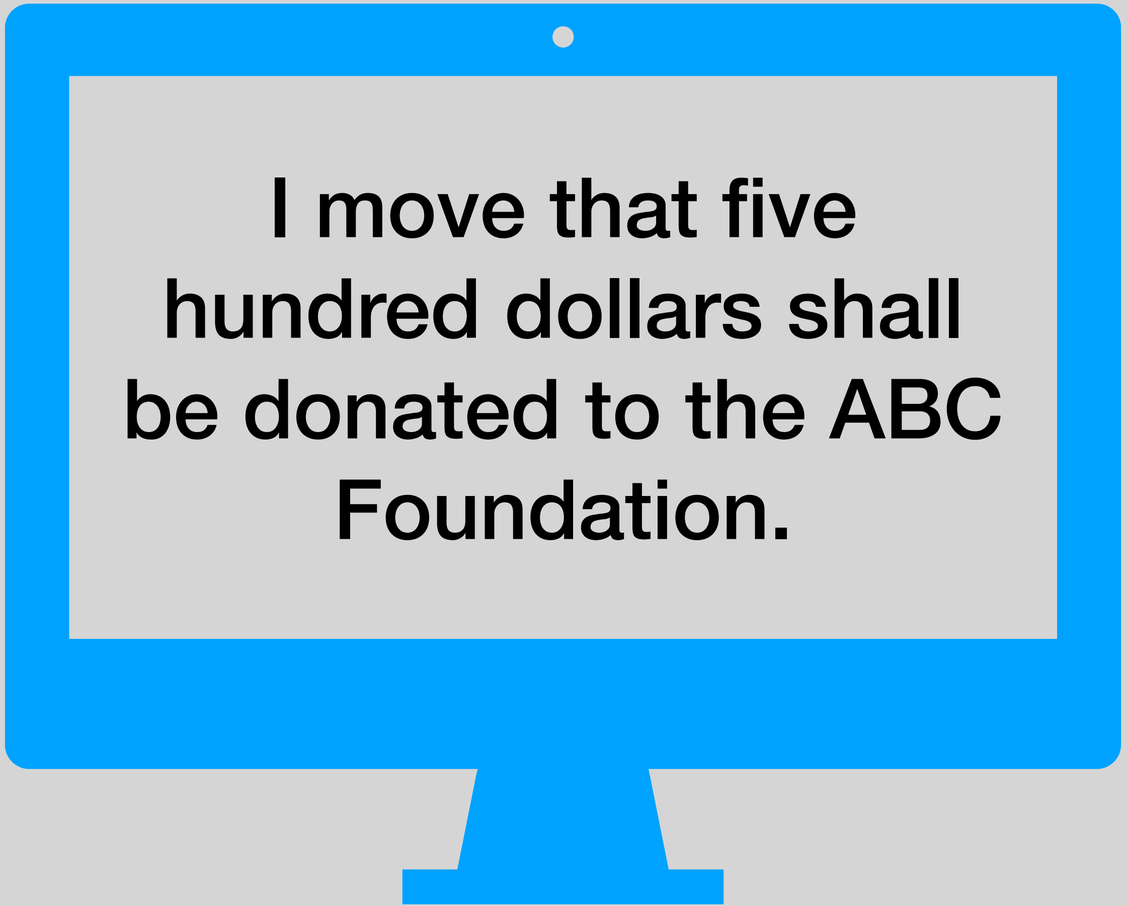
+

The Text Of The Motion Can
Be Displayed On The Screen
For All Participants To See

Making Motions

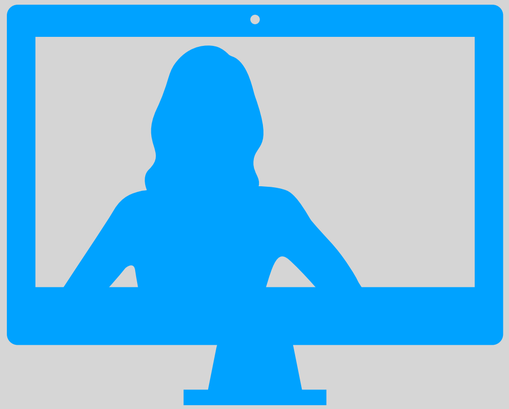
Simulate
An
In-Person Meeting

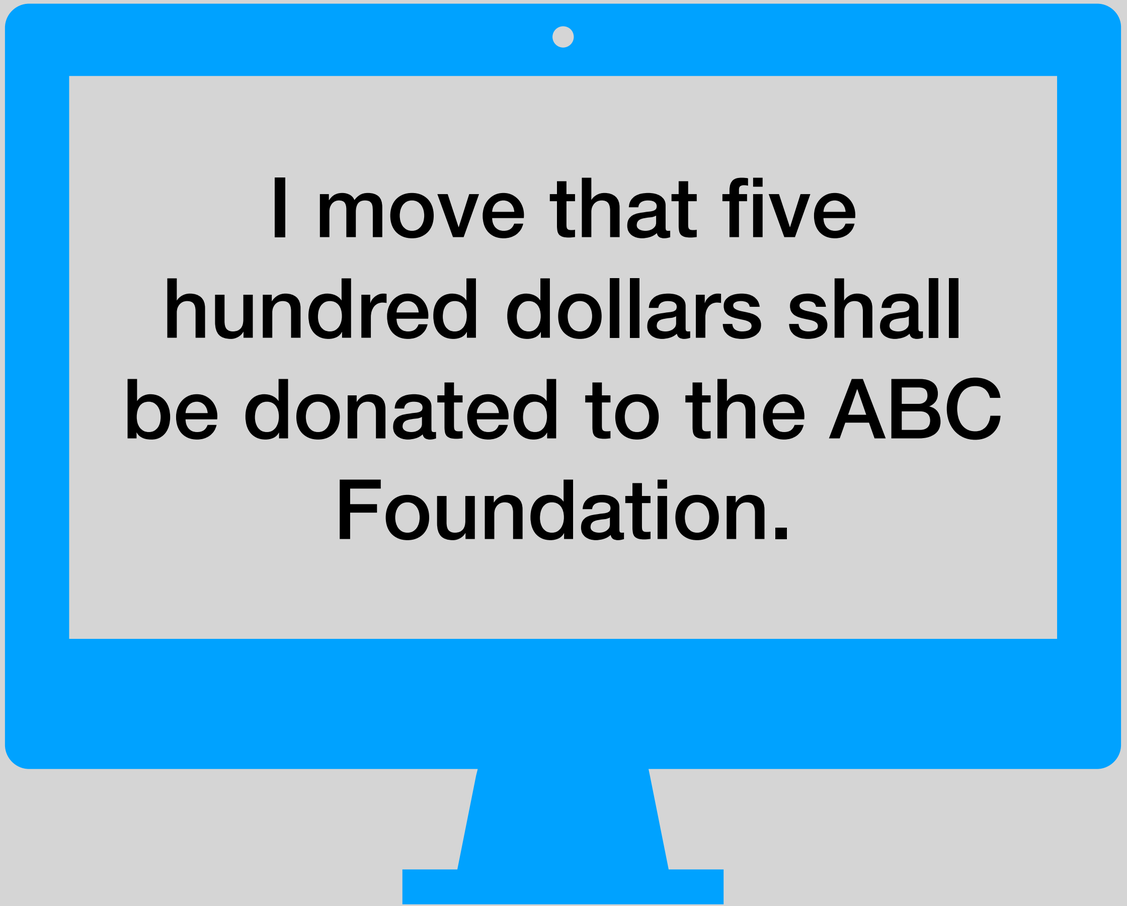




Making Motions

Simulate An In-Person Meeting

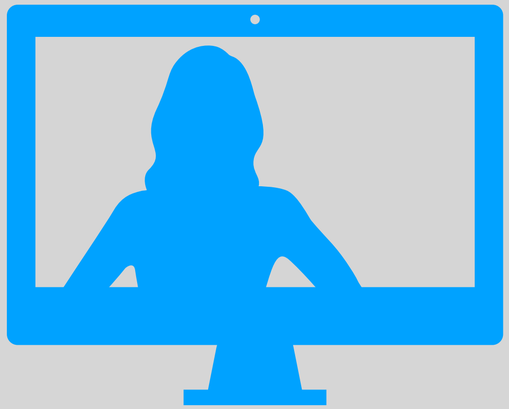


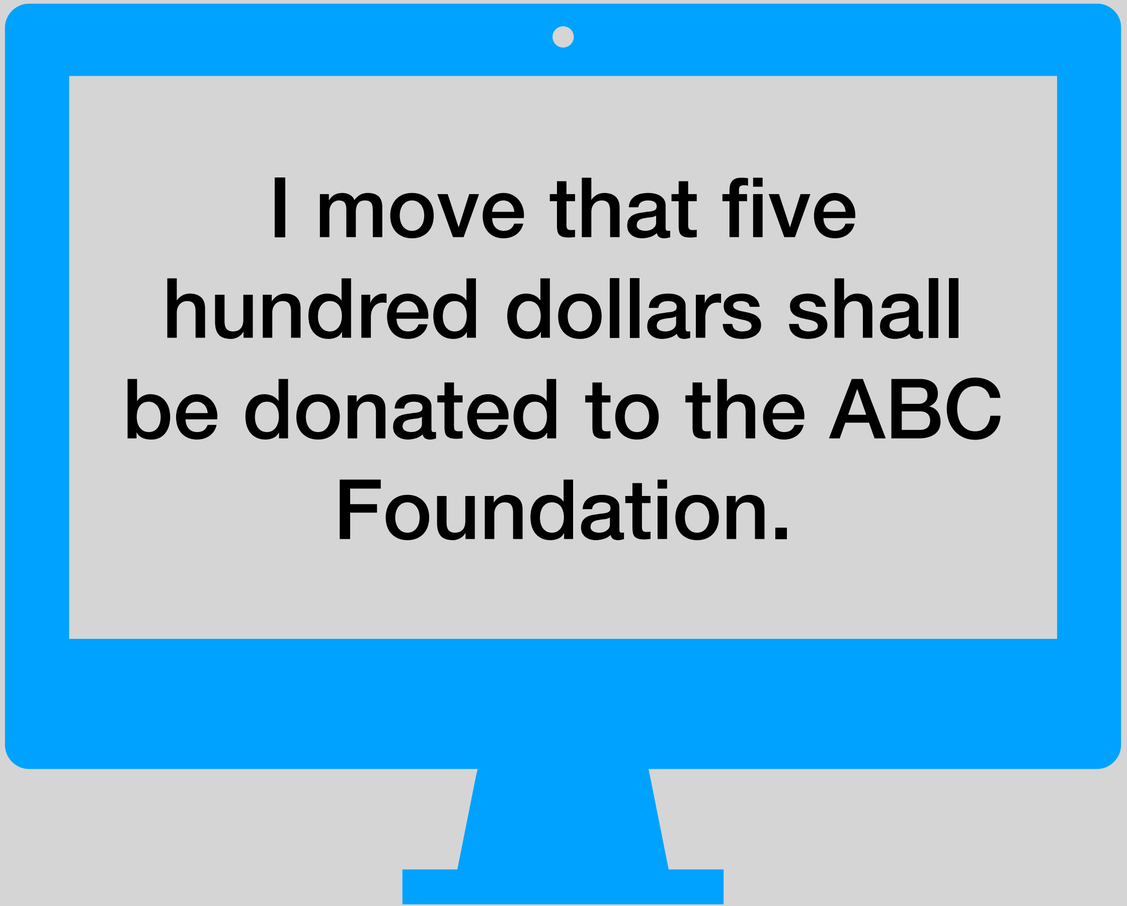


Chair

Making Motions

Simulate
An
In-Person Meeting



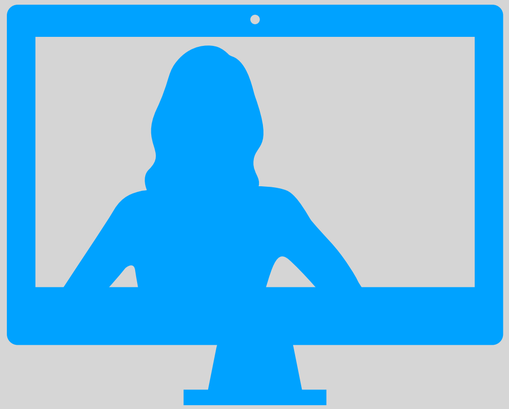


Chair

Secretary

Making Motions

Simulate
An
In-Person Meeting



I move that five hundred dollars shall be donated to the ABC Foundation.

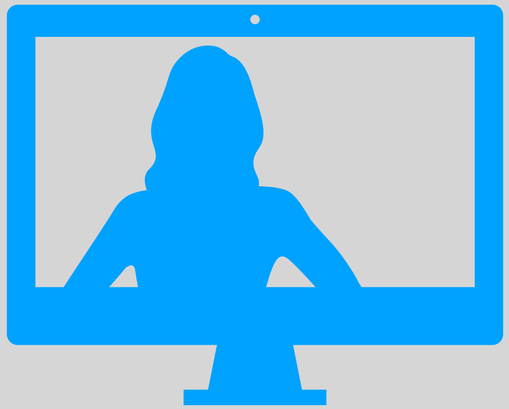
Chair

Secretary

Staff

Making Motions

Simulate
An
In-Person Meeting



I move that five hundred dollars shall be donated to the ABC Foundation.

Chair

Secretary

Staff

Maker

What About Motions That Are In Order When Another Has The Floor?

Making Motions

When Another Has The Floor

Making Motions

When Another Has The Floor

Point Of Order

Making Motions

When Another Has The Floor

Point Of Order

Parliamentary Inquiry

Making Motions

When Another Has The Floor

Point Of Order

Parliamentary Inquiry

Request For Information

Making Motions

When Another Has The Floor

Point Of Order

Parliamentary Inquiry

Request For Information

Many Others

Making Motions

Large Meeting

Making Motions

Large Meeting

QUEUE

1. Barbara Myers
2. Toni Canton
3. Steve Mack
4. Tina Brown
5. Matt Luis
6. Sheryl Silas

Making Motions

Large Meeting

QUEUE

1. Barbara Myers
2. Toni Canton
3. Steve Mack
4. Tina Brown → **Point Of Order**
5. Matt Luis
6. Sheryl Silas

Making Motions

Large Meeting

QUEUE

1. Barbara Myers
2. Toni Canton
3. Steve Mack
4. Tina Brown → **Point Of Order**
5. Matt Luis
6. Sheryl Silas

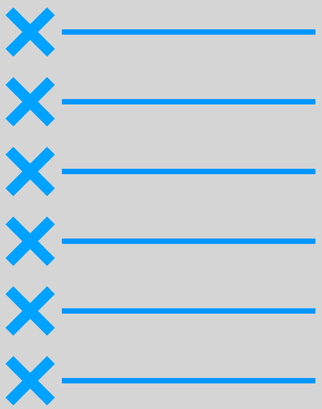
Some Alternate Method Is Needed To Indicate A Motion That Is In Order When Another Has The Floor

Making Motions

Large Meeting

REAL TIME

Barbara Myers

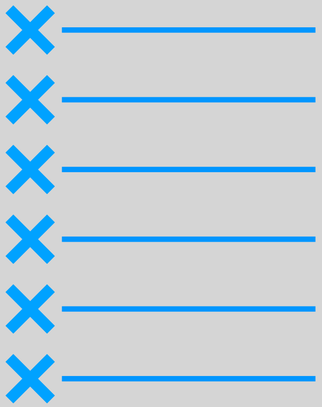


Making Motions

Large Meeting

REAL TIME

Barbara Myers

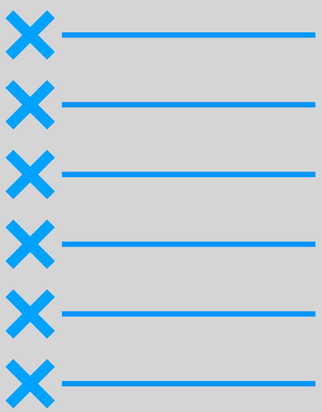


Making Motions

Large Meeting

REAL TIME

Barbara Myers



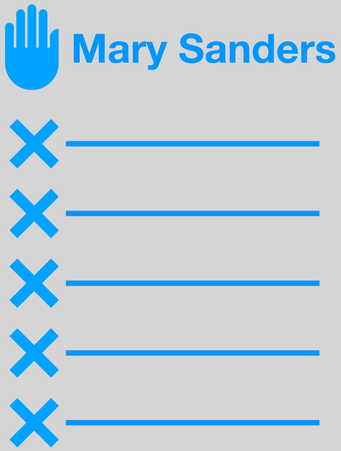
Point Of Order

Making Motions

Large Meeting

REAL TIME

Barbara Myers



Making Motions

Large Meeting

REAL TIME

The Chair sees that Mary Sanders has raised a hand. For what purpose does the member raise her hand?

Barbara Myers

Making Motions

Large Meeting

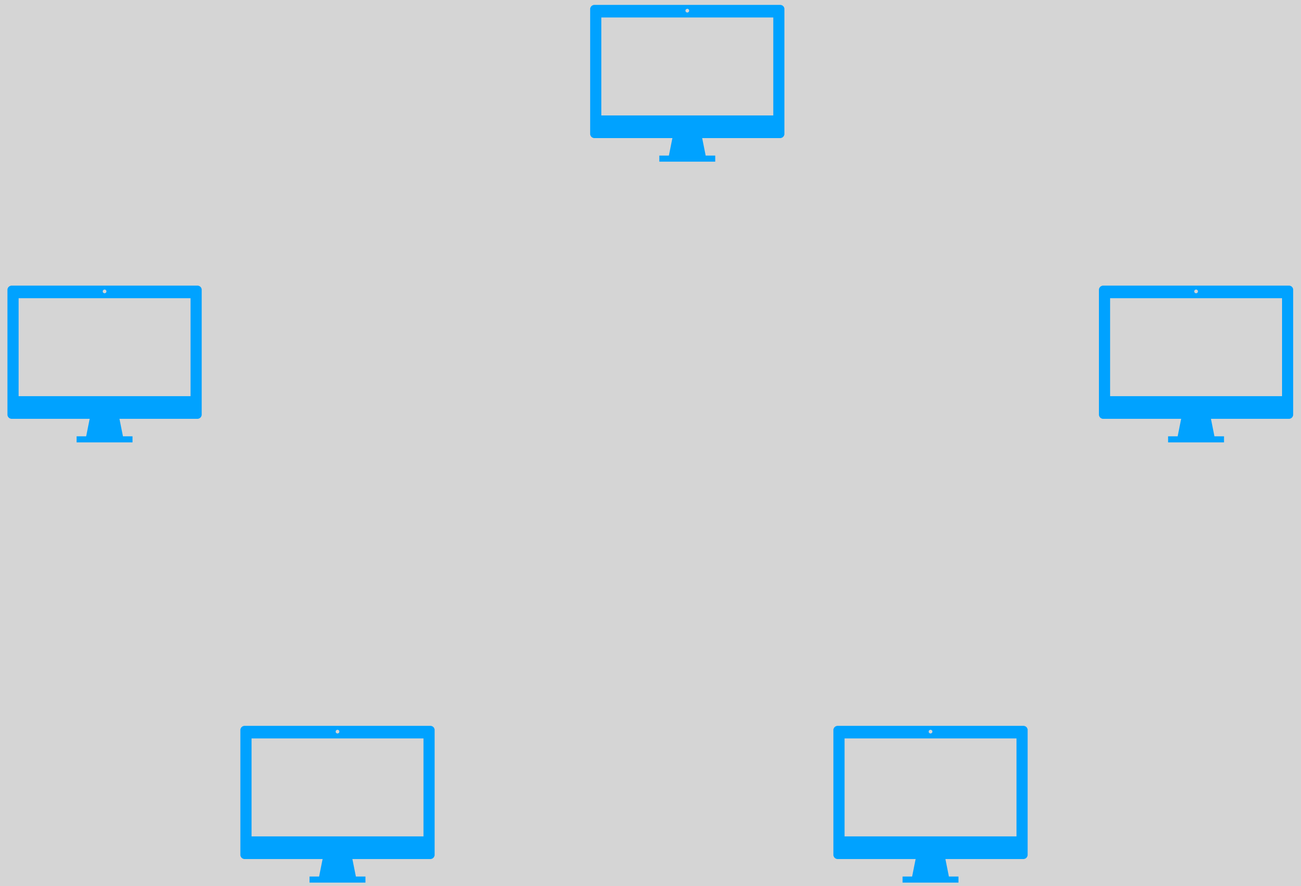
REAL TIME

Making Motions

Small Meeting

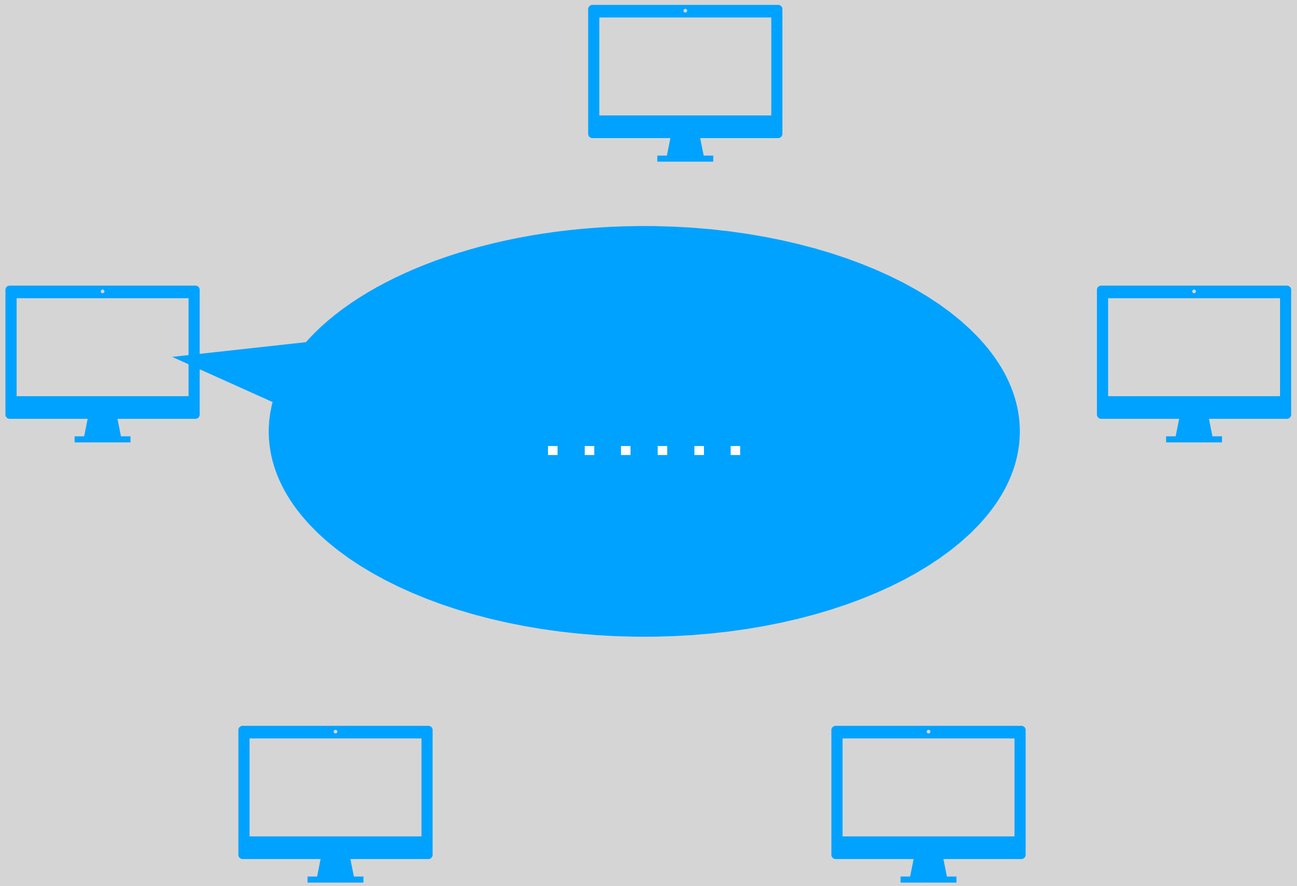
Making Motions

Small Meeting



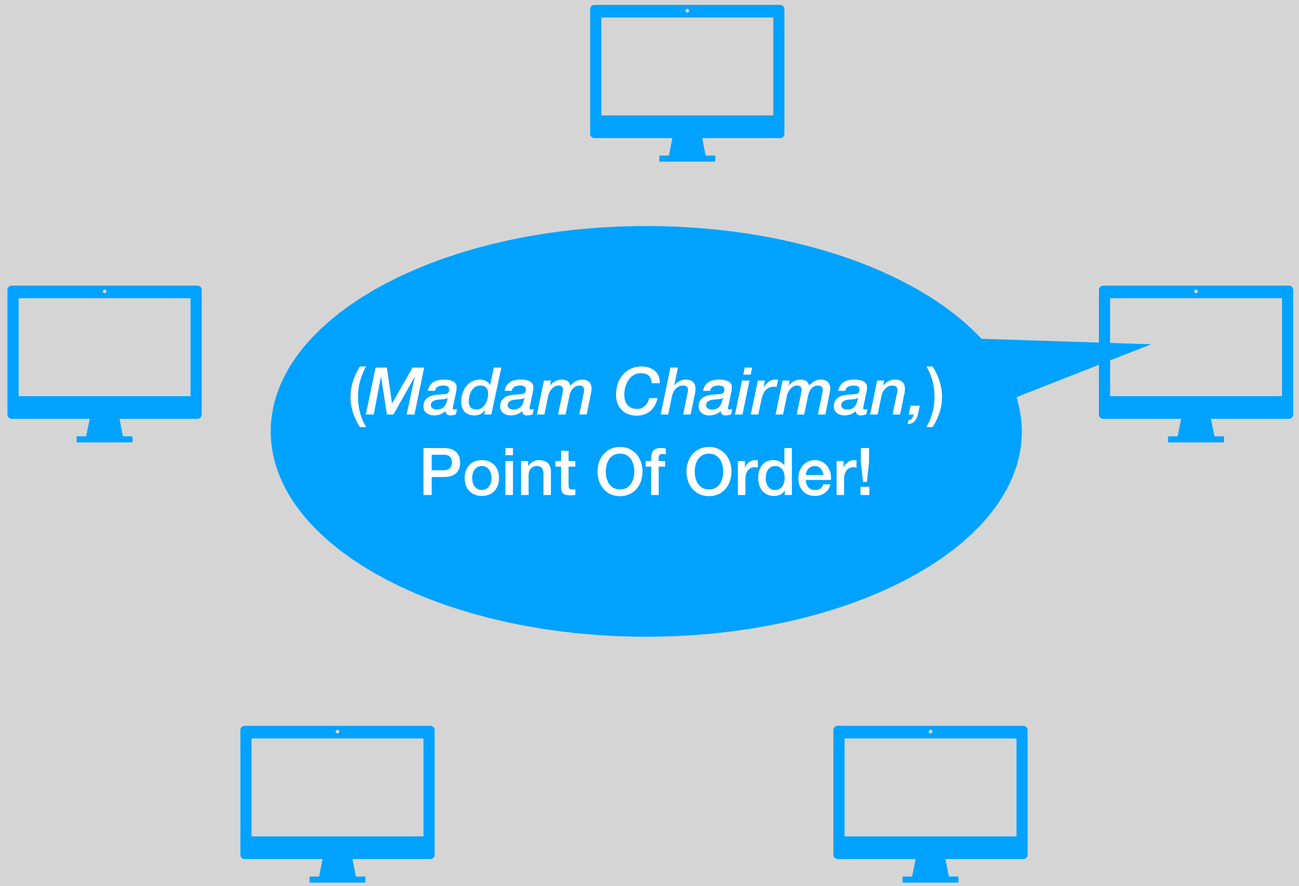
Making Motions

Small Meeting



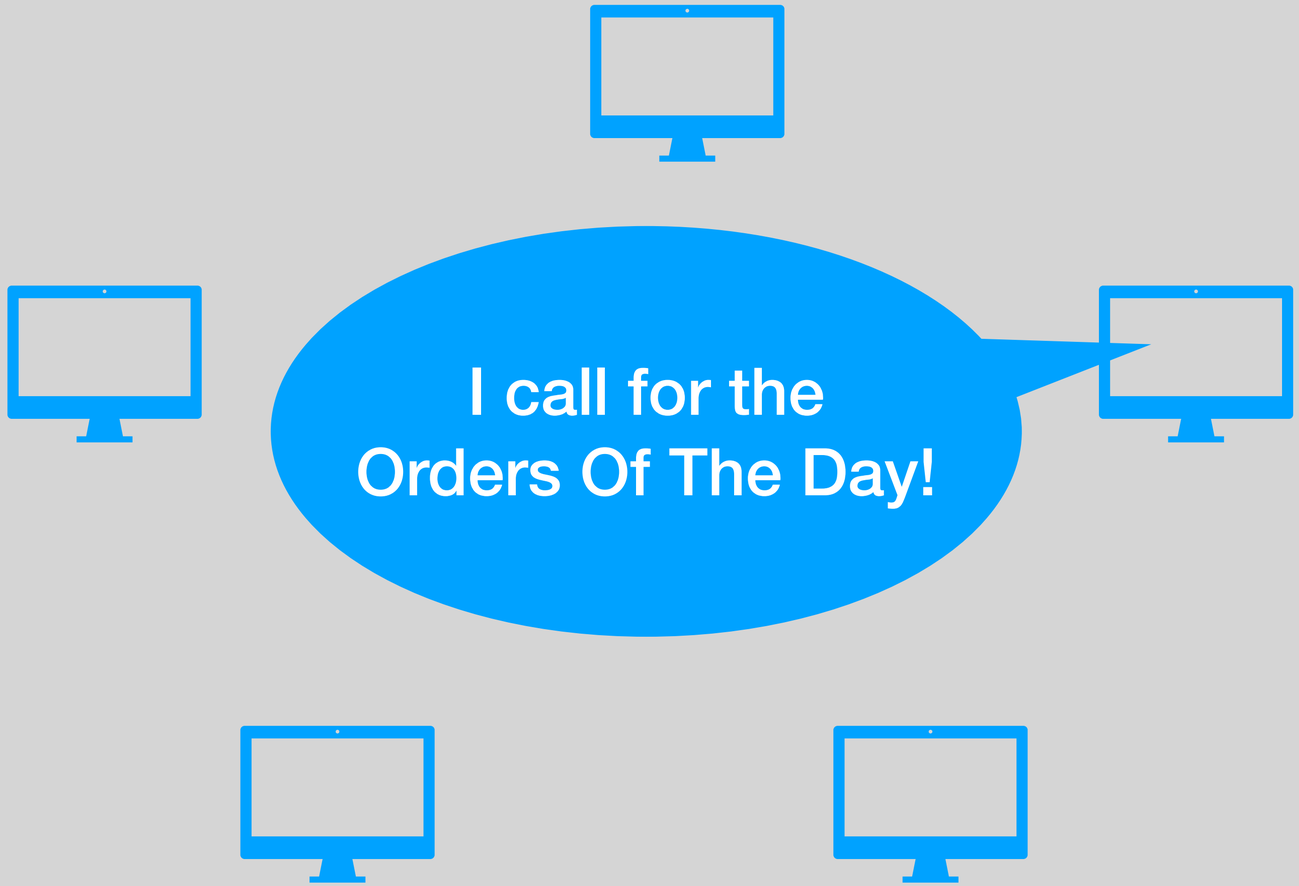
Making Motions

Small Meeting



Making Motions

Small Meeting



Voting

Voting

Voting

Small / Medium Meeting

Voting

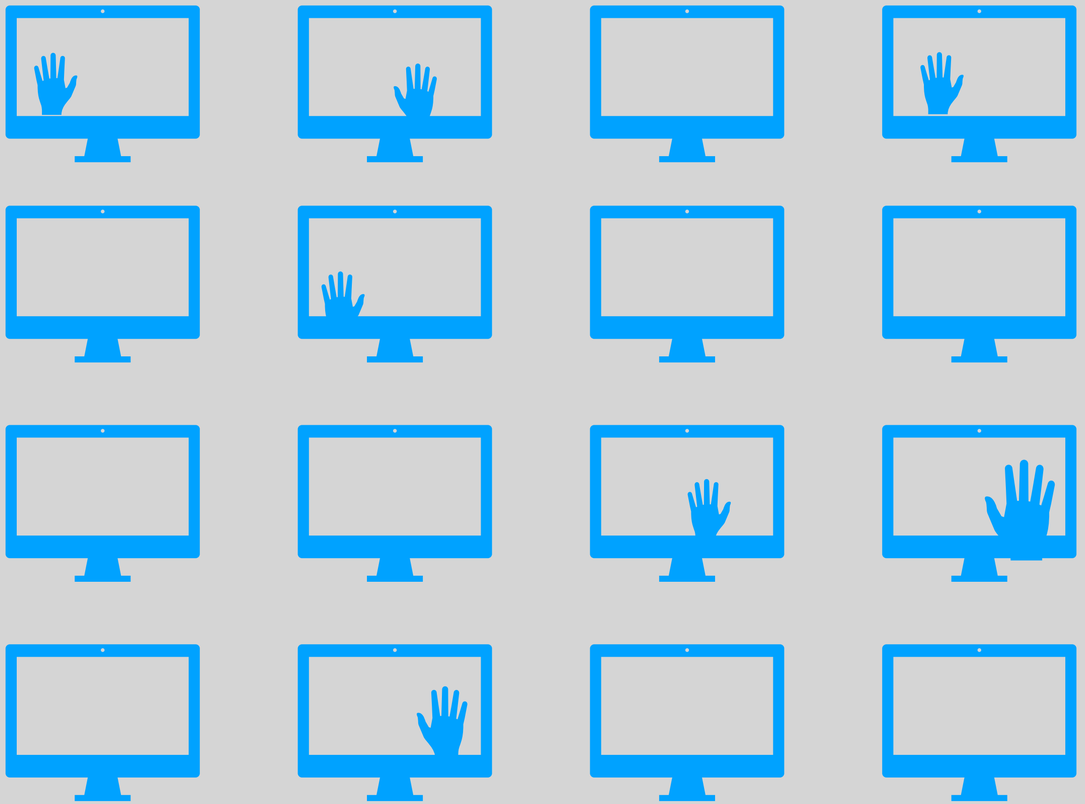
Small / Medium Meeting

Gallery View

Voting

Small / Medium Meeting

Gallery View



Voting

Large Meeting

Voting

Large Meeting

Features Of
The Platform

Voting

Large Meeting

Features Of
The Platform

Text Box

Yes No

Voting

Large Meeting

Features Of
The Platform

Text Box

Yes No

Difficult To
Calculate

Voting

All Meetings

Voting

All Meetings

Method For Secret Balloting

Voting

All Meetings

Method For Secret Balloting

Electronic Voting Service

Voting

All Meetings

Method For Secret Balloting

Electronic Voting Service

Have A Tech Who Is Familiar With The Service

Voting

All Meetings

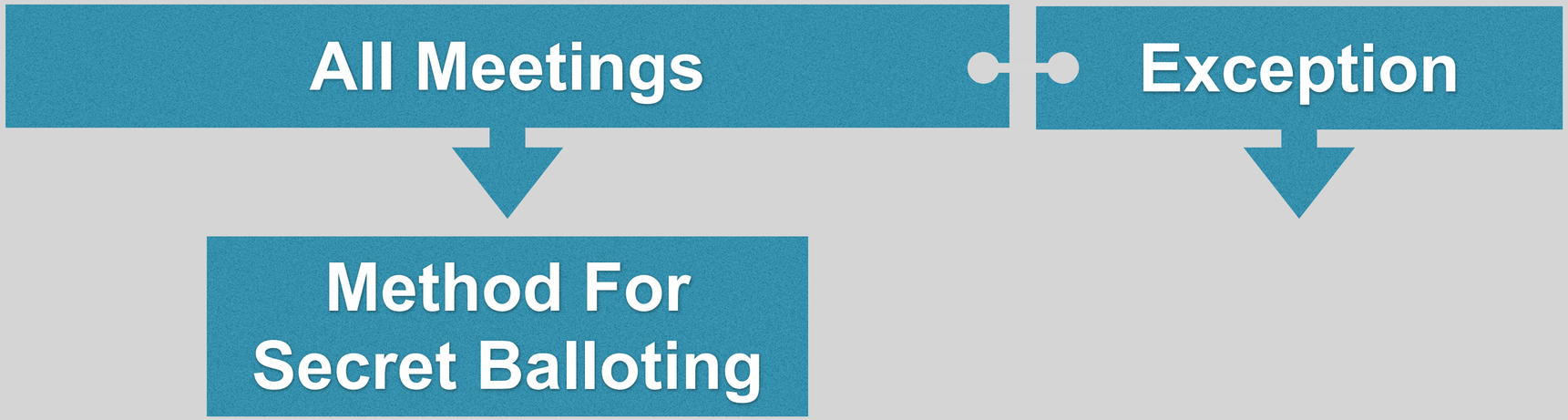
Method For Secret Balloting

Electronic Voting Service

Have A Tech Who Is Familiar With The Service

Report The Totals in Numbers, Not Percentages

Voting



Voting

All Meetings

Method For Secret Balloting

Exception

In A Body Where Voting By Secret Ballot Is Prohibited

Tips For Electronic Meetings On Web Platforms

TIPS FOR ELECTRONIC MEETINGS
(For Participants)

TIPS FOR ELECTRONIC MEETINGS
(For Participants)

Log On In Advance To Test Equipment (15 minutes or so)

TIPS FOR ELECTRONIC MEETINGS
(For Participants)

Log On In Advance To Test Equipment (15 minutes or so)
Activate Your Camera To Simulate A Meeting Environment

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Chair Can Use Gallery View To See All Participants

TIPS FOR ELECTRONIC MEETINGS
(For Participants)

Log On In Advance To Test Equipment (15 minutes or so)
Activate Your Camera To Simulate A Meeting Environment
Chair Can Use Gallery View To See All Participants
Mute Your Microphone When Not Speaking **Remember To Unmute When Speaking**

TIPS FOR ELECTRONIC MEETINGS
(For Participants)

Log On In Advance To Test Equipment (15 minutes or so)
Activate Your Camera To Simulate A Meeting Environment
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Mute Your Microphone When Not Speaking **Remember To Unmute When Speaking**
Have Meeting Materials On Hand And Easily Accessible; **Submit Motions In Advance Whenever Possible**

TIPS FOR ELECTRONIC MEETINGS
(For Participants)

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Activate Your Camera To Simulate A Meeting Environment
Chair Can Use Gallery View To See All Participants
Mute Your Microphone When Not Speaking **Remember To Unmute When Speaking**
Have Meeting Materials On Hand And Easily Accessible; **Submit Motions In Advance Whenever Possible**
Be . . . . . Patient

TIPS FOR ELECTRONIC MEETINGS
(For Organizers & Presenters)

TIPS FOR ELECTRONIC MEETINGS
(For Organizers & Presenters)

Test Everything
In Advance

TIPS FOR ELECTRONIC MEETINGS
(For Organizers & Presenters)

Test Everything In Advance

Prepare For Complications

WHAT WILL
WE DO
TOMORROW?

The New Frontier Of Meetings

By Tim Wynn, PRP

PerfectRules.com