

The Virtual Parliamentarian

By Tim Wynn, PRP

PerfectRules.com

**ARE E-MEETINGS
ALLOWED**

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

THE VIRTUAL PARLIAMENTARIAN

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

YES

NO

THE VIRTUAL PARLIAMENTARIAN

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



NO

ROBERT'S RULES OF ORDER

“Among some organizations, there is an increasing preference, especially in the case of a relatively small board or other assembly, to transact business at electronic meetings . . .”

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

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*)**

DETERMINE WHETHER ELECTRONIC MEETINGS ARE AUTHORIZED

**PROCEDURAL RULES IN FEDERAL CODE
OR STATE STATUTES**

**ARTICLES OF INCORPORATION
(*CORPORATE CHARTER*)**

**DECLARATION OR
OTHER ORGANIZATIONAL INSTRUMENT**

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DETERMINE WHETHER ELECTRONIC MEETINGS ARE AUTHORIZED

**PROCEDURAL RULES IN FEDERAL CODE
OR STATE STATUTES**

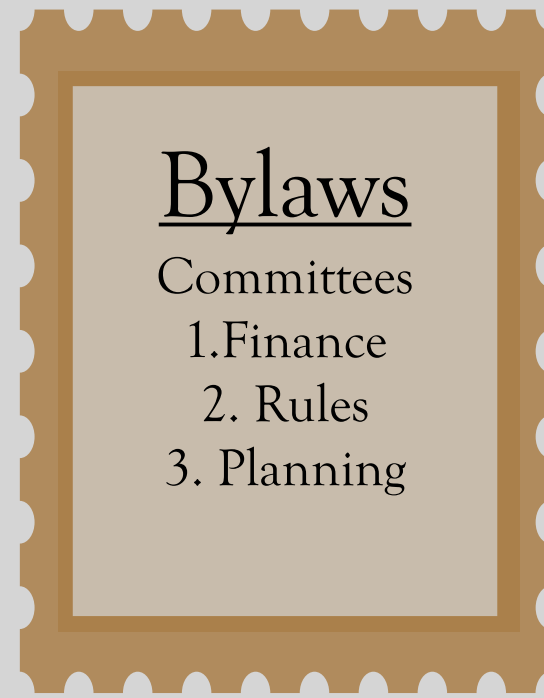
ARTICLES OF INCORPORATION
(CORPORATE CHARTER)

**DECLARATION OR
OTHER ORGANIZATIONAL INSTRUMENT**

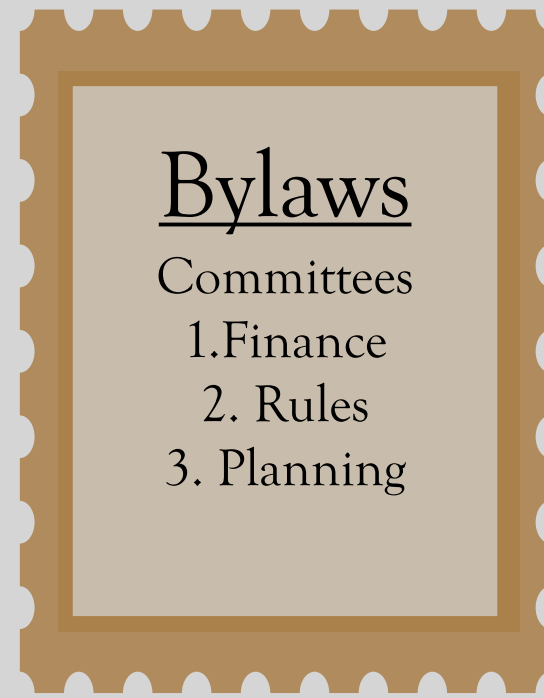
BYLAWS
(CONSTITUTION AND BYLAWS)

Electronic Meetings In Committees

Electronic Meetings in Committees

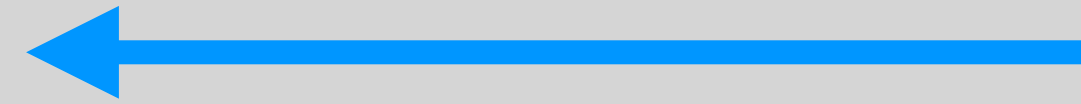


Electronic Meetings in Committees



**Committees Expressly
Established In The Bylaws**

Electronic Meetings in Committees



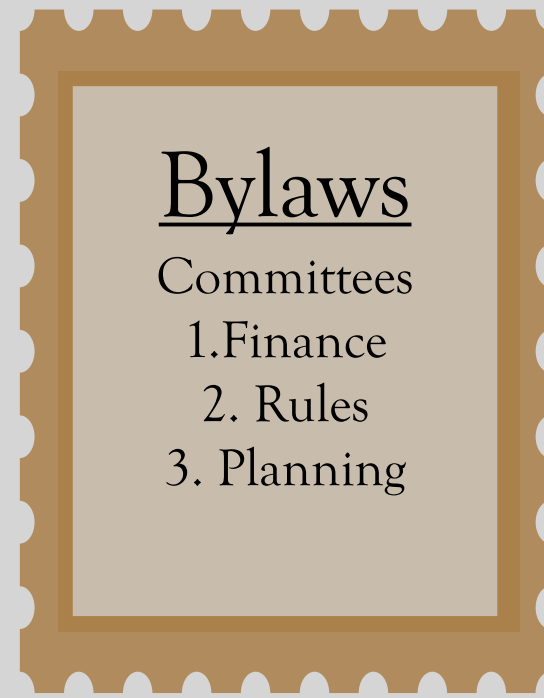
**Committees Expressly
Established In The Bylaws**

Finance Committee

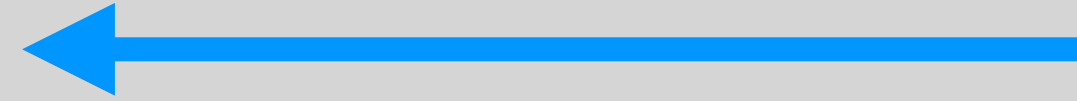
Rules Committee

Planning Committee

Electronic Meetings in Committees



**Committees Expressly
Established In The Bylaws**



Finance Committee

Rules Committee

Planning Committee

**Can Only Meet Electronically
If Authorized In The Bylaws**

**Committees NOT Expressly Established By The Bylaws
May Be Authorized to Meet Electronically By . . .**

**Committees NOT Expressly Established By The Bylaws
May Be Authorized to Meet Electronically By . . .**

**1. A Standing Rule Of The Parent Body Or
Organization**

**Committees NOT Expressly Established By The Bylaws
May Be Authorized to Meet Electronically By . . .**

**1. A Standing Rule Of The Parent Body Or
Organization**

2. The Motion Establishing The Committee

2. Motion Establishing The Committee

2. Motion Establishing The Committee

That an Auditing Committee of three members shall be appointed annually by the President at the Association's March meeting, whose duty it shall be to audit the Treasurer's accounts at the close of the fiscal year and to report at the annual meeting; the committee may hold electronic meetings.

**Committees NOT Expressly Established By The Bylaws
May Be Authorized to Meet Electronically By . . .**

**1. A Standing Rule Of The Parent Body Or
Organization**

2. The Motion Establishing The Committee

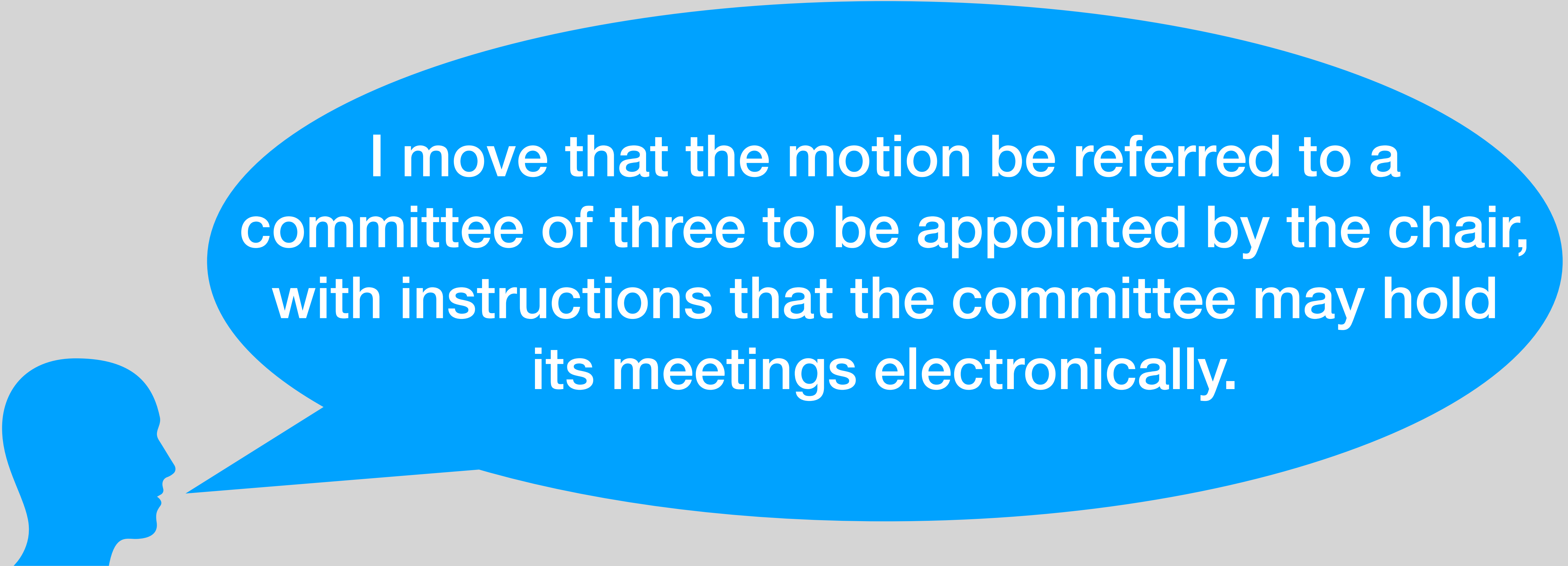
3. Instructions To The Committee

3. Instructions To The Committee

3. Instructions To The Committee

Instructions Contained In The Motion
Establishing The Committee

3. Instructions To The Committee



I move that the motion be referred to a committee of three to be appointed by the chair, with instructions that the committee may hold its meetings electronically.

3. Instructions To The Committee




3. Instructions To The Committee

Subsequent Instructions
To A Committee



3. Instructions To The Committee



I move that the committee to which was referred the motion to hold a centennial celebration, with instructions to report back at the October meeting, shall be further instructed that it may hold its meetings electronically.

3. Instructions To The Committee



3. Instructions To The Committee

Can This Same Method Be Used With A Committee
Expressly Established In The Bylaws?



3. Instructions To The Committee



3. Instructions To The Committee



3. Instructions To The Committee




Finance Committee



3. Instructions To The Committee



Finance Committee



I move that the motion be referred to the Finance Committee with instructions to research the tax implications and report back at the October meeting, with further instructions that it may hold its meetings on this matter electronically.

**Committees NOT Expressly Established By The Bylaws
May Be Authorized to Meet Electronically By . . .**

**1. A Standing Rule Of The Parent Body Or
Organization**

2. The Motion Establishing The Committee

3. Instructions To The Committee

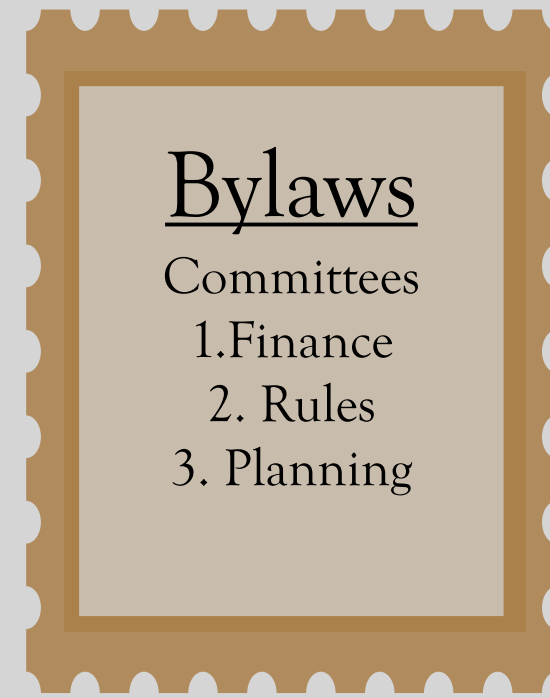
**Committees NOT Expressly Established By The Bylaws
May Be Authorized to Meet Electronically By . . .**

**1. A Standing Rule Of The Parent Body Or
Organization**


2. The Motion Establishing The Committee

3. Instructions To The Committee

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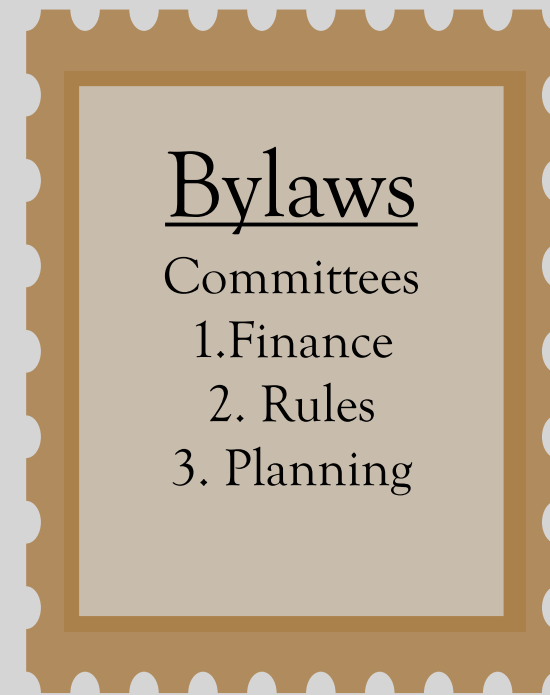


Finance Committee



I move that the motion be referred to the Finance Committee with instructions to research the tax implications and report back at the October meeting, with further instructions that it may hold its meetings on this matter electronically.

3. Instructions To The Committee



Finance Committee



I move that the motion be referred to the Finance Committee with instructions to research the tax implications and report back at the October meeting, ~~with further instructions that it may hold its meetings on this matter electronically.~~



ROBERT'S RULES OF ORDER

“As in the case of a board or any assembly, committees that are expressly established by the bylaws can hold a valid electronic meeting only if authorized in the bylaws to do so.”

ROBERT'S RULES OF ORDER

“A committee that is not expressly established by the bylaws, however, may instead be authorized to hold electronic meetings by a standing rule of the parent body or organization, by the motion establishing the particular committee, or by instructions included in a motion referring an individual matter to the committee or issued subsequent to such a motion.

**ARE E-MEETINGS
ALLOWED**



**ARE E-MEETINGS
ALLOWED**

TYPES OF ELECTRONIC MEETINGS

**Electronic Participation
In A Meeting
vs.
Meeting Electronically**

ELECTRONIC PARTICIPATION IN A MEETING	ELECTRONIC MEETING

ELECTRONIC PARTICIPATION IN A MEETING	ELECTRONIC MEETING
Meeting Is Held At A Physical Location	

ELECTRONIC PARTICIPATION IN A MEETING	ELECTRONIC MEETING
Meeting Is Held At A Physical Location	There Is No Location For Members To Meet In Person

ELECTRONIC PARTICIPATION IN A MEETING	ELECTRONIC MEETING
Meeting Is Held At A Physical Location	There Is No Location For Members To Meet In Person
Members May Participate Either In Person Or Electronically	

ELECTRONIC PARTICIPATION IN A MEETING	ELECTRONIC MEETING
Meeting Is Held At A Physical Location	There Is No Location For Members To Meet In Person
Members May Participate Either In Person Or Electronically	All Participation Is Electronic

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Meeting Is Held At A Physical Location	There Is No Location For Members To Meet In Person
Members May Participate Either In Person Or Electronically	All Participation Is Electronic
Chairman, Secretary, And Staff Are Normally At Physical Location	

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Meeting Is Held At A Physical Location	There Is No Location For Members To Meet In Person
Members May Participate Either In Person Or Electronically	All Participation Is Electronic
Chairman, Secretary, And Staff Are Normally At Physical Location	All Participation Is Electronic

Types Of Electronic Meetings

Types Of Electronic Meetings

Teleconference

Types Of Electronic Meetings

Teleconference

**Where Members
Participate Via Telephone**

Types Of Electronic Meetings

Teleconference

**Where Members
Participate Via Telephone**

Videoconference

Types Of Electronic Meetings

Teleconference

Where Members
Participate Via Telephone

Videoconference

Where Members
Participate Via Video Call

Types Of Electronic Meetings

Teleconference

**Where Members
Participate Via Telephone**

Videoconference

**Where Members
Participate Via Video Call**

Web Platform

Types Of Electronic Meetings

Teleconference

Where Members
Participate Via Telephone

Videoconference

Where Members
Participate Via Video Call

Web Platform

Where Members Participate
Via Software With Advanced
Capabilities For Meetings

ROBERT'S RULES OF ORDER

“Various provisions for electronic meetings are possible, so that more than the minimum standard of an audioconference may be required.”

ROBERT'S RULES OF ORDER

“Thus, if the bylaws provide for meeting by videoconference (but not merely by “teleconference” or “audioconference”), the meeting must be conducted by a technology that allows all participating members to see each other, as well as to hear each other, at the same time.”

RONR (12th ed.) 9:33

Types Of Electronic Meetings

Teleconference

Videoconference

Web Platform

Types Of Electronic Meetings

Teleconference

Videoconference

Web Platform

**Most Web Platforms Allow
Participants To Optionally
“Dial In” With Voice Only**

TYPES OF ELECTRONIC MEETINGS



TYPES OF ELECTRONIC MEETINGS

WEB PLATFORMS

Web Platforms

Web Platforms

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

Web Platforms

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

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

Zoom

All Others

Professional
Facilitating Company

Web Platforms

For Larger Organizations,
There Is A Third Option

Zoom

All Others

Professional
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Web Platforms

For Larger Organizations,
There Is A Third Option

Zoom

All Others

Professional
Facilitating Company

```
graph BT; A[Professional Facilitating Company] --> B[Zoom]; A --> C[All Others]
```

Web Platforms

For Larger Organizations,
There Is A Third Option

Zoom

All Others

Own Software

Professional
Facilitating Company

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graph TD; PFC[Professional Facilitating Company] --> Zoom; PFC --> AO[All Others]; PFC --> OS[Own Software];
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The diagram illustrates a strategic choice for larger organizations. At the top, a blue banner states 'For Larger Organizations, There Is A Third Option'. Below this, four teal boxes are arranged: 'Zoom' and 'All Others' at the top, and 'Own Software' and 'Professional Facilitating Company' at the bottom. Three blue arrows originate from the 'Professional Facilitating Company' box, pointing towards 'Zoom', 'All Others', and 'Own Software', indicating that this company serves as a third option between the other two main choices.

Web Platforms

For Larger Organizations,
There Is A Third Option

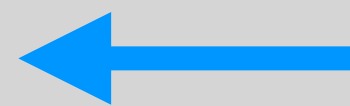
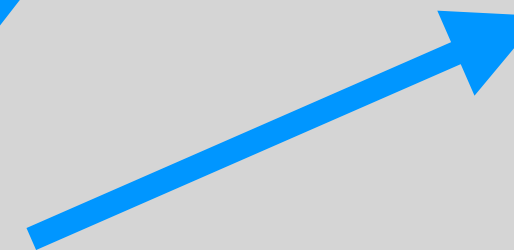
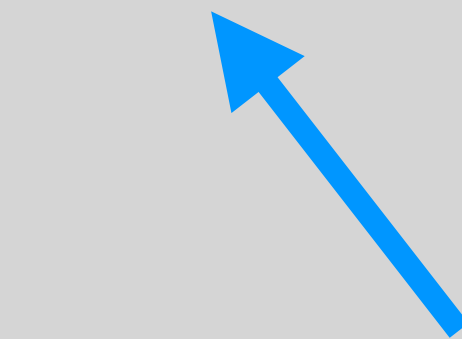
Zoom

All Others

Customization

Own Software

Professional
Facilitating Company



Web Platforms

For Larger Organizations,
There Is A Third Option

Zoom

All Others

Customization

Management

Own Software

Professional
Facilitating Company

```
graph TD; PFC[Professional Facilitating Company] --> Zoom; PFC --> AO[All Others]; PFC --> C[Customization]; PFC --> M[Management]; PFC --> OS[Own Software];
```


Web Platforms

For Larger Organizations,
There Is A Third Option

Zoom

All Others

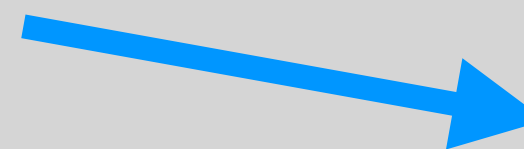
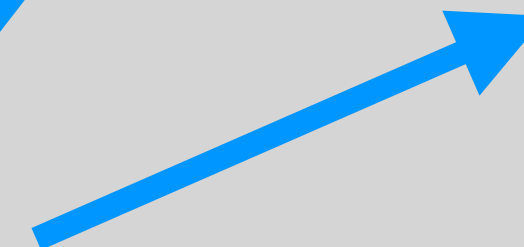
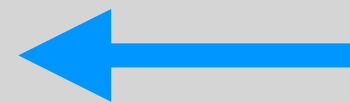
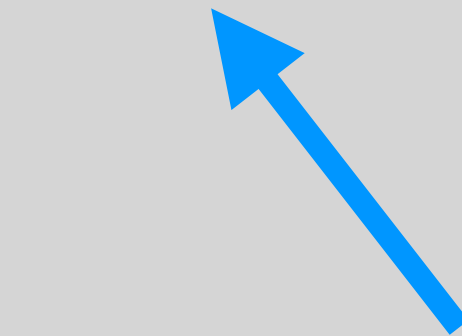
Own Software

Professional
Facilitating Company

Customization

Management

Support



Web Platforms

For Larger Organizations,
There Is A Third Option

Zoom

All Others

Own Software

Professional
Facilitating Company

Customization

Management

Support

\$\$\$\$\$\$



**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.”

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



Those in favor, say aye . . .

Voice Vote



Aye!



Those in favor, say aye . . .

Voice Vote




Those Opposed, say no . . .

Voice Vote



Those Opposed, say no . . .



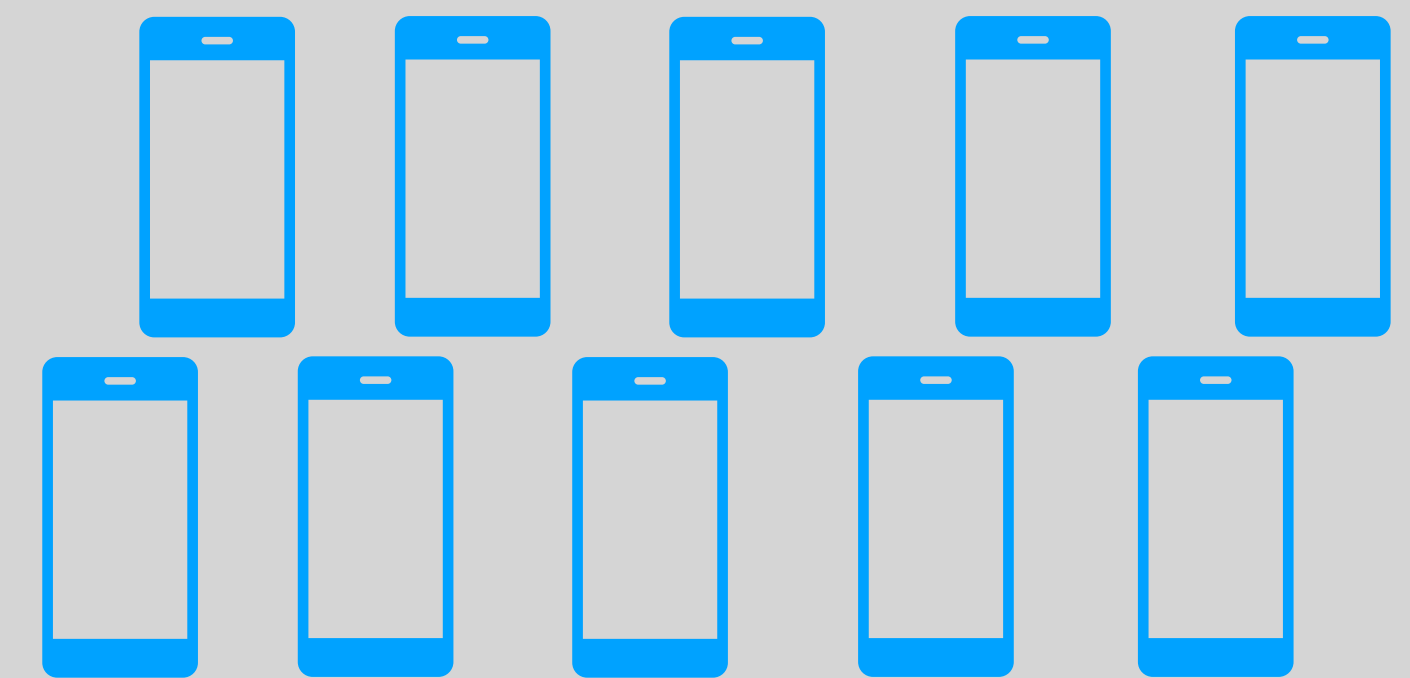
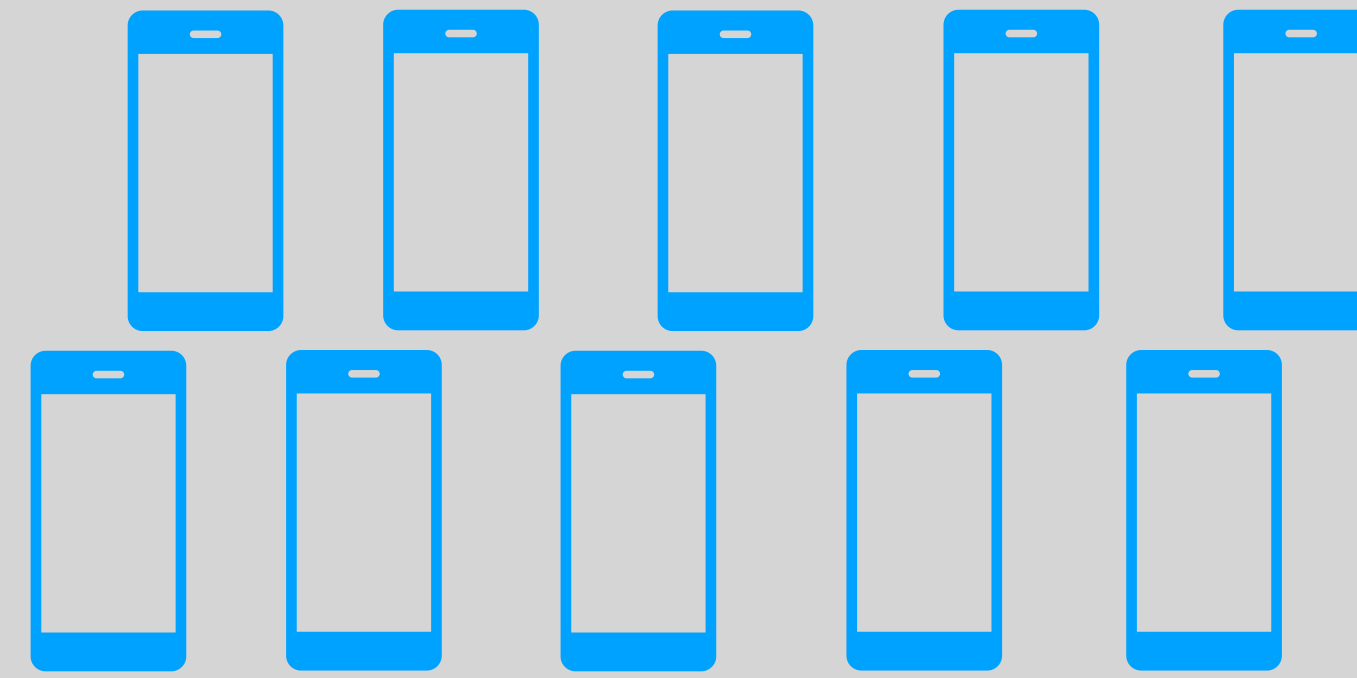
No!

Voice Vote

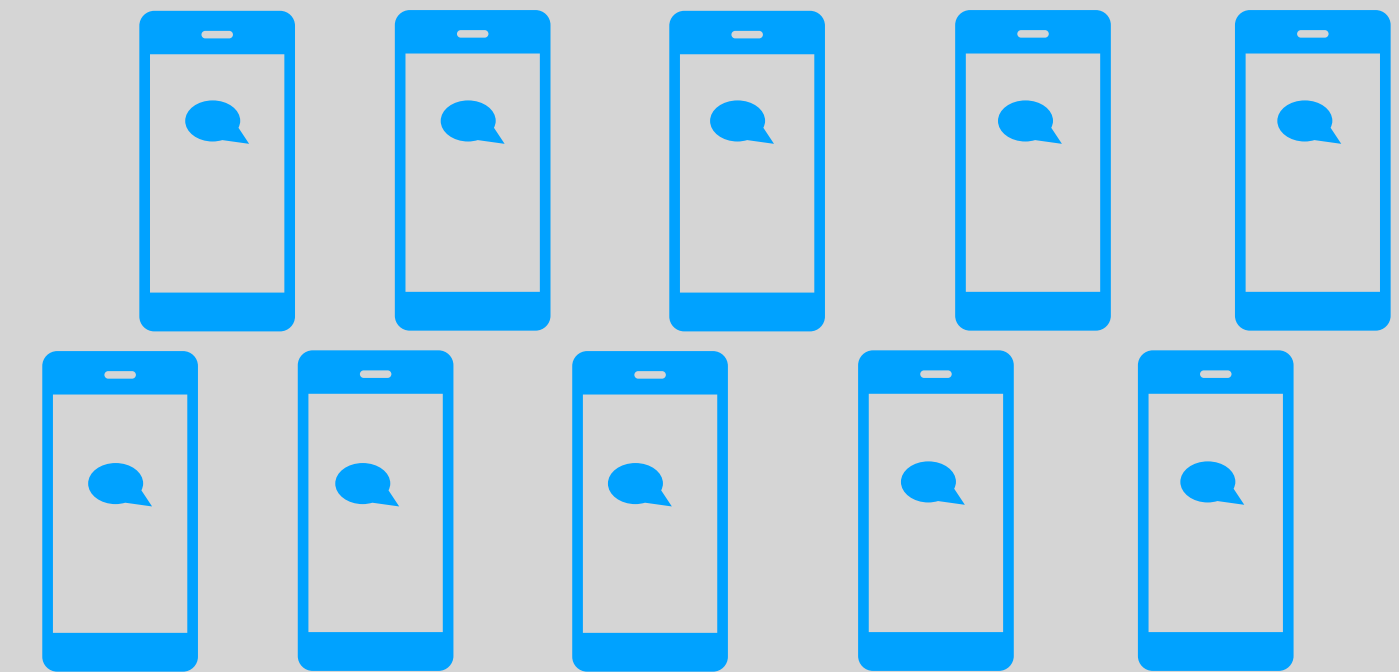
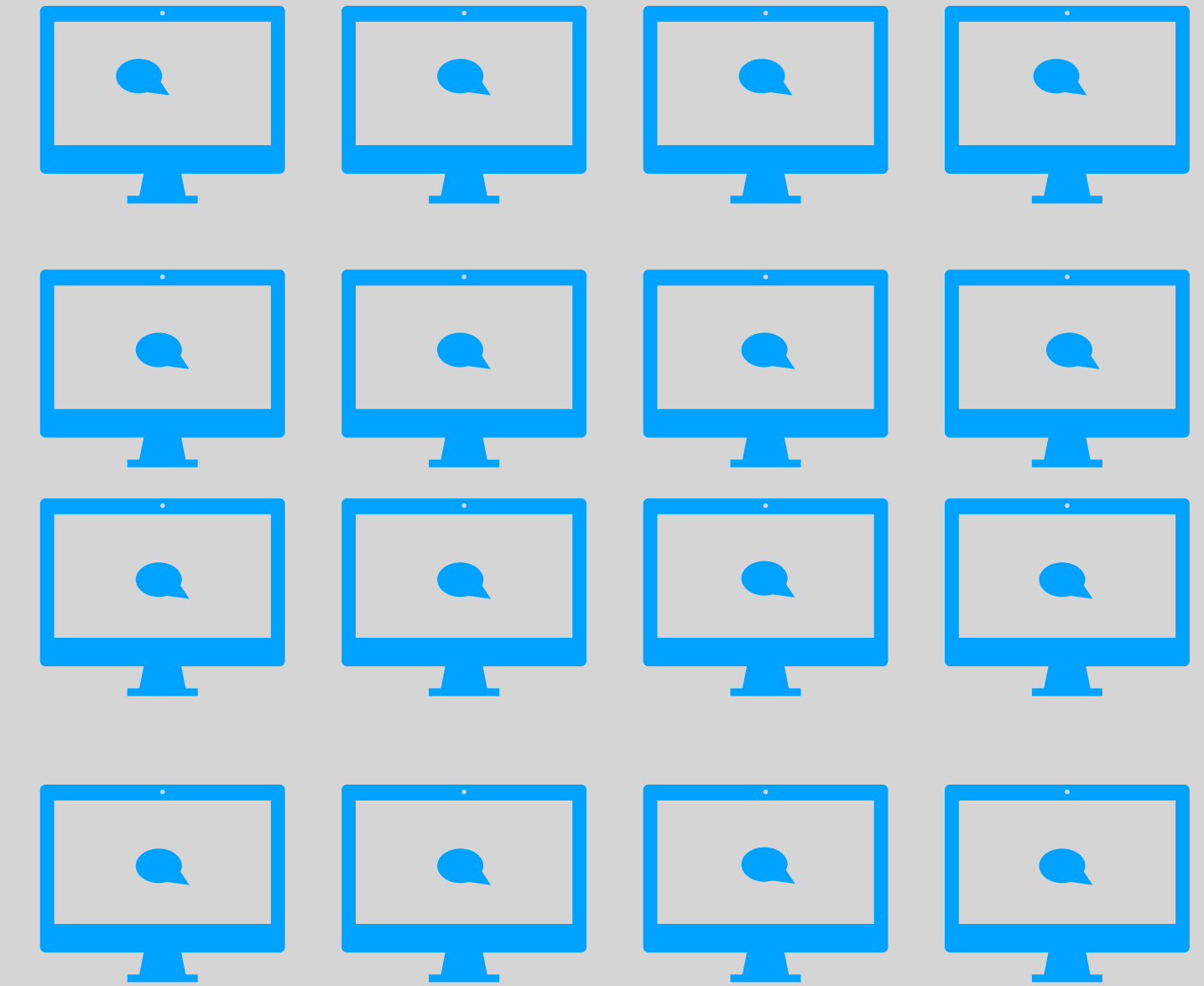
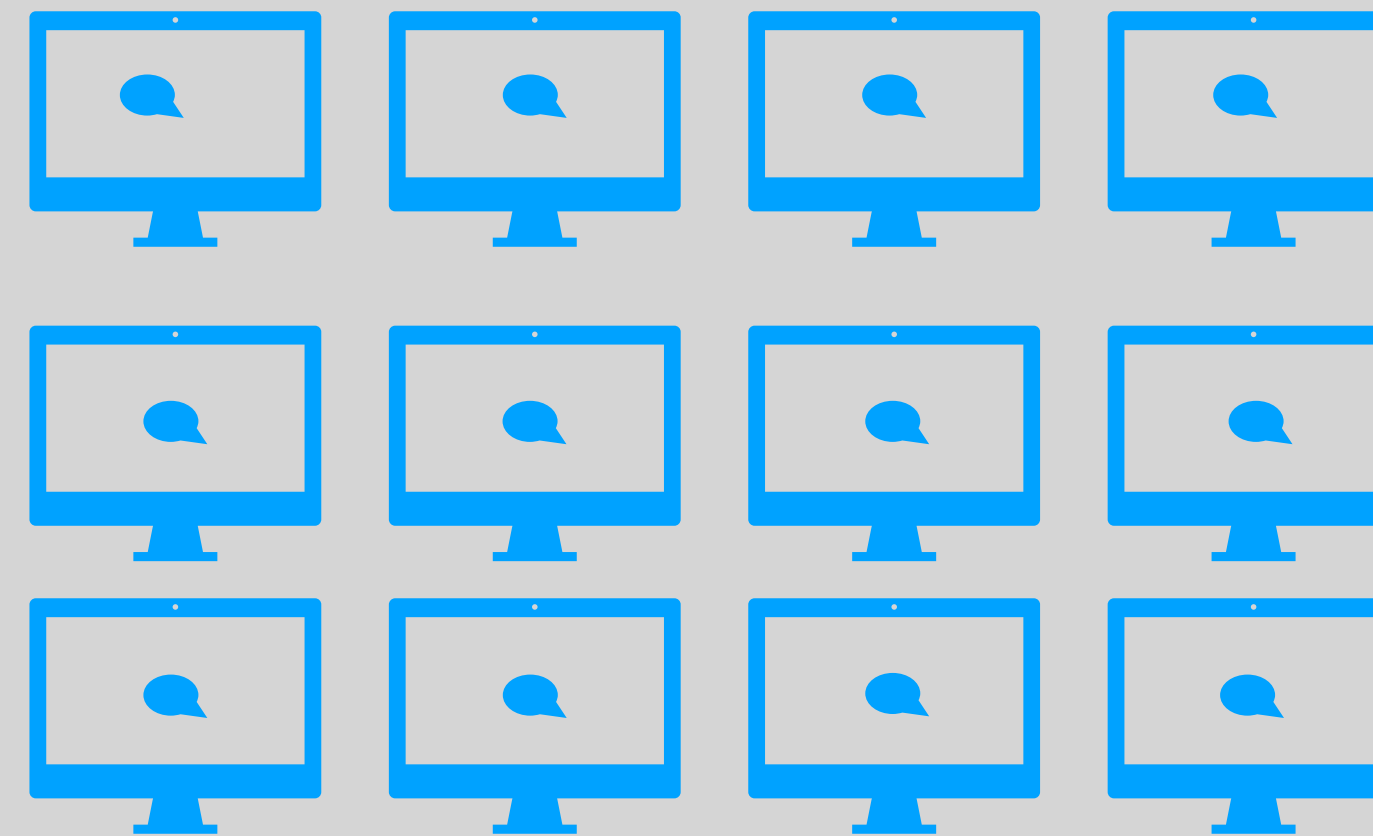
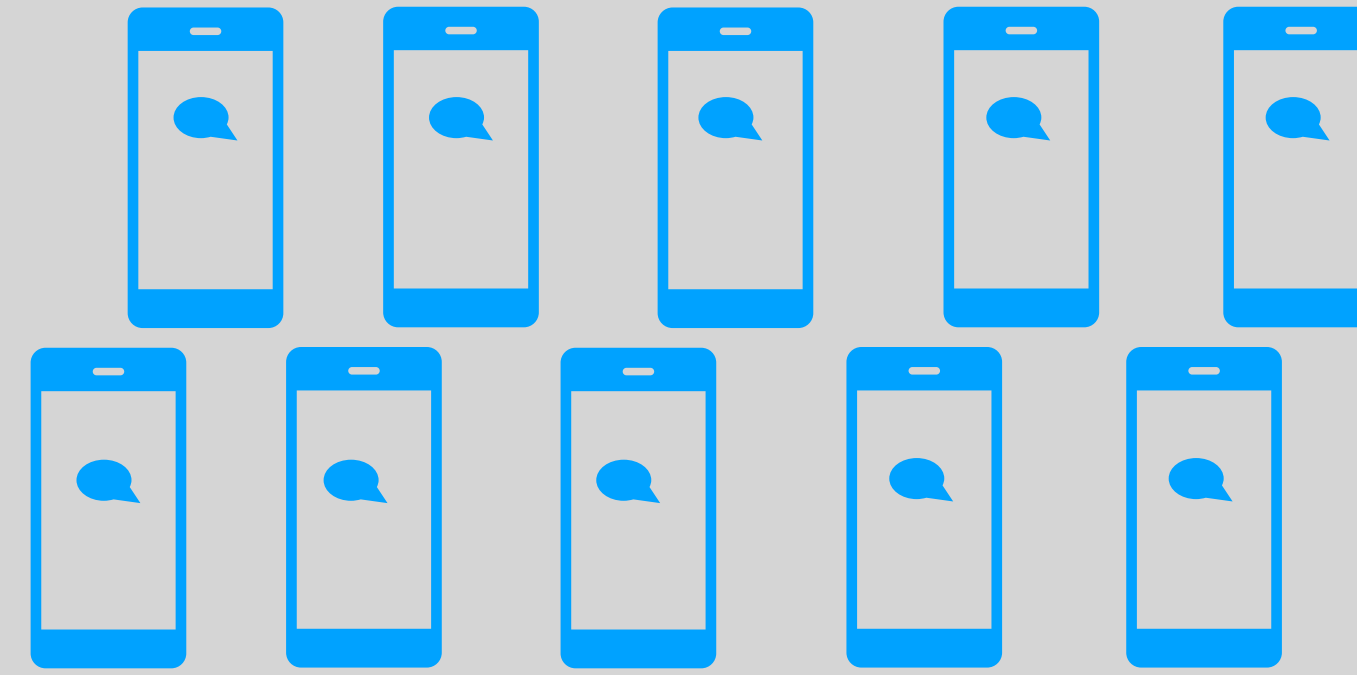


The ayes (noes) have it, and the motion is adopted (lost).

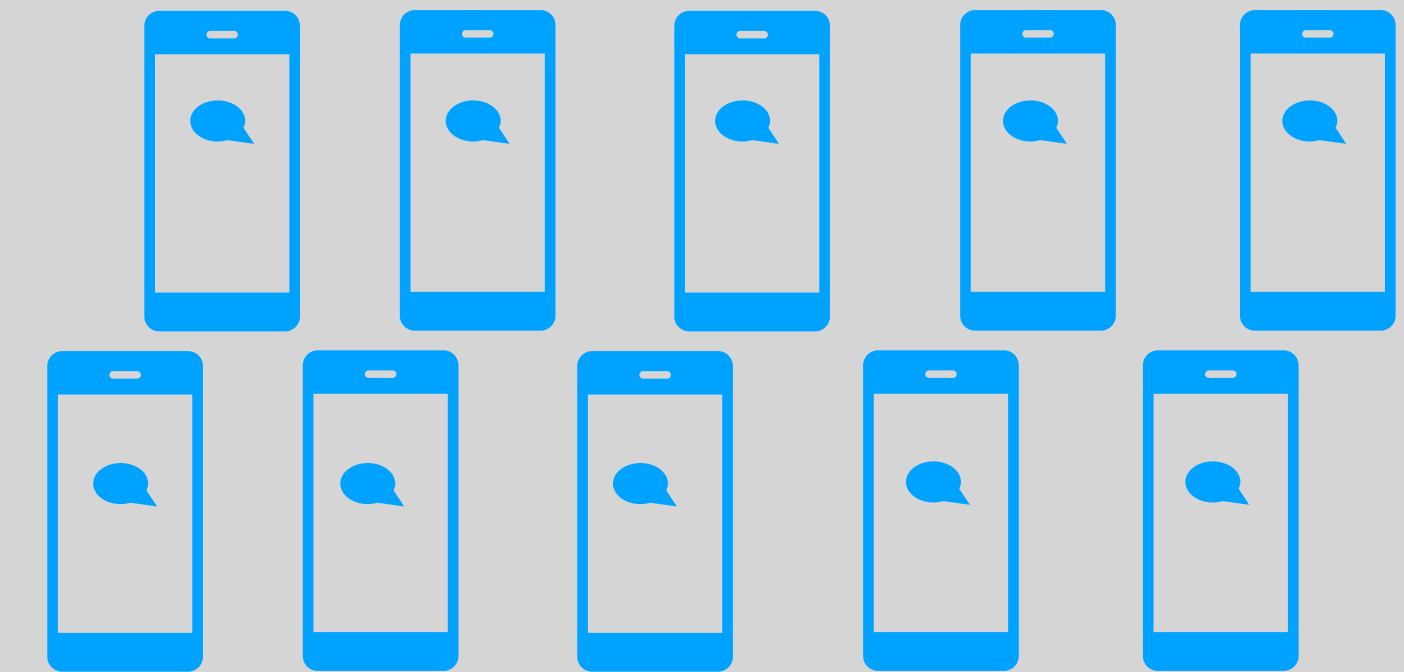
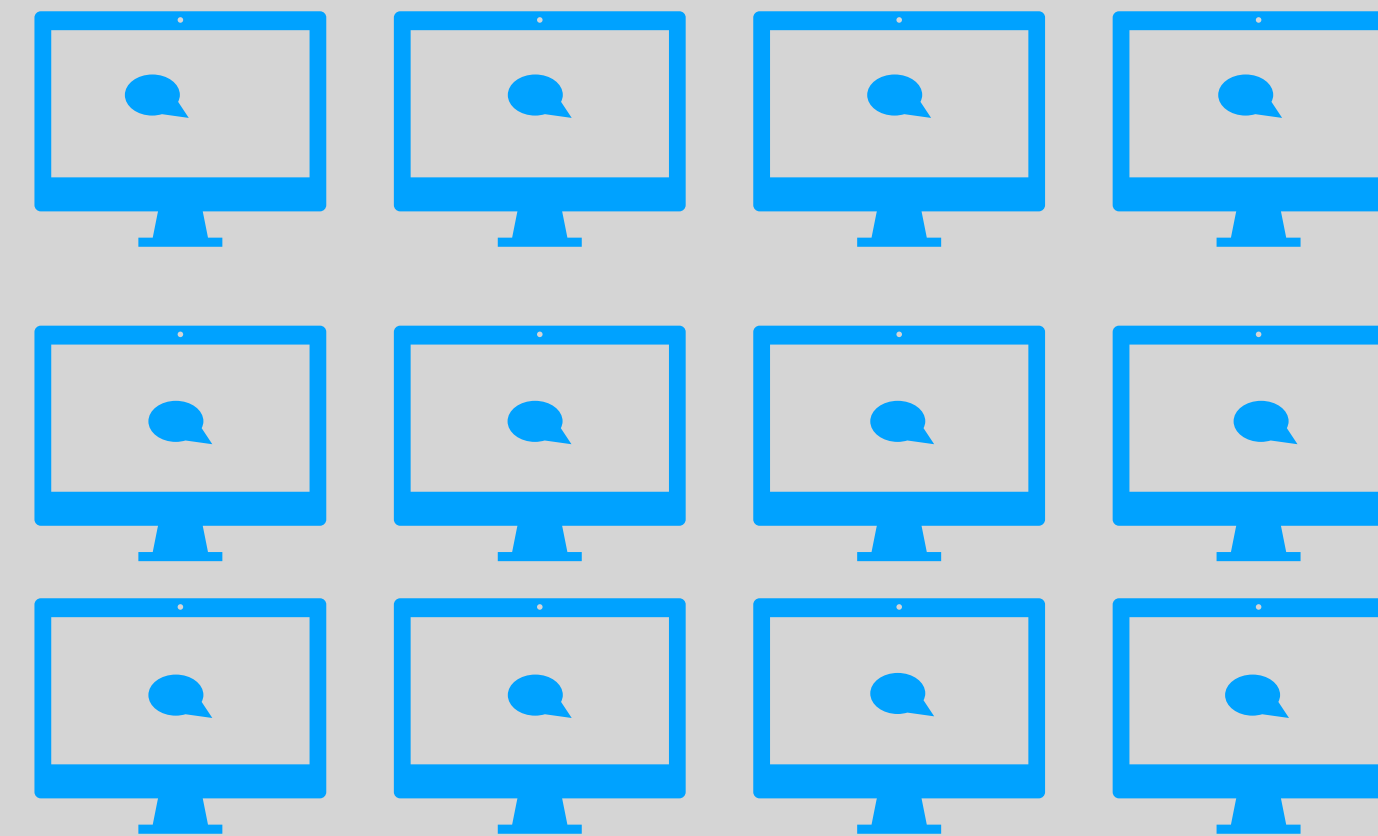
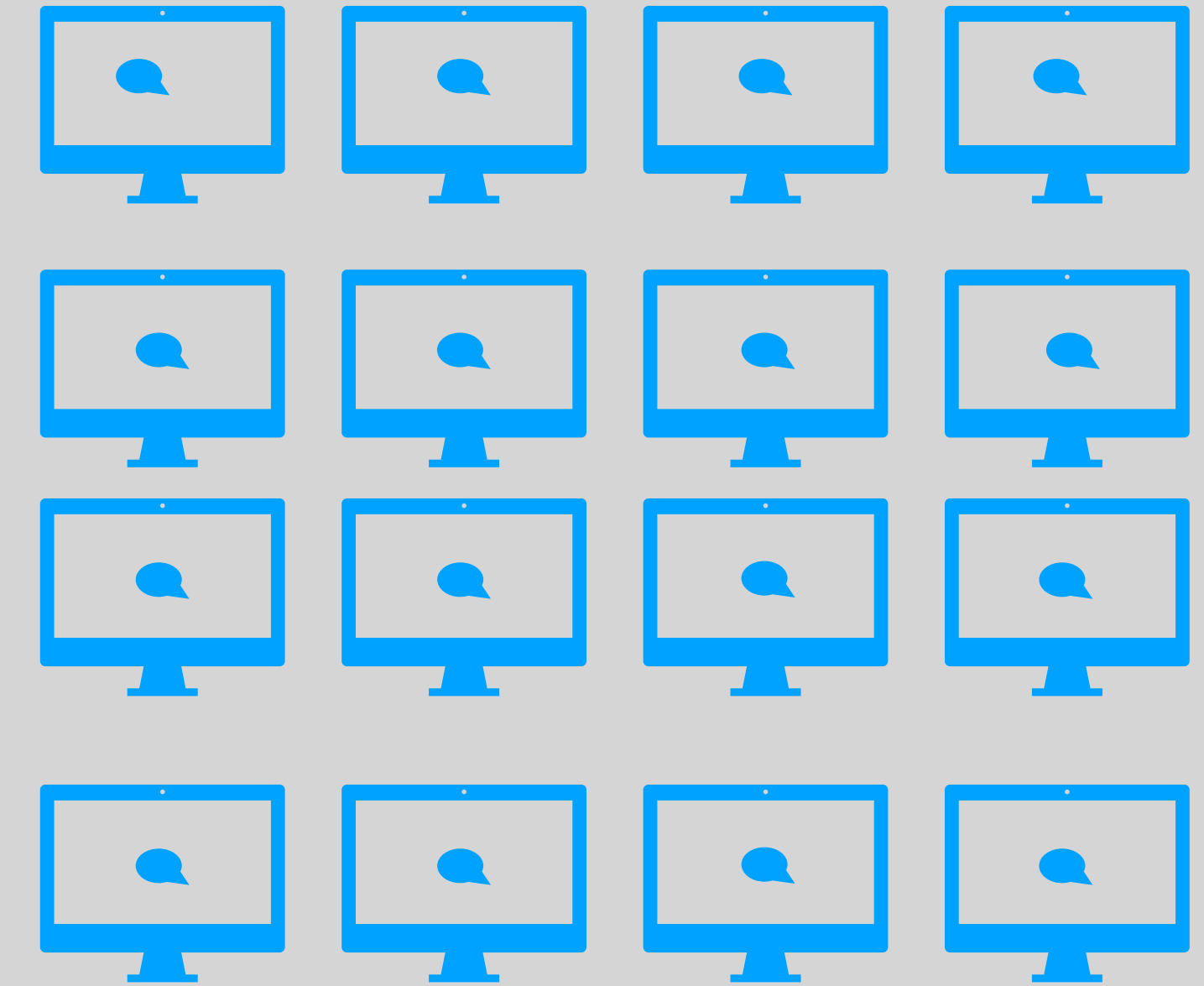
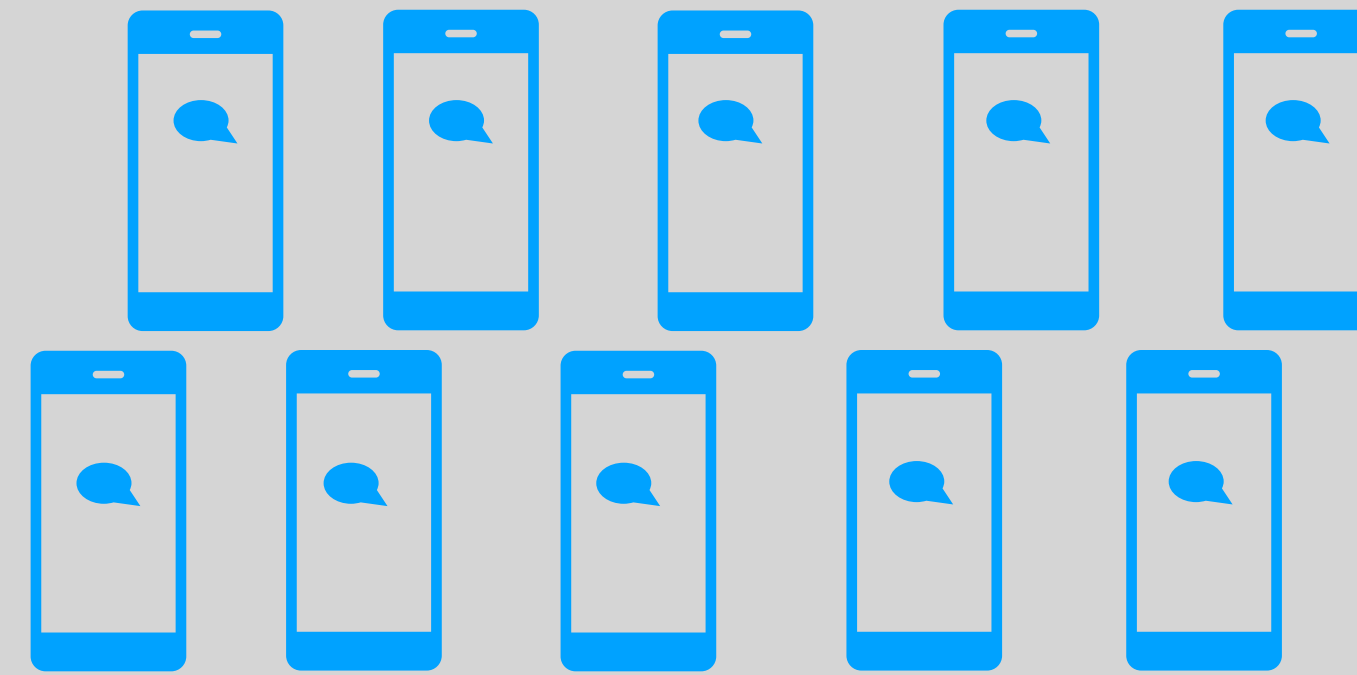
Voice Vote



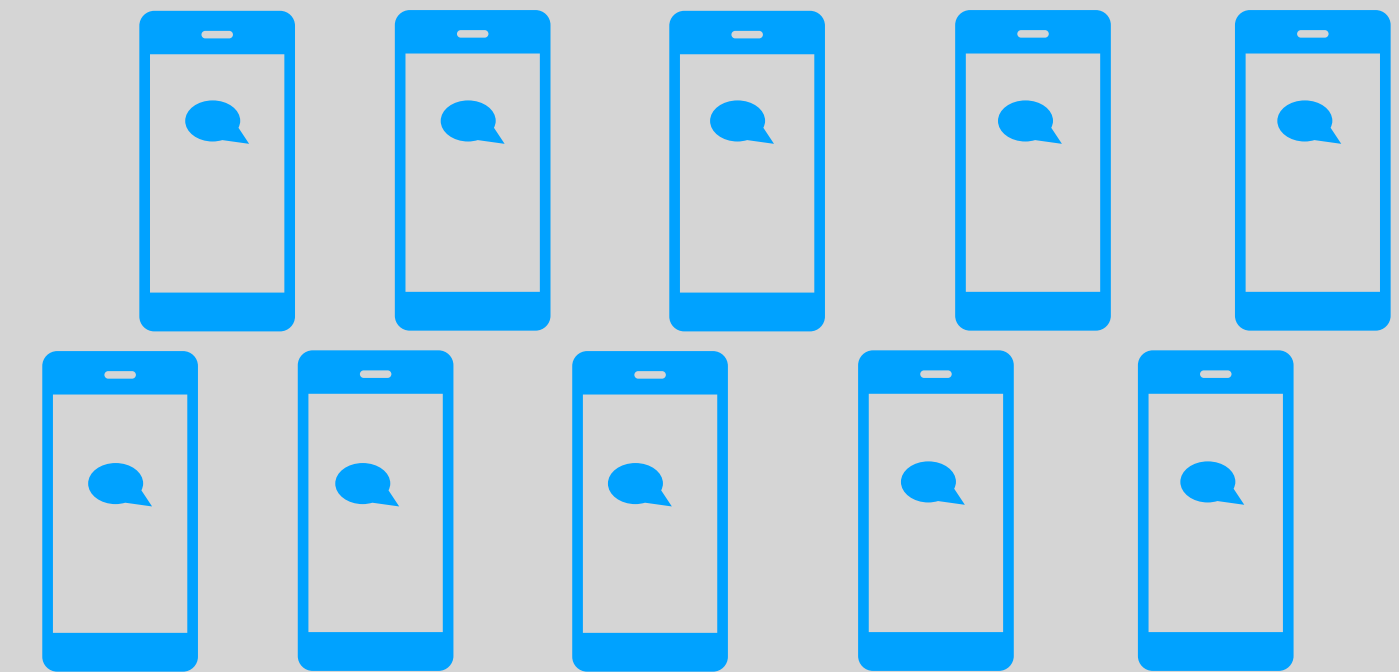
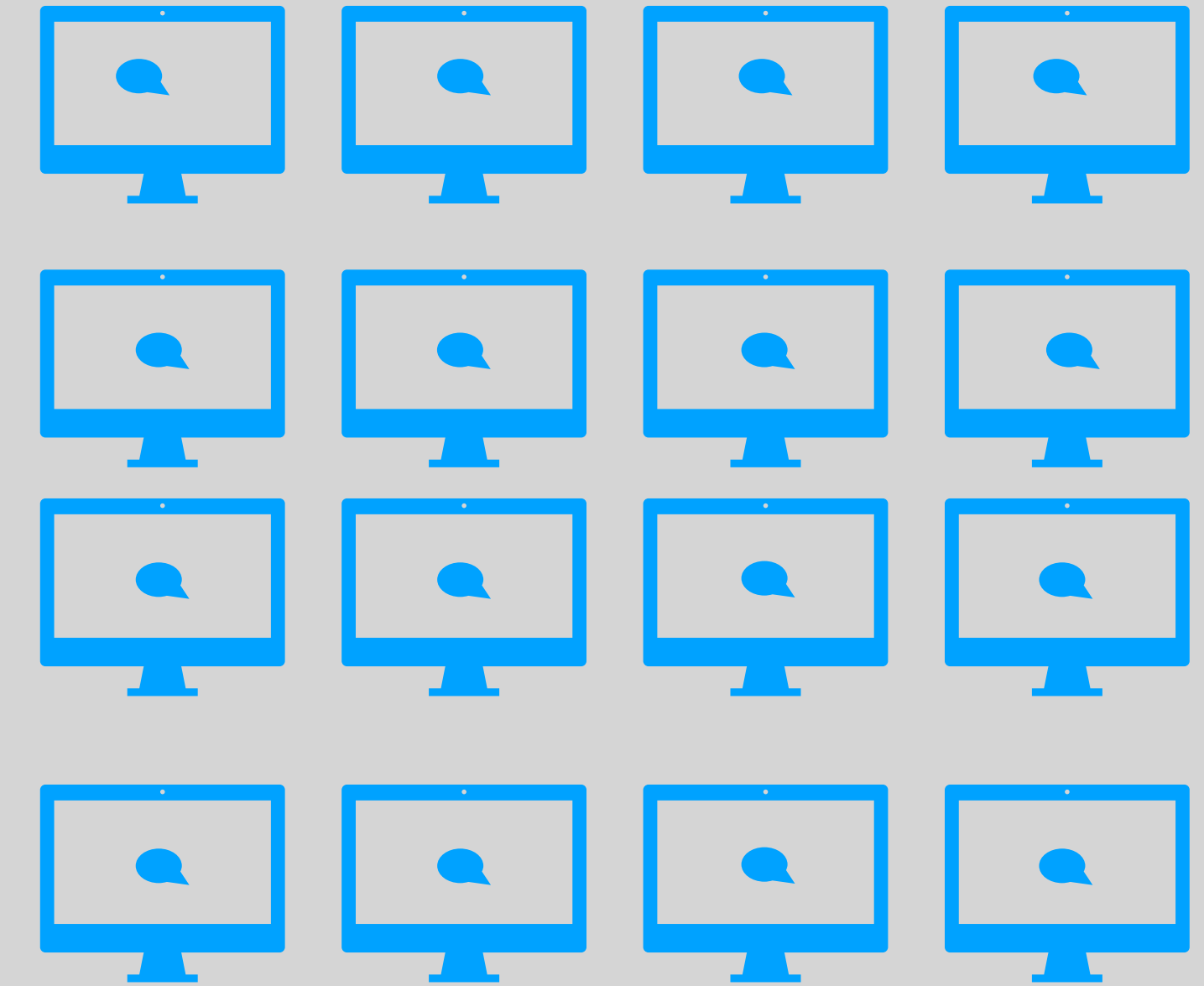
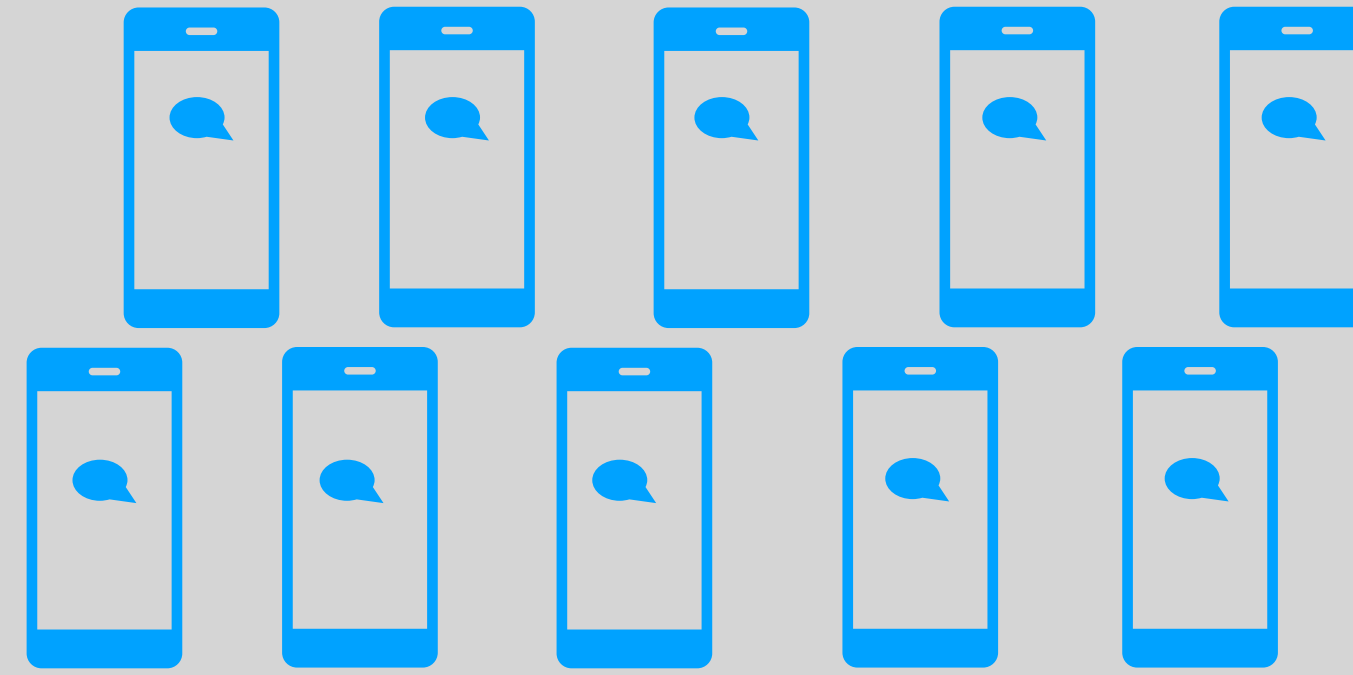
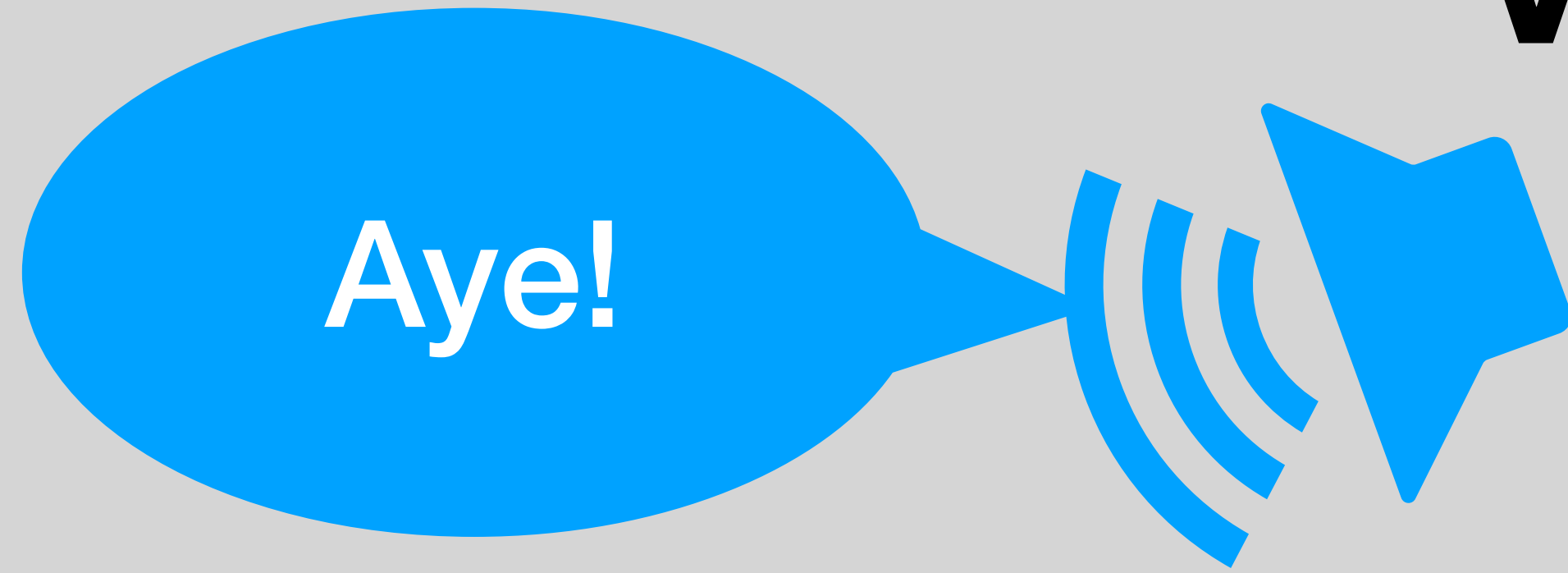
Voice Vote



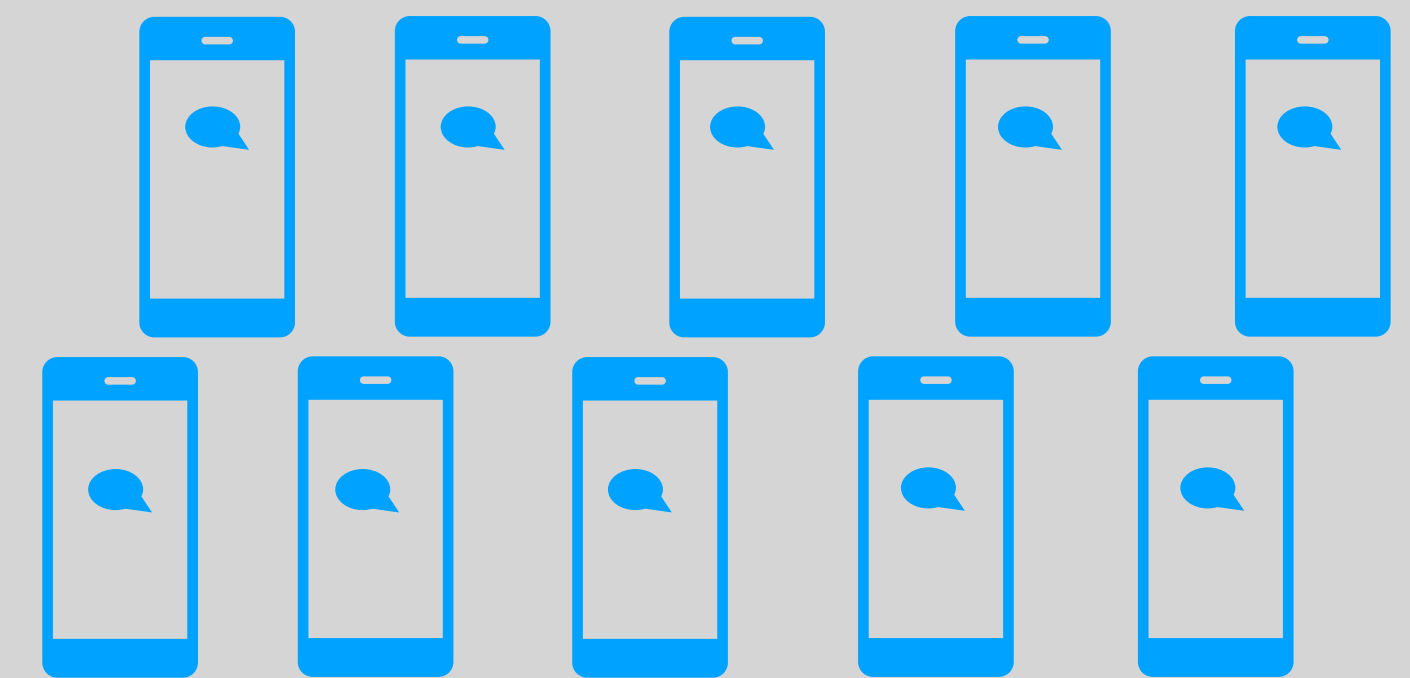
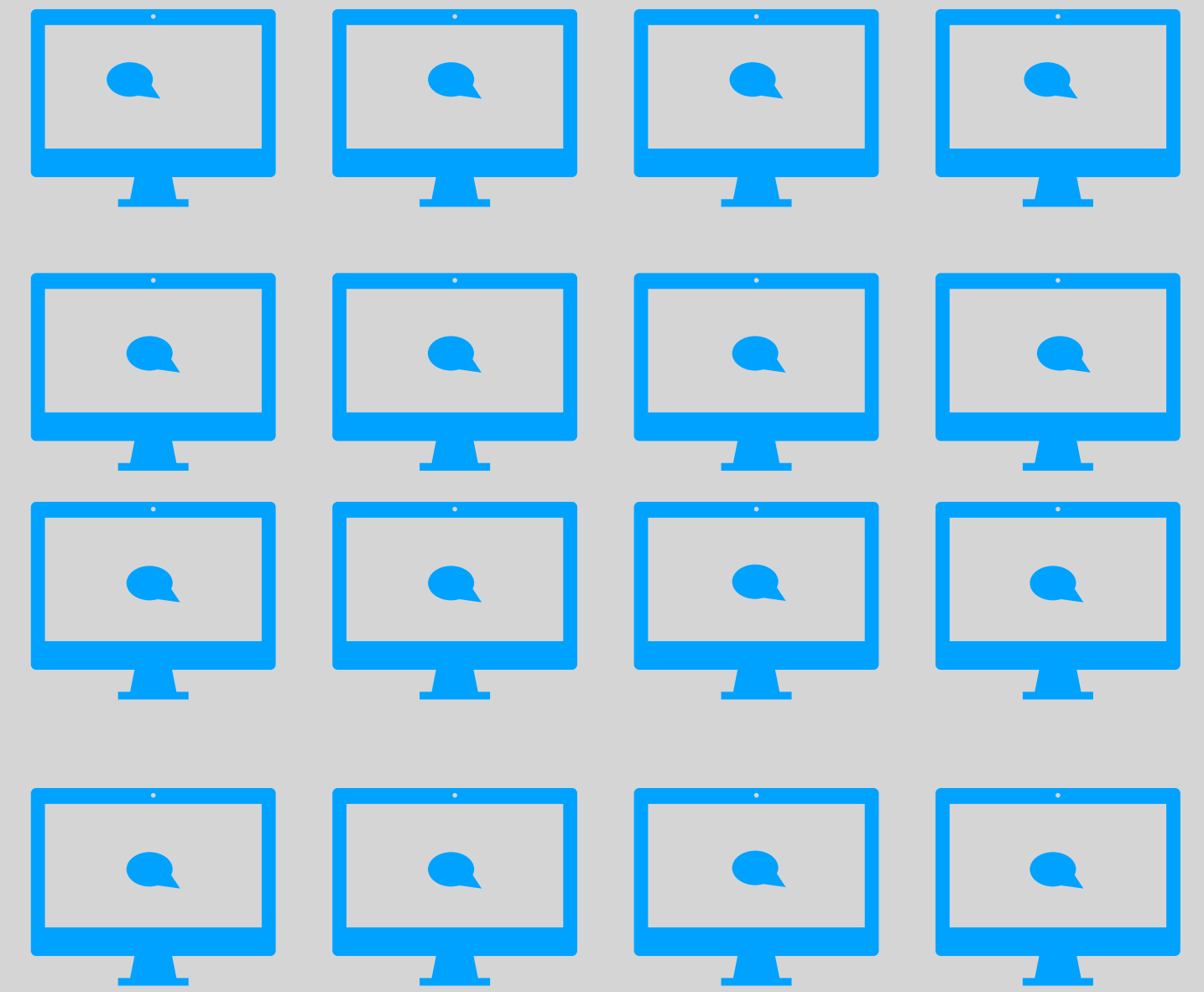
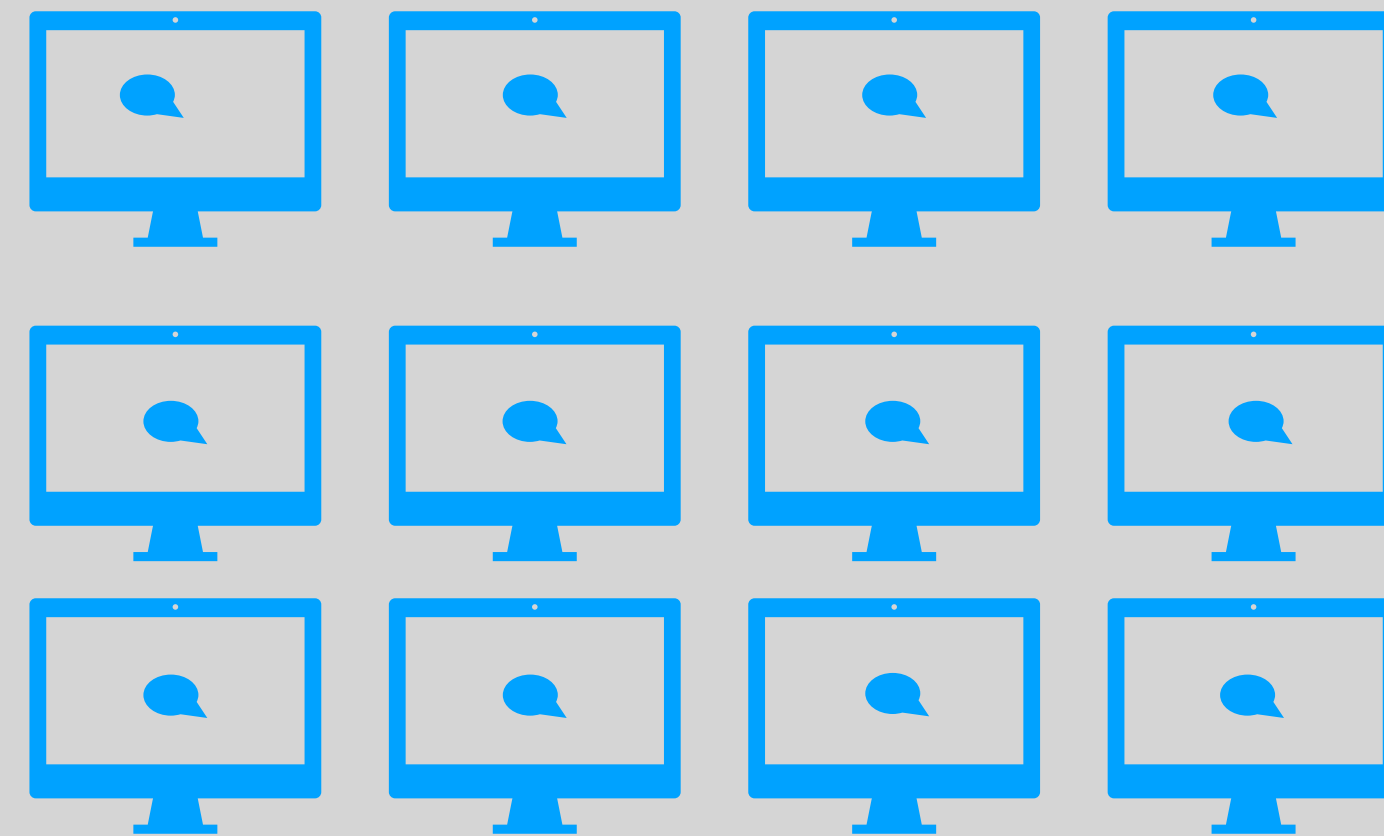
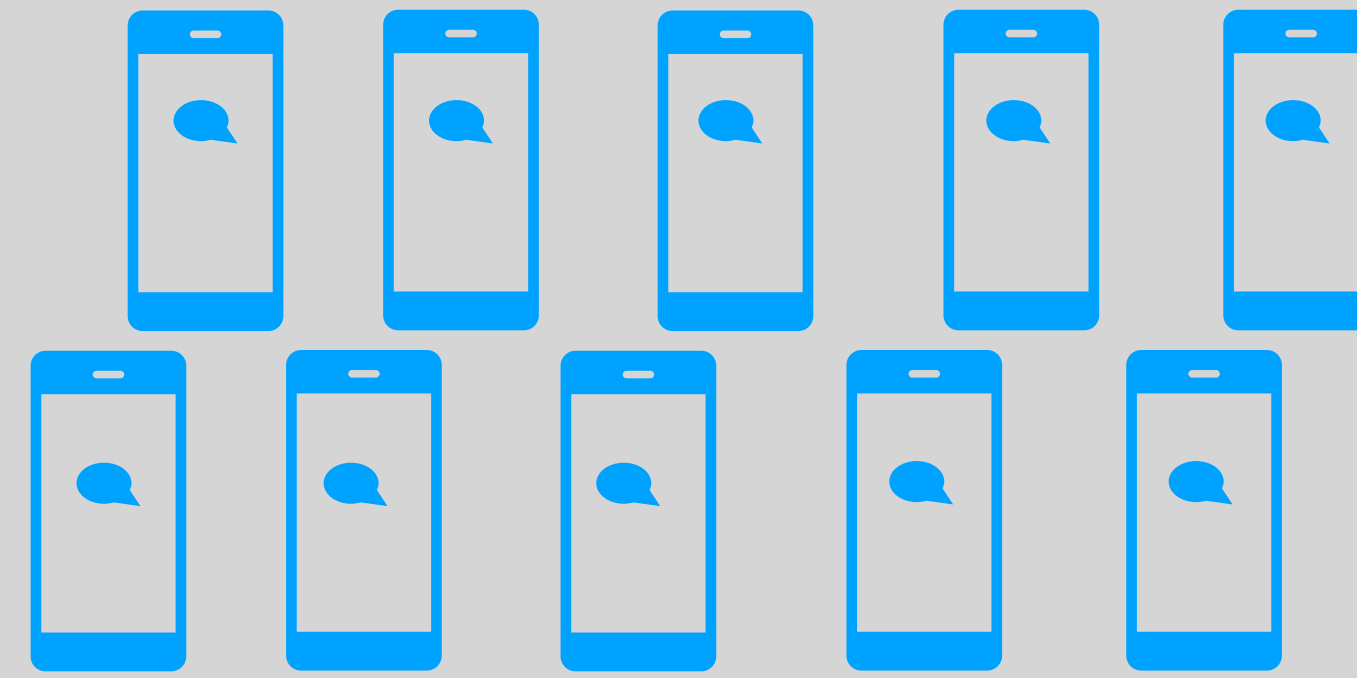
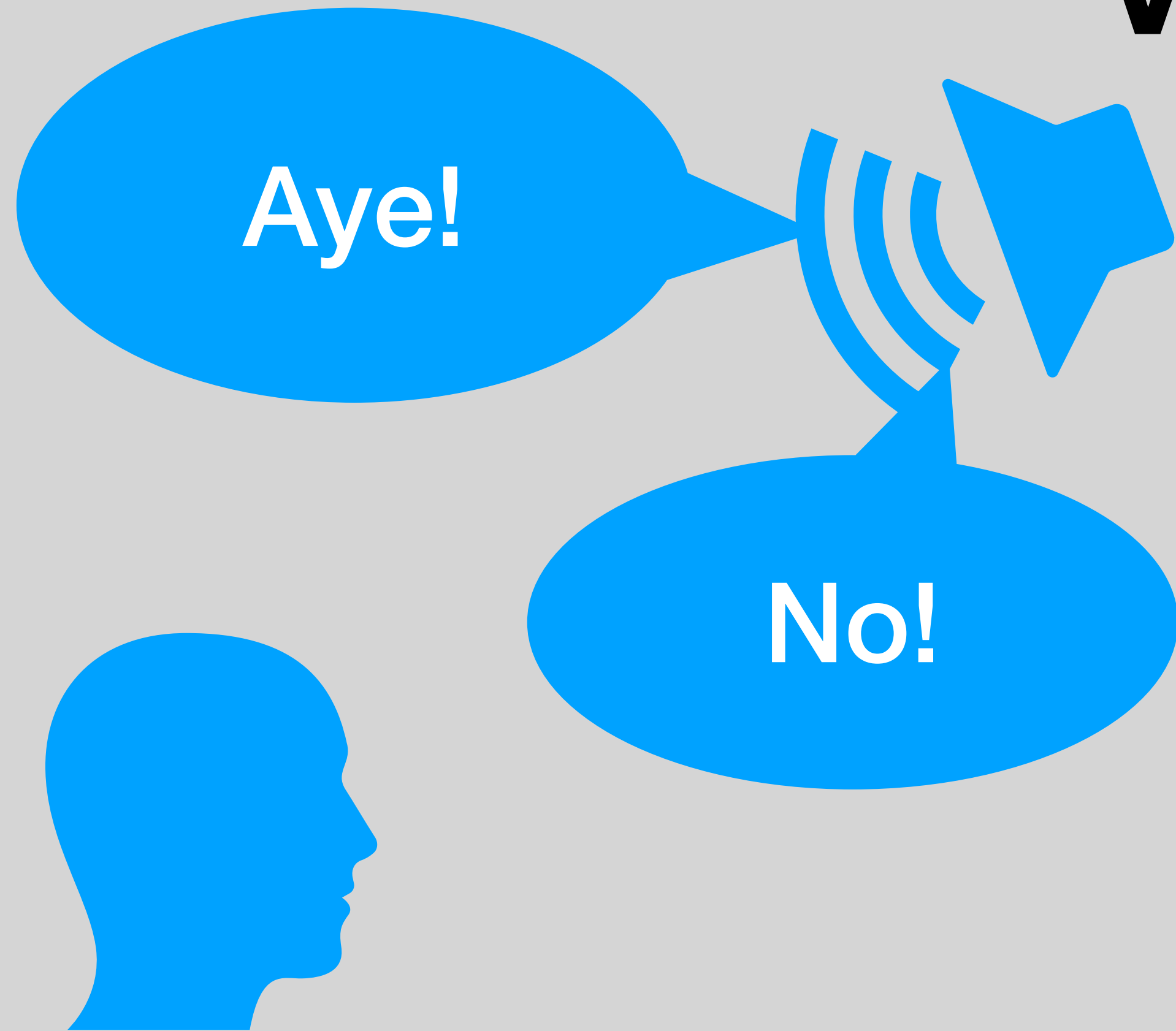
Voice Vote



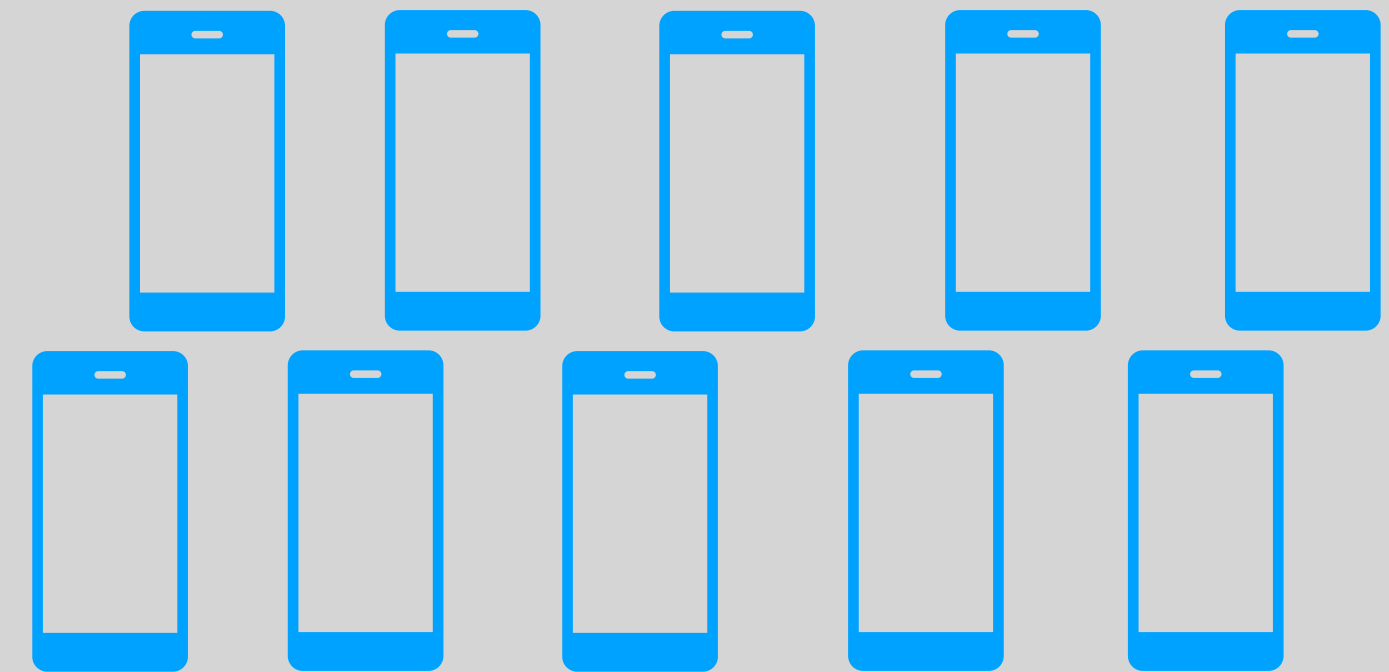
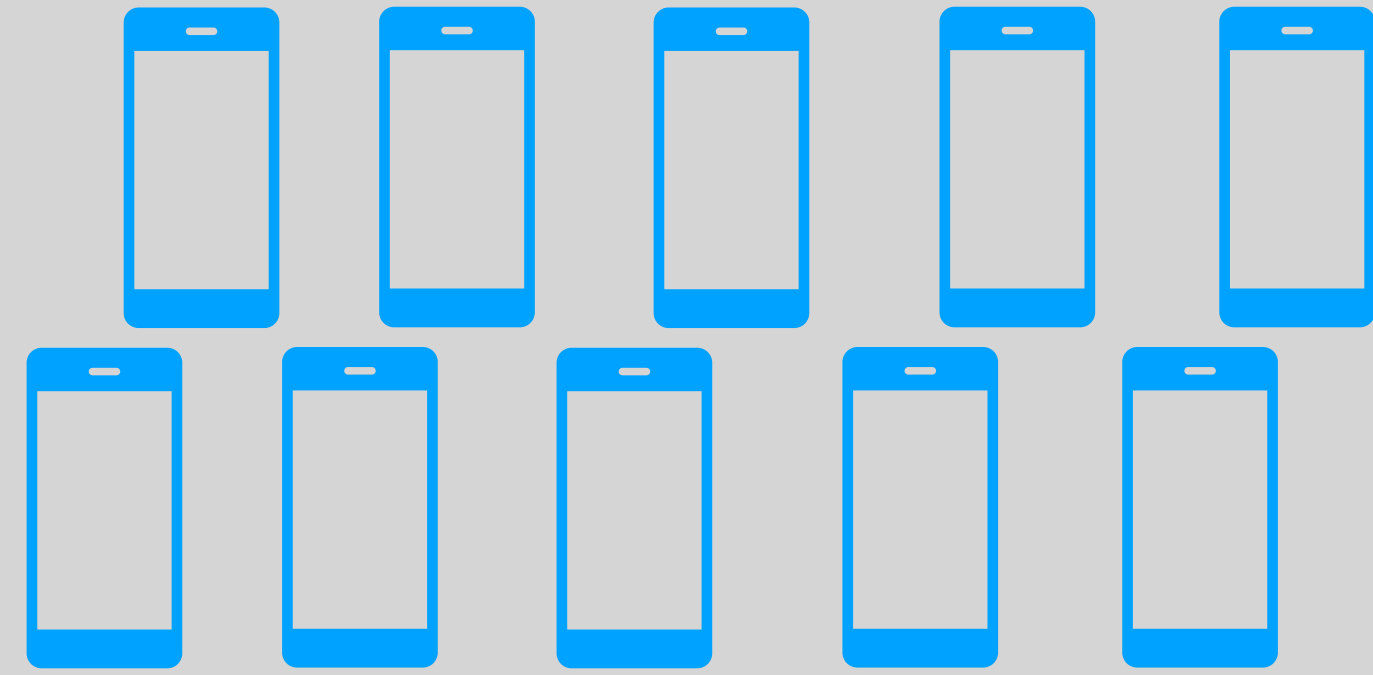
Voice Vote



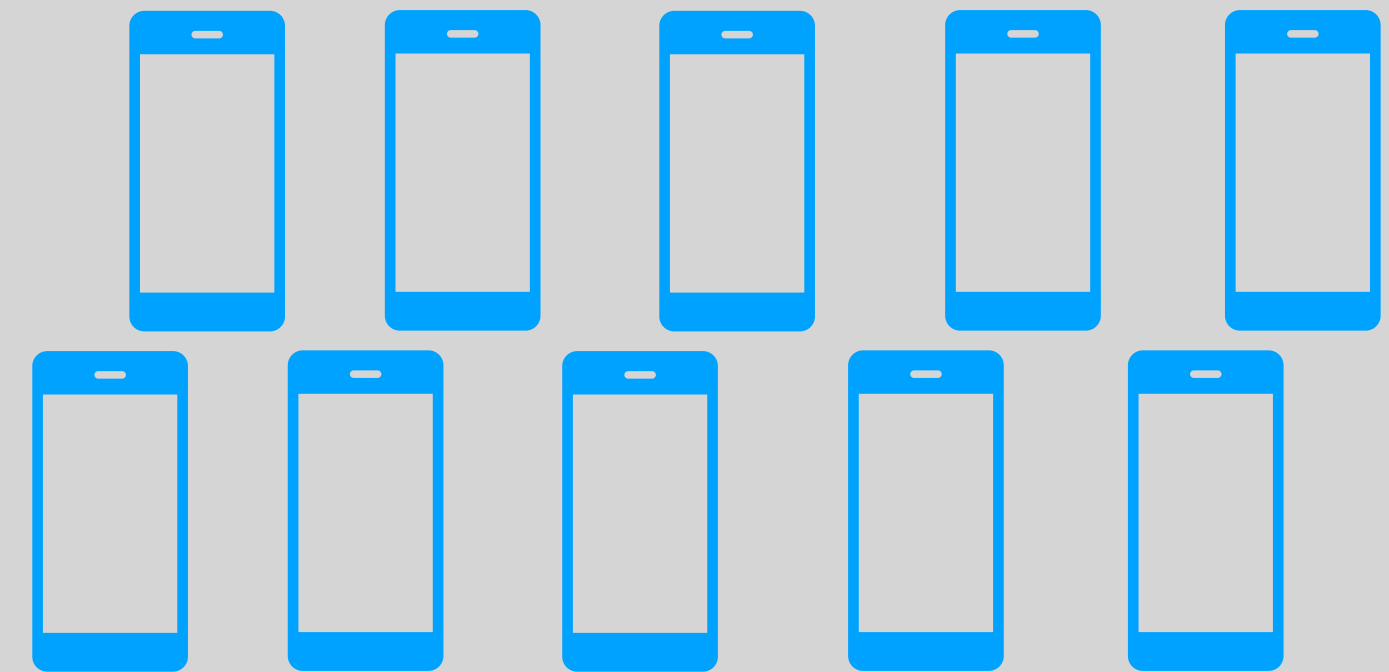
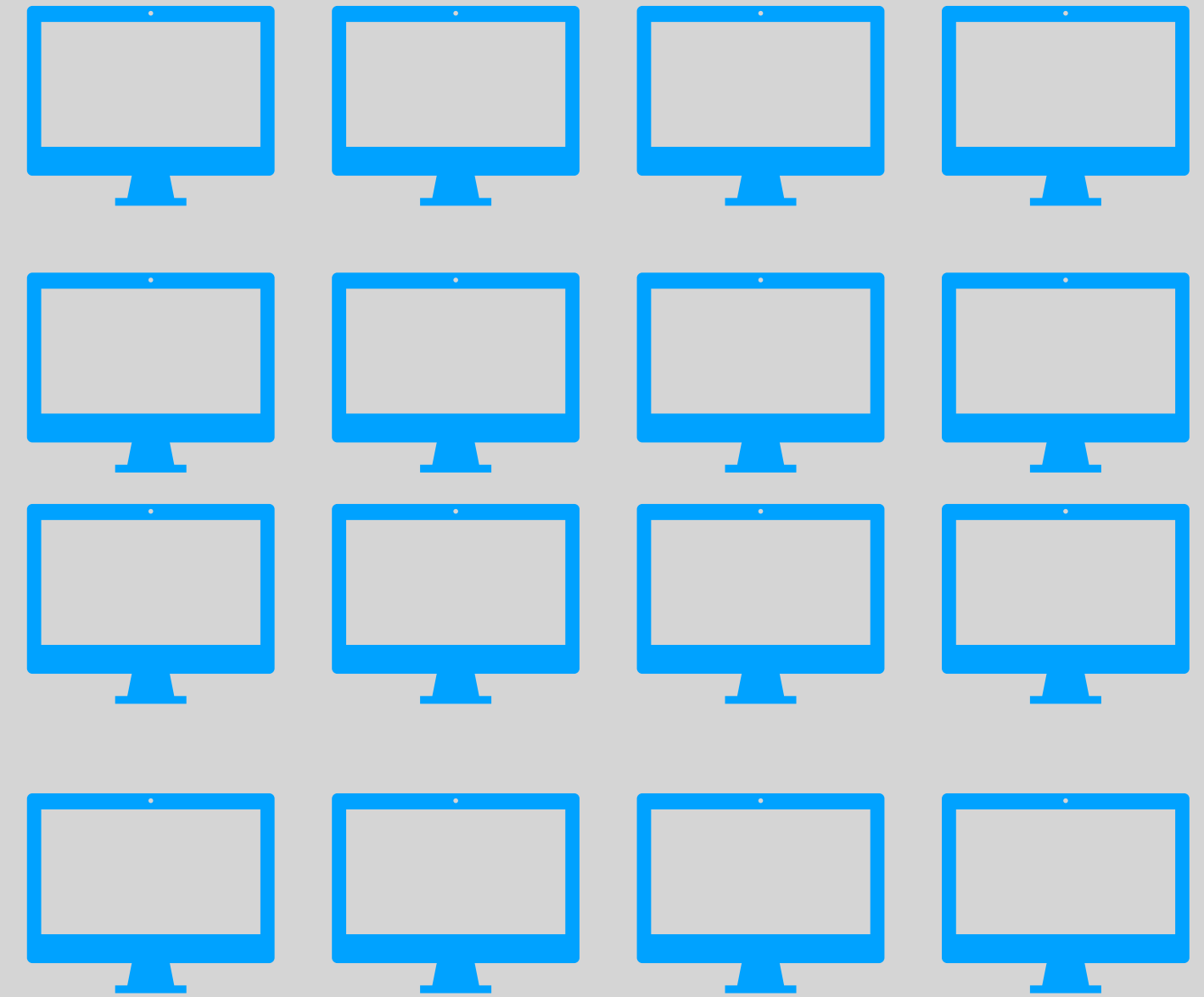
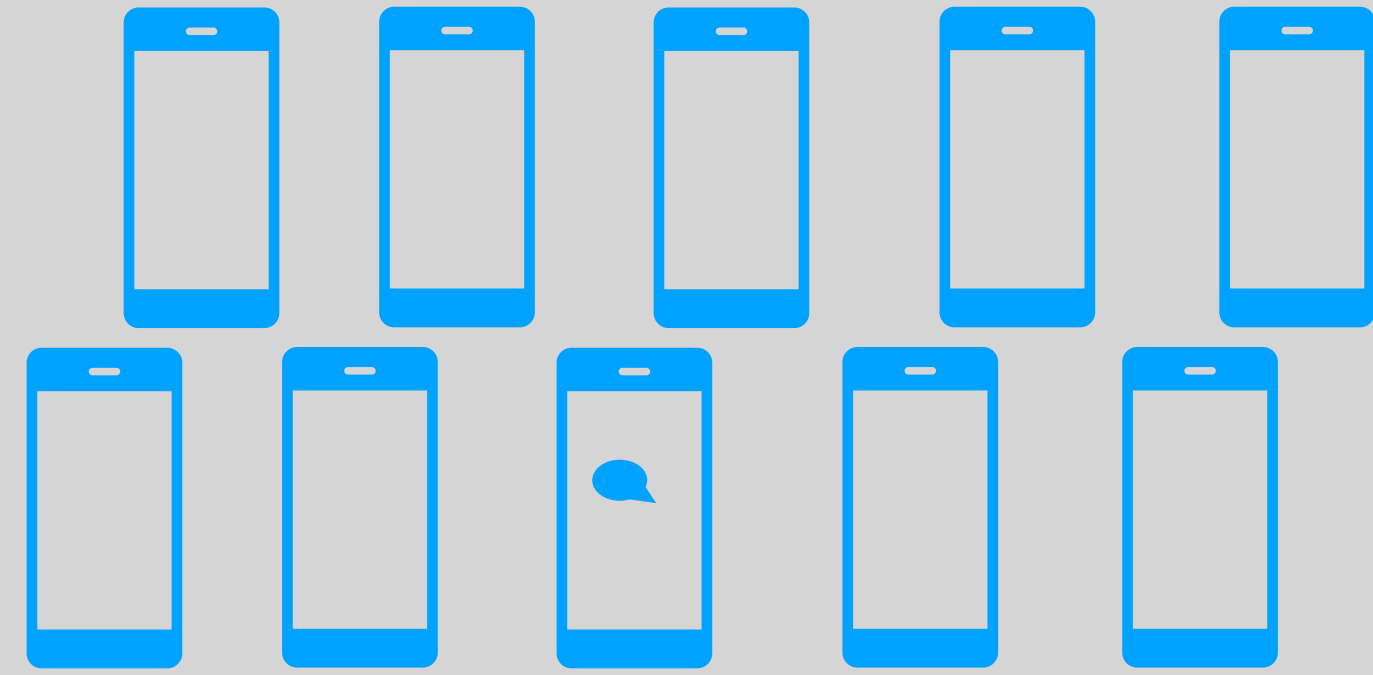
Voice Vote



Unanimous Consent



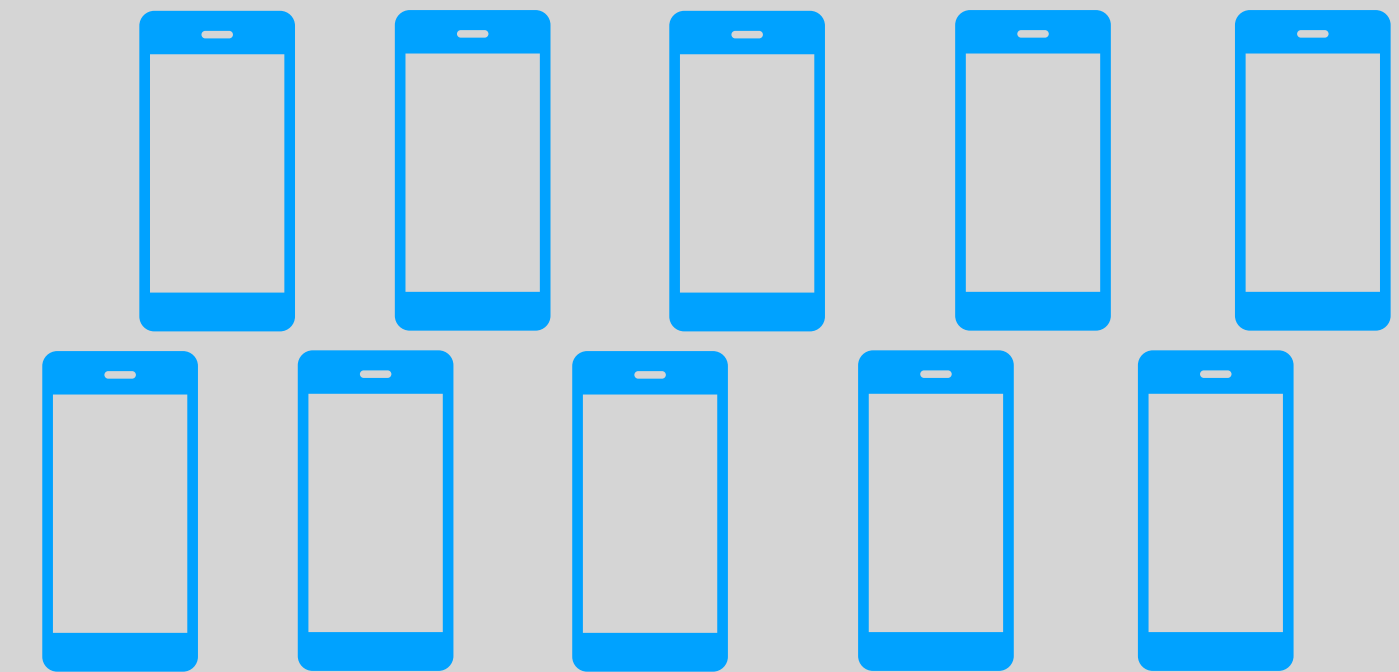
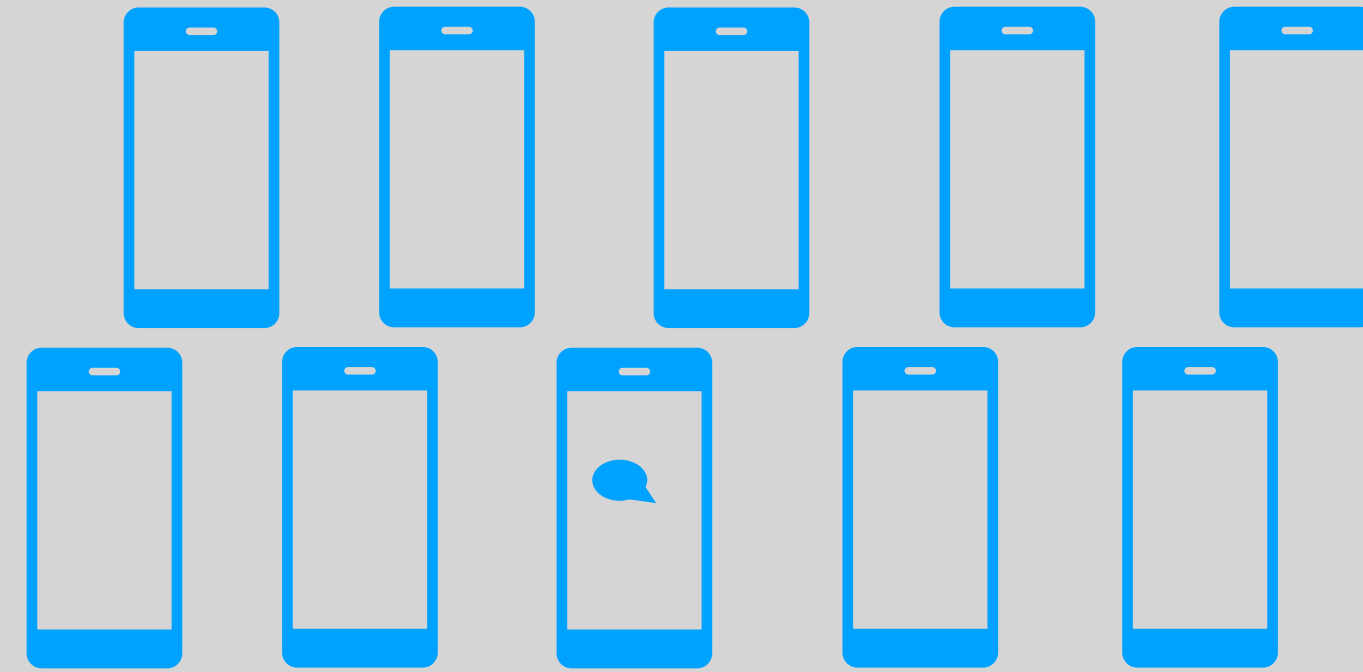
Unanimous Consent



Unanimous Consent



Objection!



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

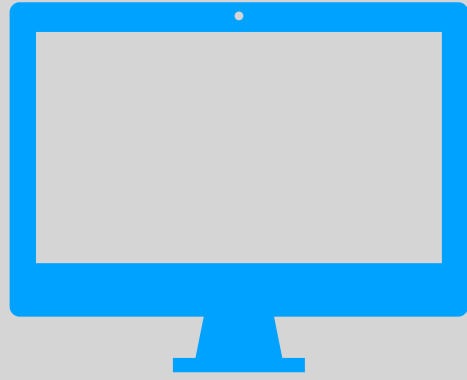
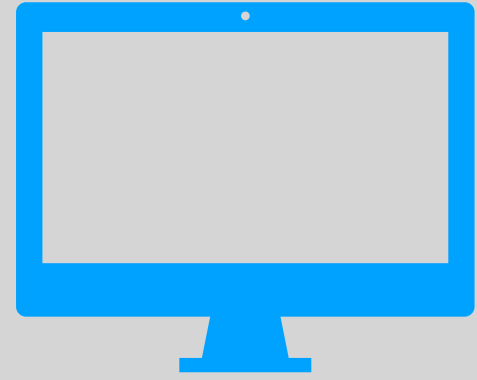
**Method For
Distinguishing
Members From
Nonmembers**

**Sometimes A Separate
Voting App Or Voting
Software Is Necessary**

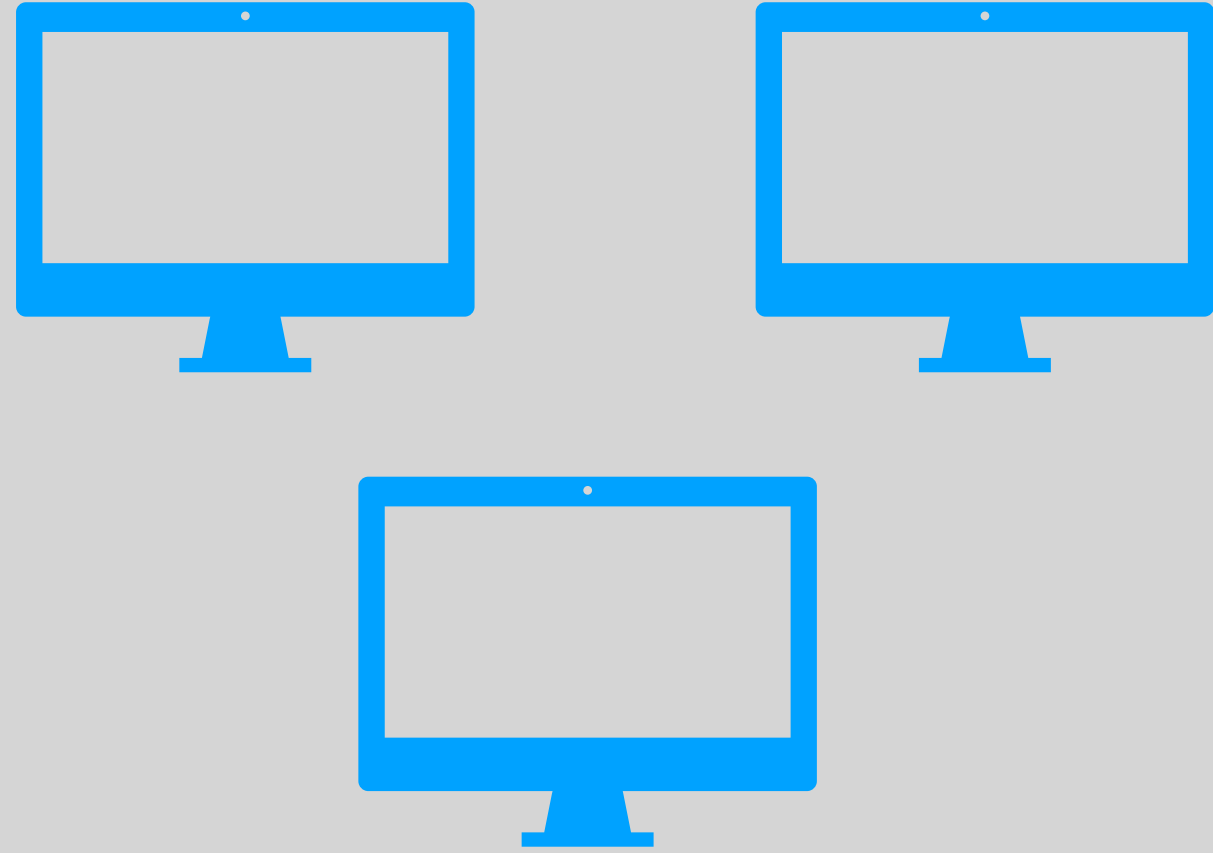
Technical Support
Is
Essential

Technical Support

Technical Support

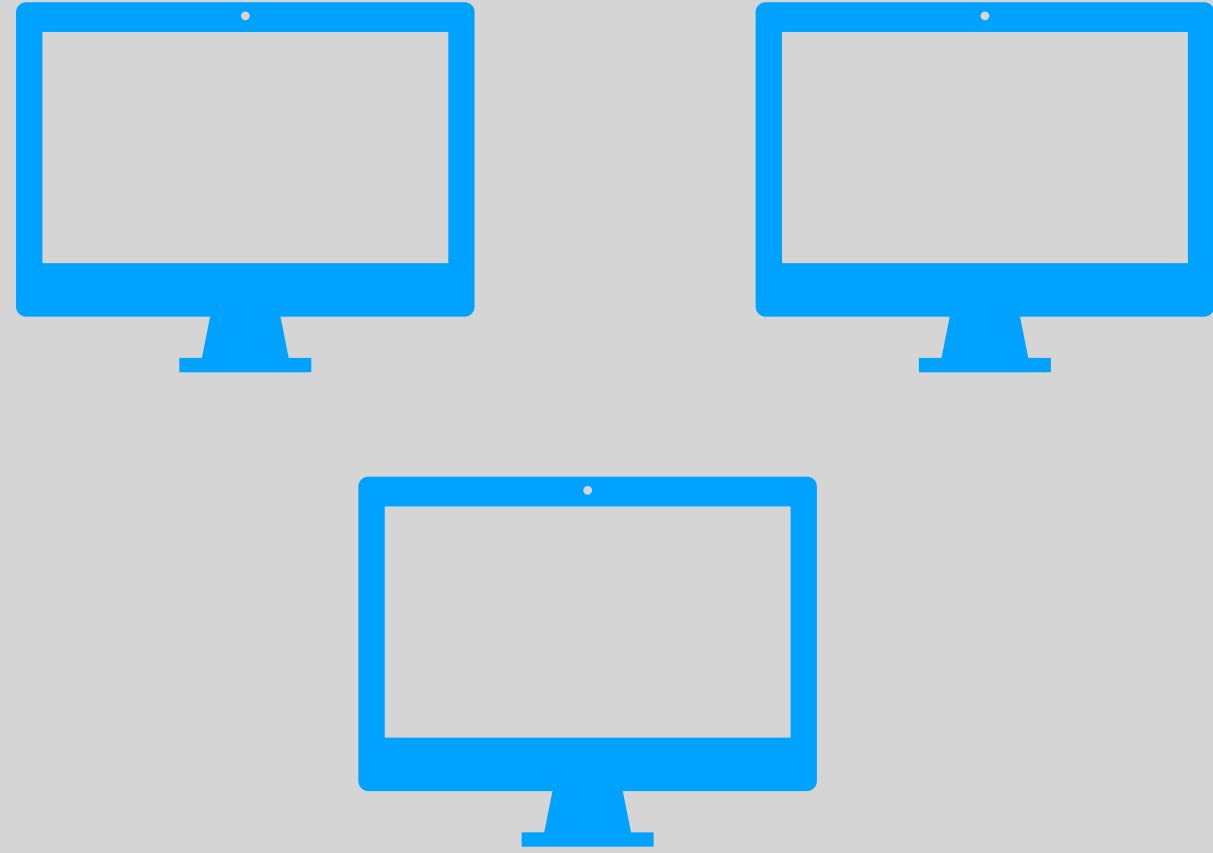


Technical Support



**Set Up The
Meeting Room**

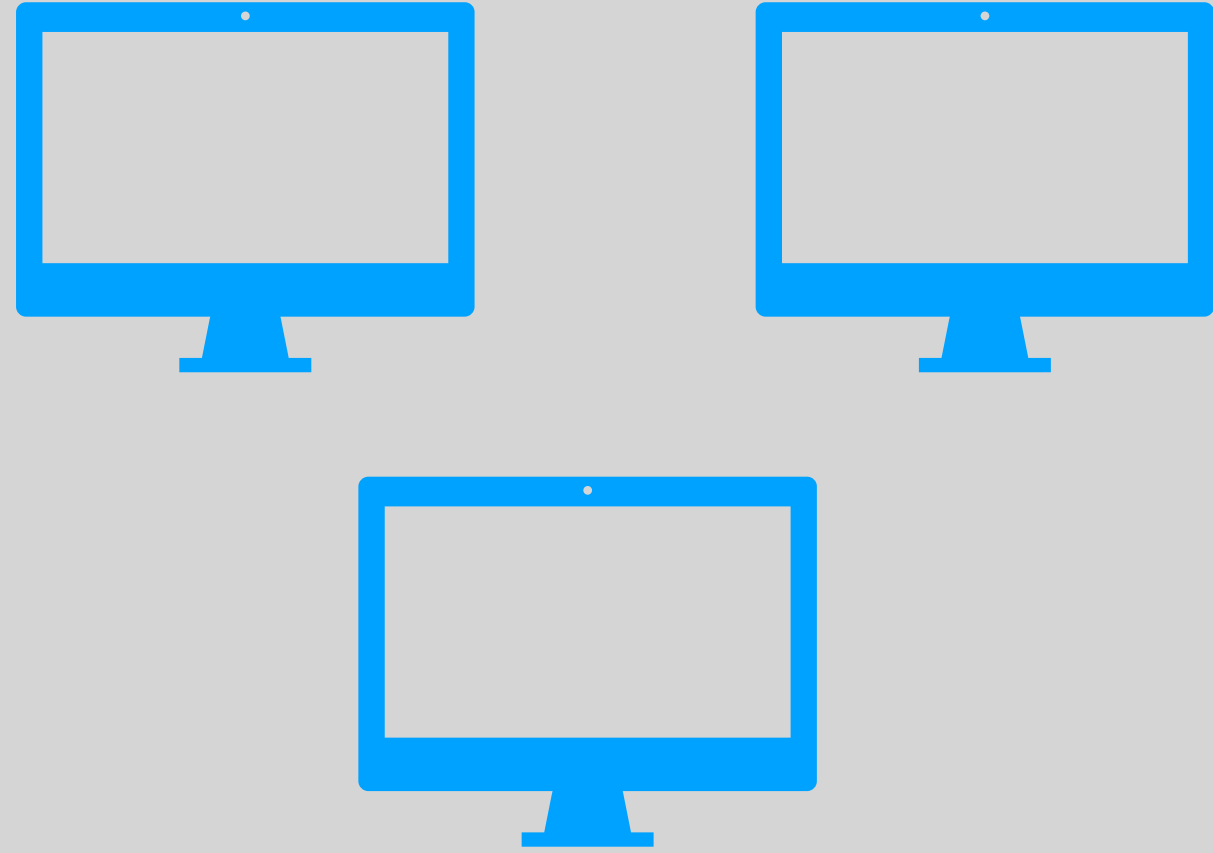
Technical Support



**Set Up The
Meeting Room**

Send The Links

Technical Support

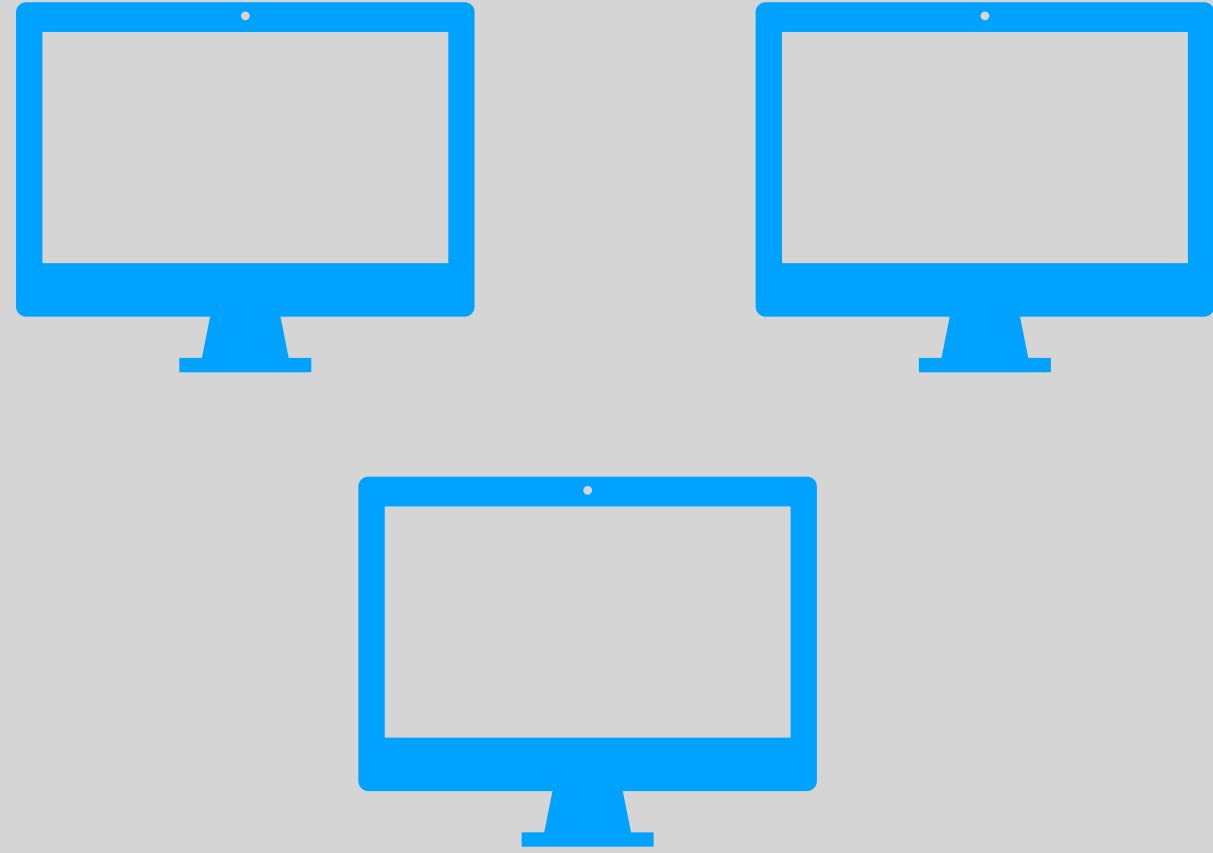


**Set Up The
Meeting Room**

Send The Links

Start The Meeting

Technical Support



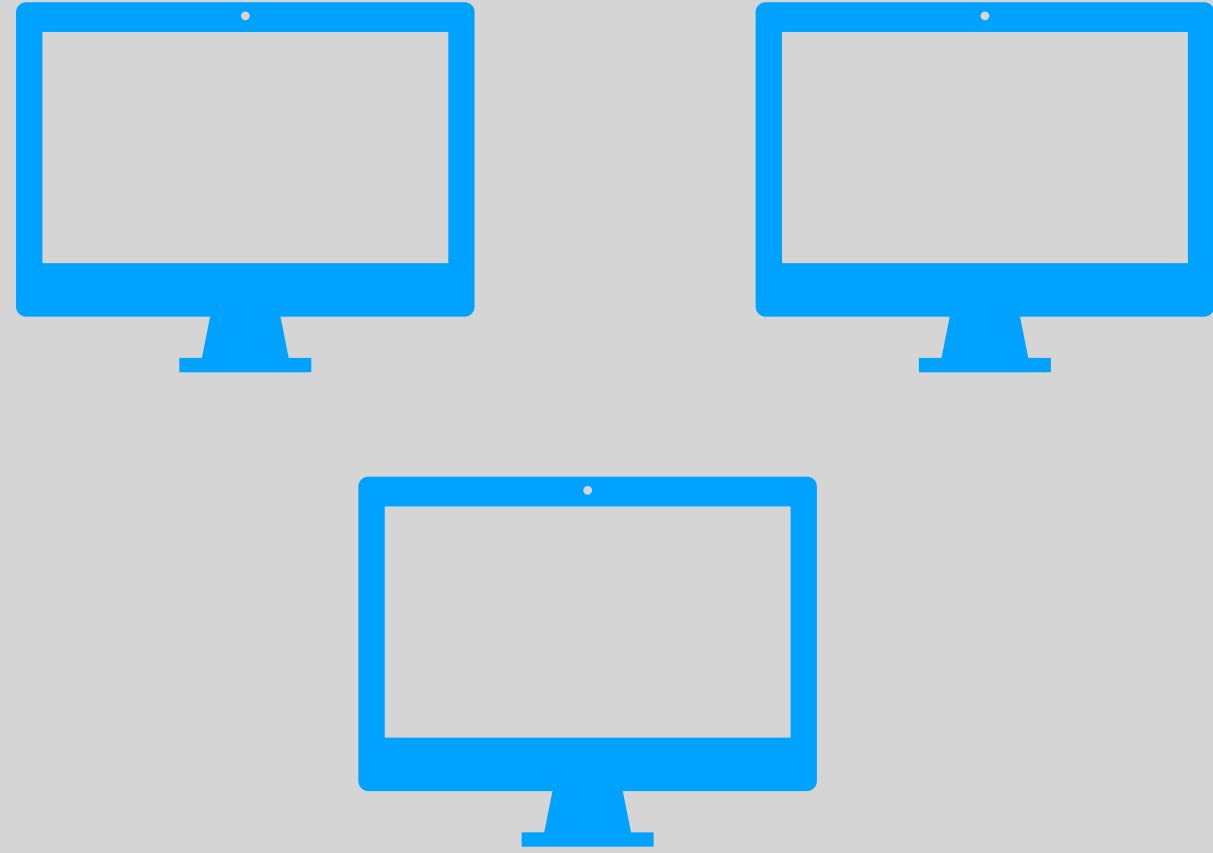
**Set Up The
Meeting Room**

Send The Links

Start The Meeting

**Set Participants'
Access Levels**

Technical Support



**Set Up The
Meeting Room**

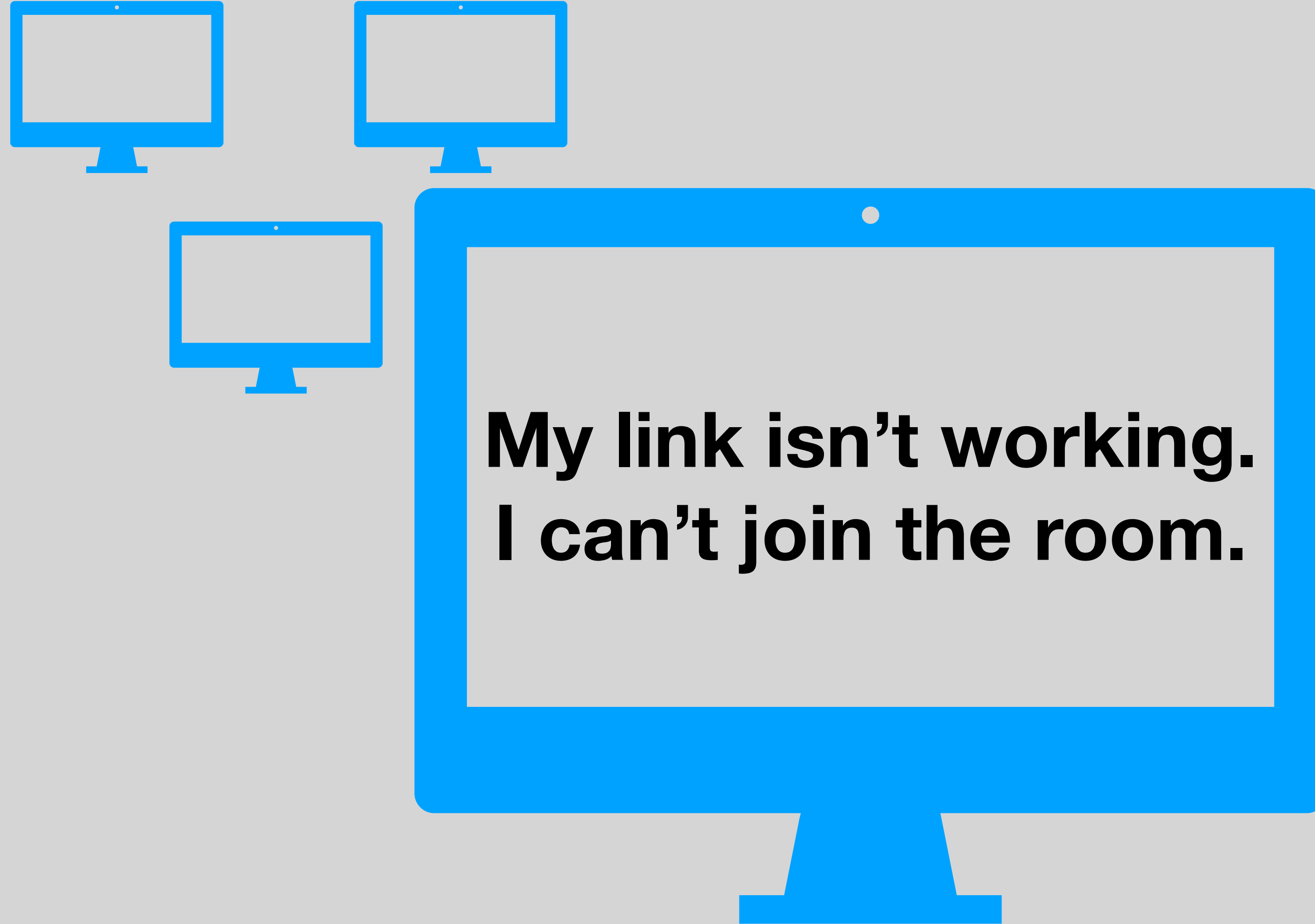
Send The Links

Start The Meeting

**Set Participants'
Access Levels**

**Troubleshoot
Everything**

Technical Support



**Set Up The
Meeting Room**

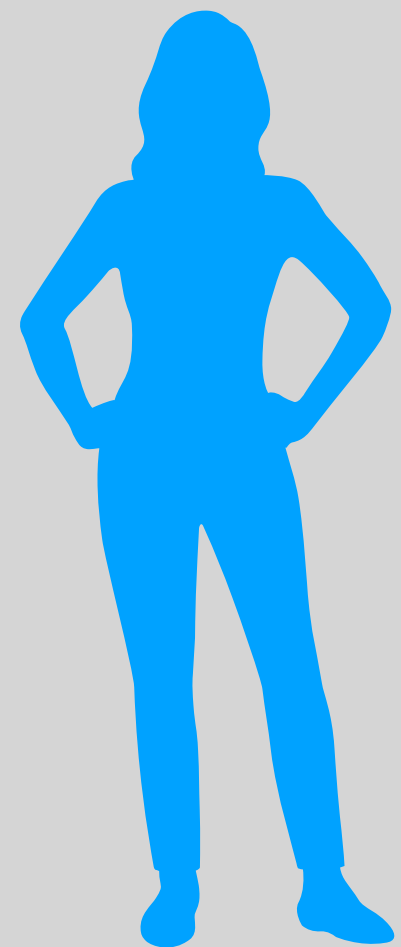
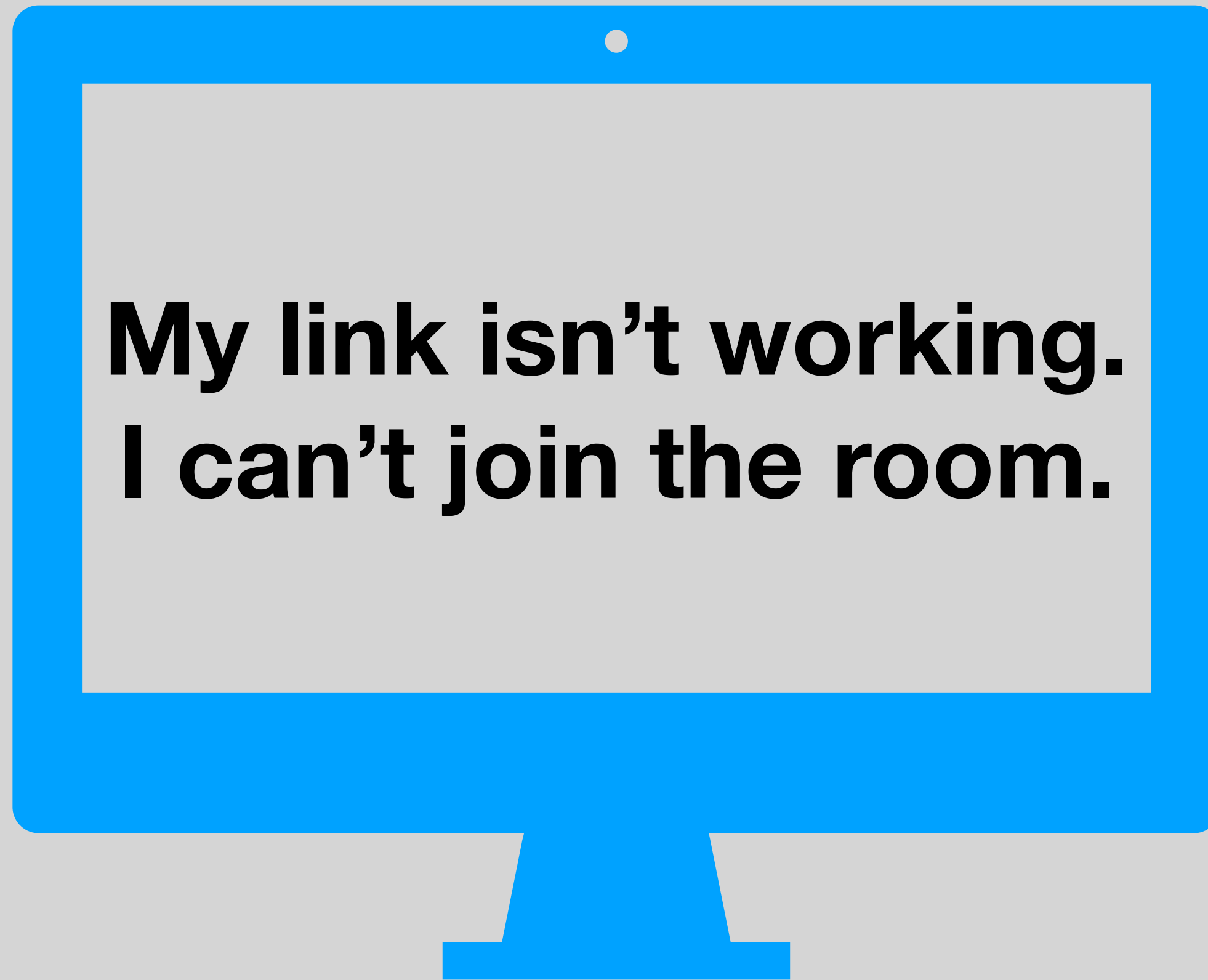
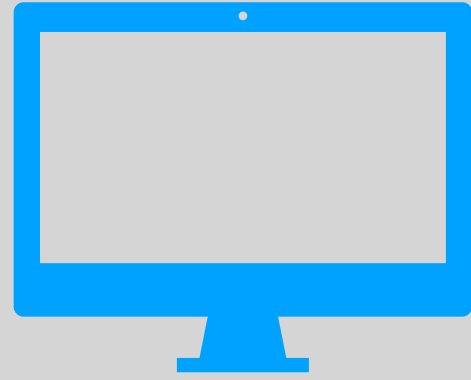
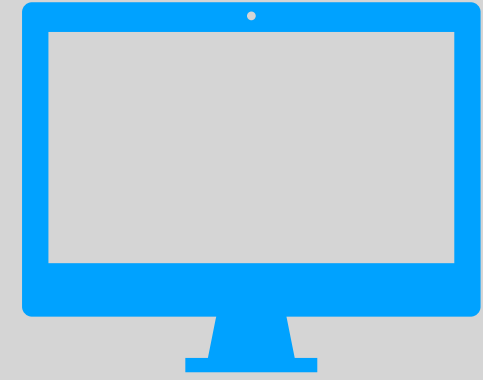
Send The Links

Start The Meeting

**Set Participants'
Access Levels**

**Troubleshoot
Everything**

Technical Support



Volunteer

**Set Up The
Meeting Room**

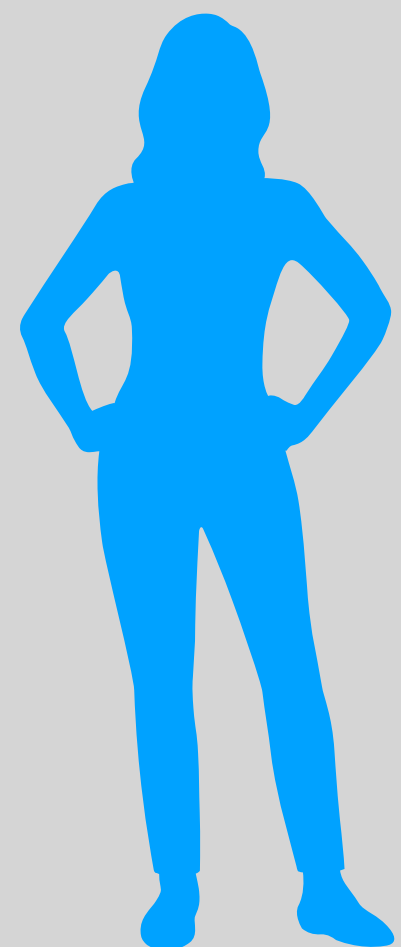
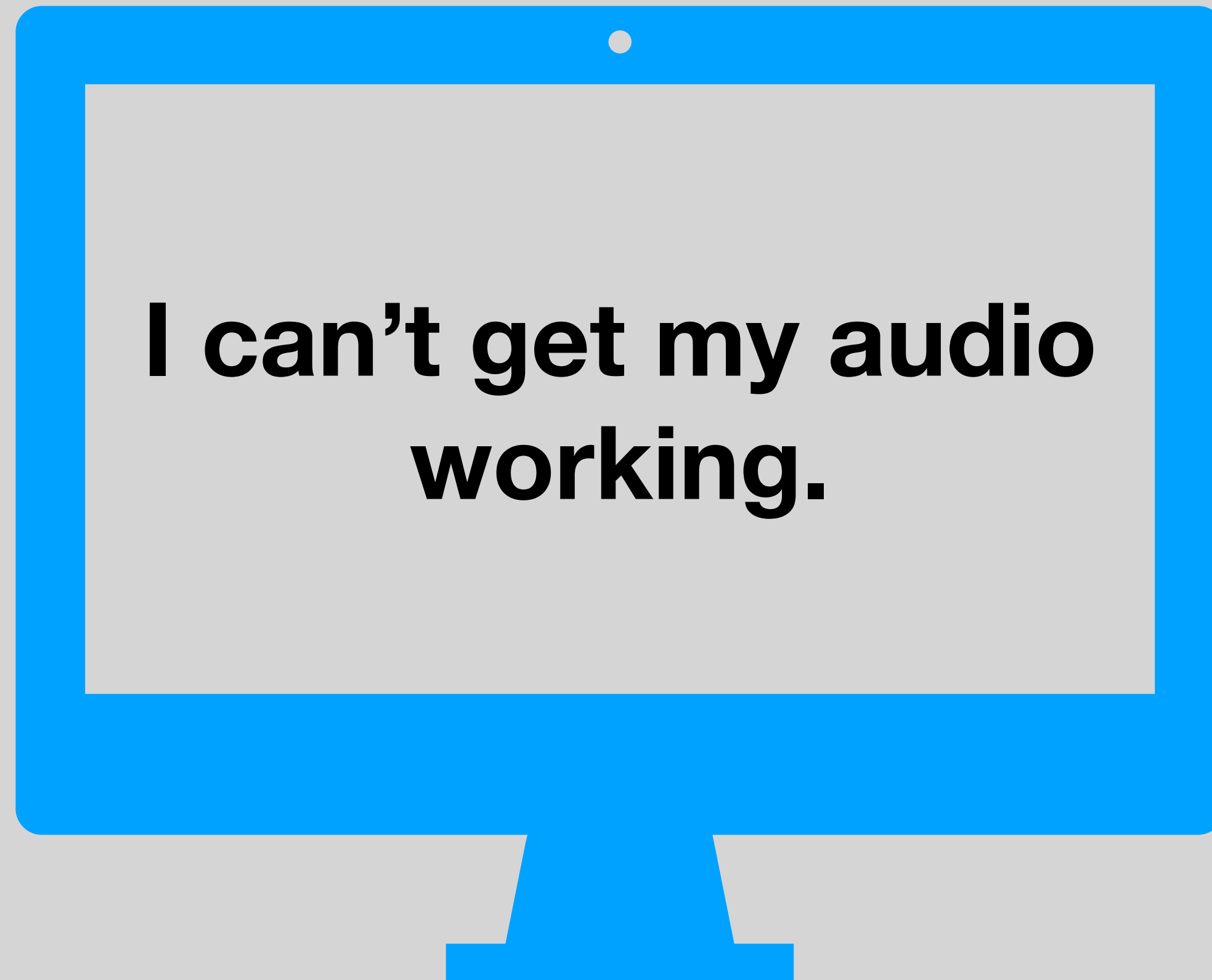
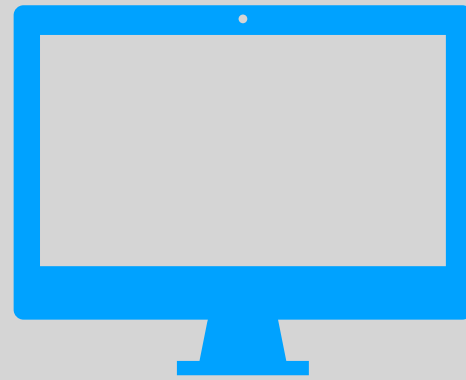
Send The Links

Start The Meeting

**Set Participants'
Access Levels**

**Troubleshoot
Everything**

Technical Support



Volunteer

**Set Up The
Meeting Room**

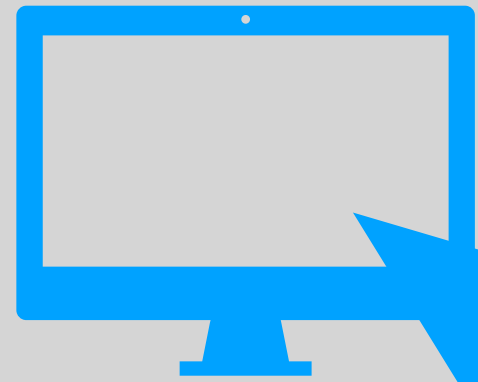
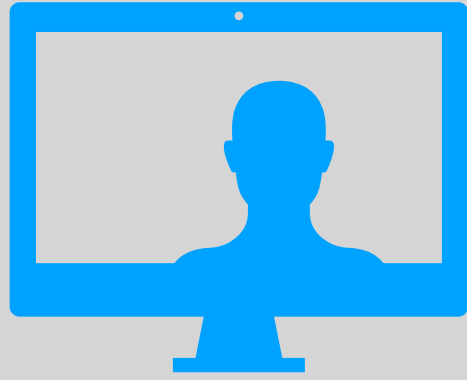
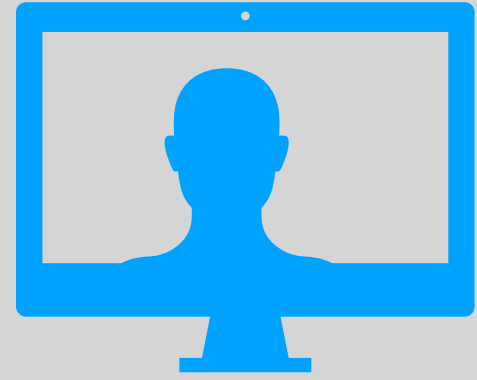
Send The Links

Start The Meeting

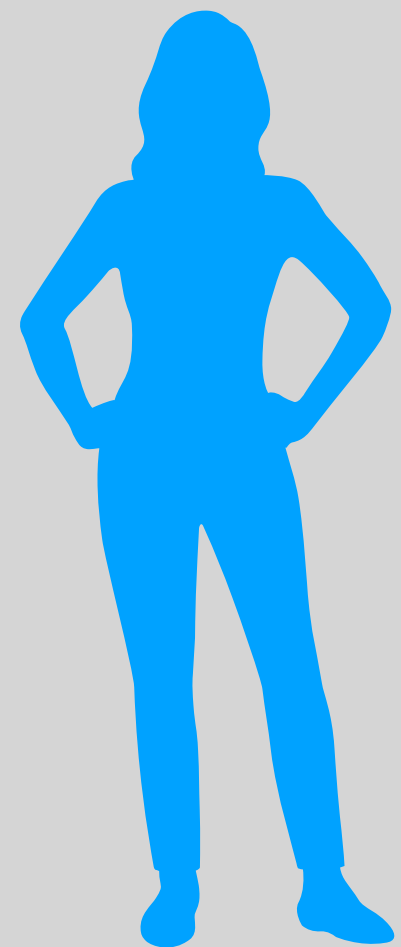
**Set Participants'
Access Levels**

**Troubleshoot
Everything**

Technical Support



I can't get my camera
to come on.



Volunteer

**Set Up The
Meeting Room**

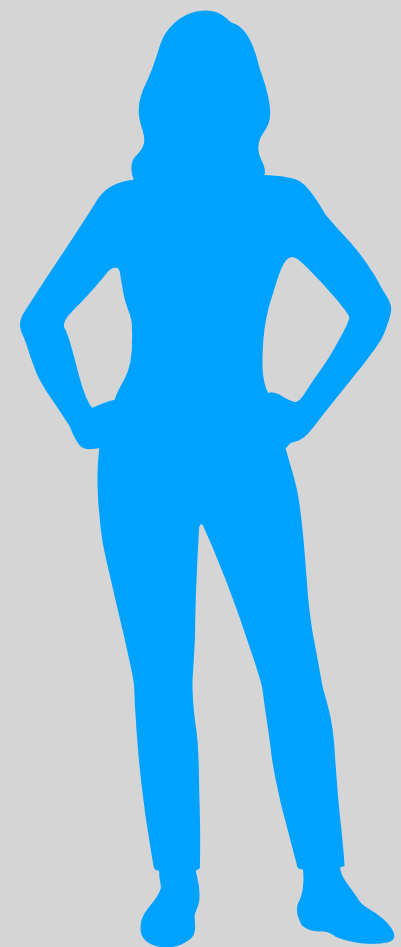
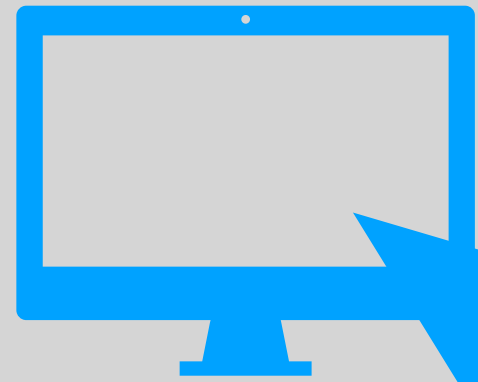
Send The Links

Start The Meeting

**Set Participants'
Access Levels**

**Troubleshoot
Everything**

Technical Support



Volunteer

Why can't I see the presentation?

Set Up The Meeting Room

Send The Links

Start The Meeting

Set Participants' Access Levels

Troubleshoot Everything

Technical Support



**Set Up The
Meeting Room**

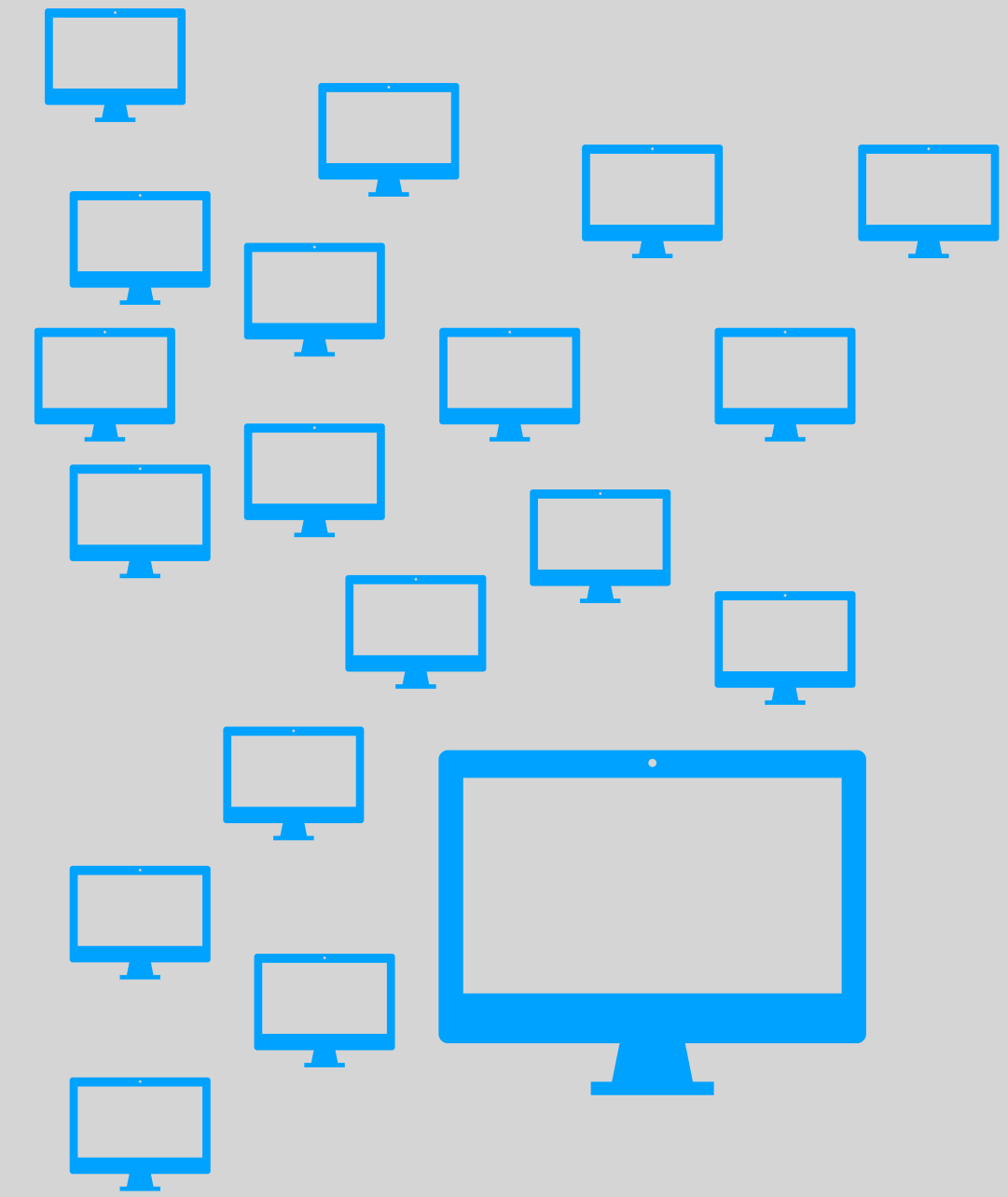
Send The Links

Start The Meeting

**Set Participants'
Access Levels**

**Troubleshoot
Everything**

Technical Support



**Set Up The
Meeting Room**

Send The Links

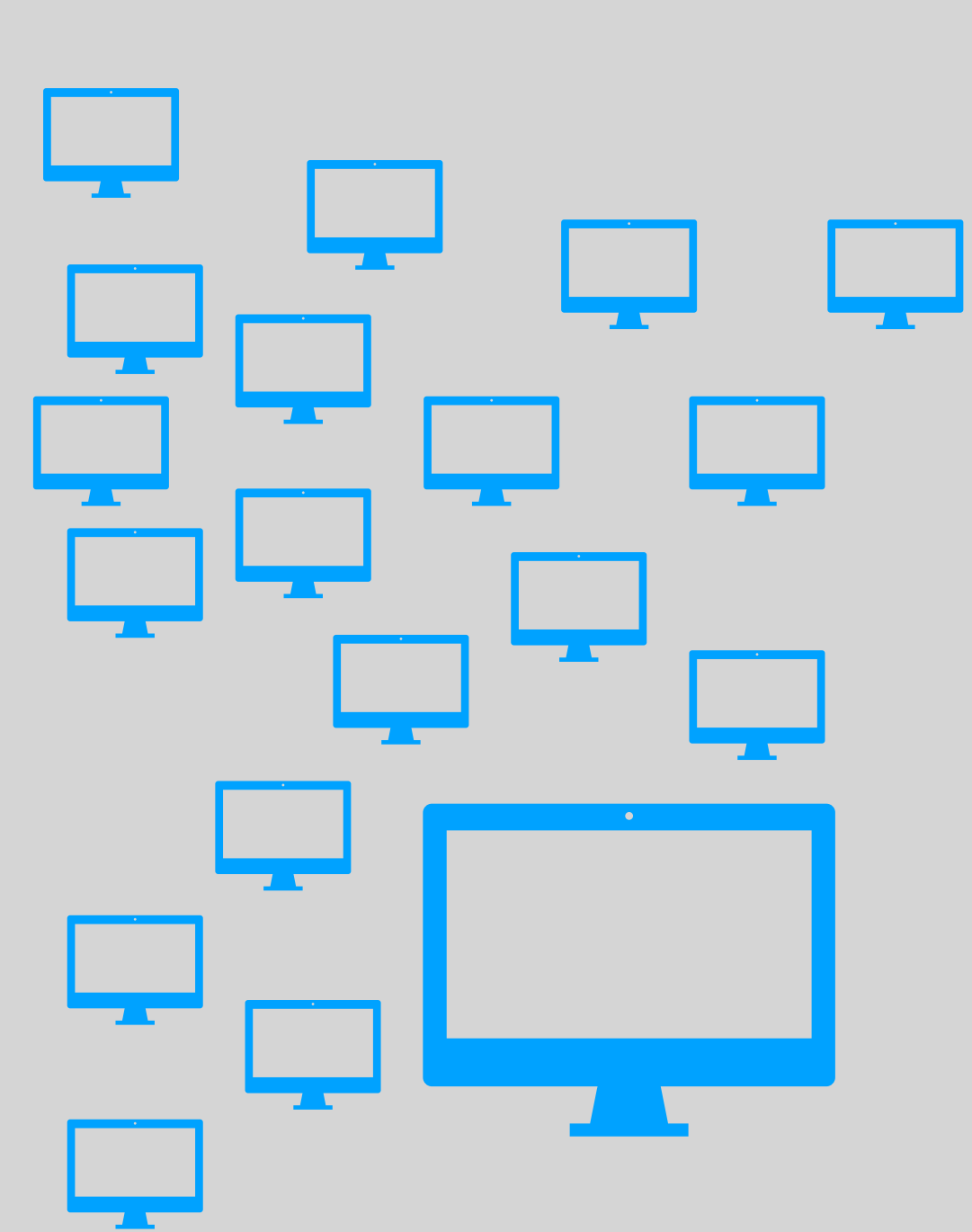
Start The Meeting

**Set Participants'
Access Levels**

**Troubleshoot
Everything**

Technical Support

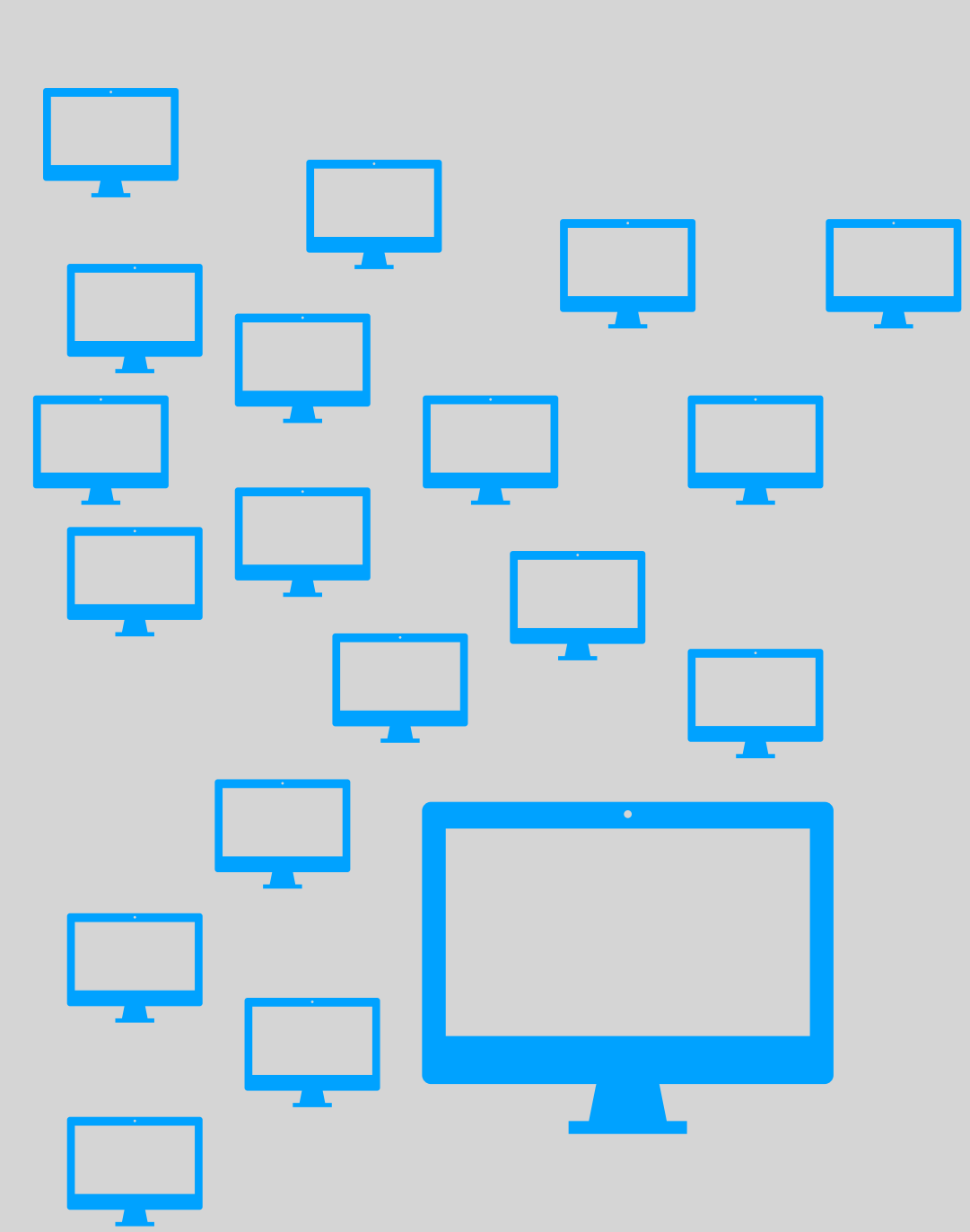
Verify Identification



Technical Support

Verify Identification

**Launch Polls
& Display Results**

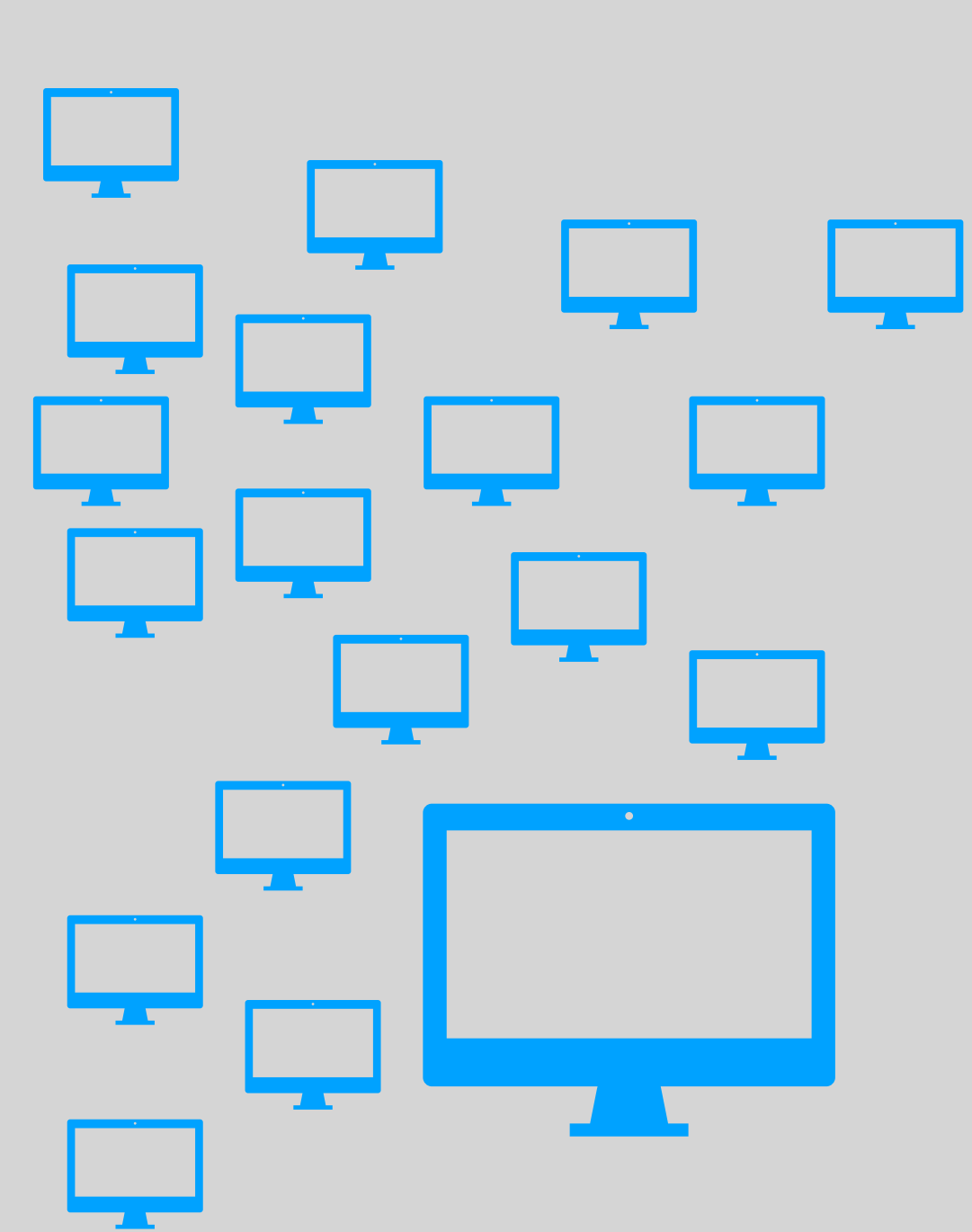


Technical Support

Verify Identification

**Launch Polls
& Display Results**

**Ensure That Only
Members Vote**



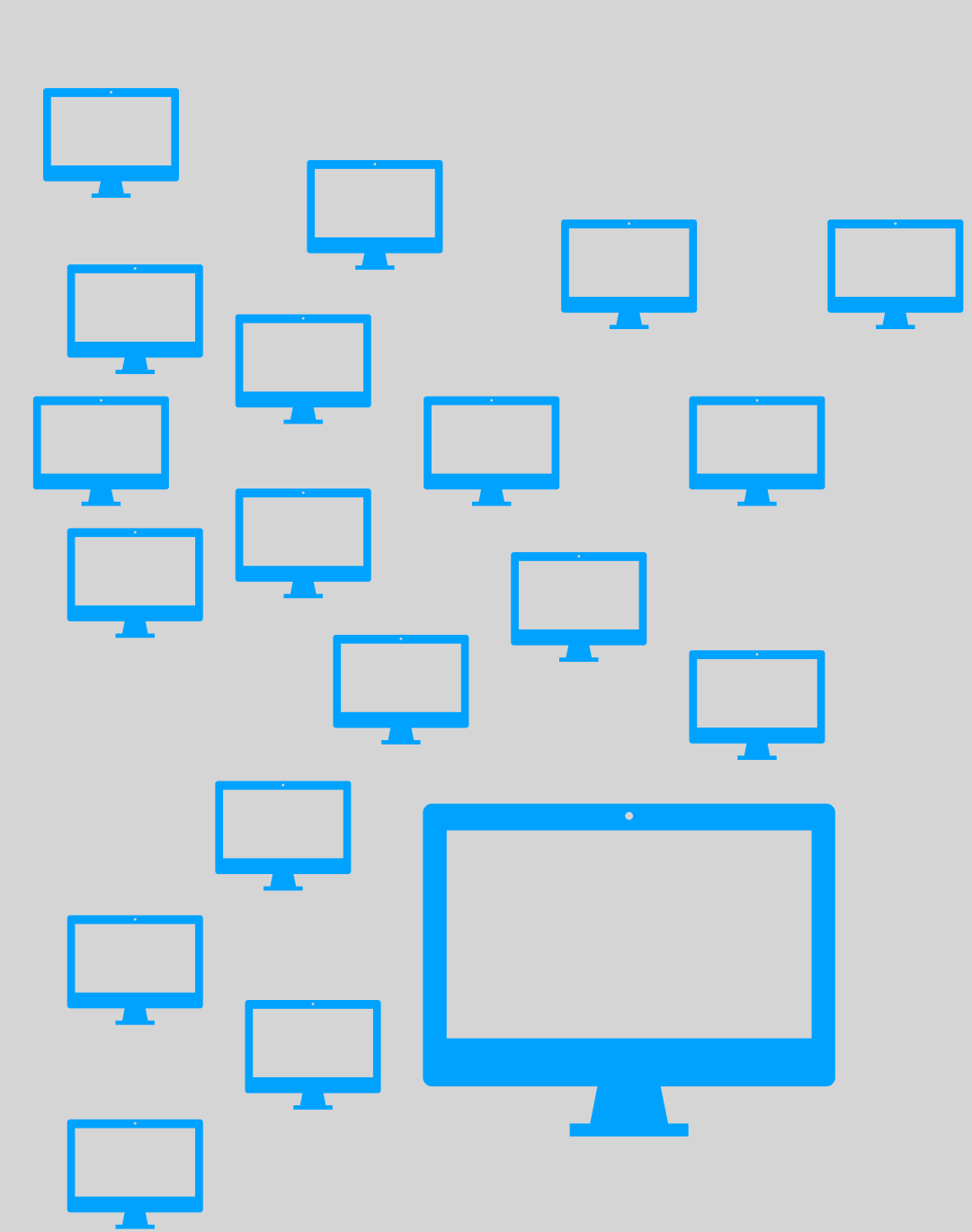
Technical Support

Verify Identification

**Launch Polls
& Display Results**

**Ensure That Only
Members Vote**

Manage Presentations



Technical Support

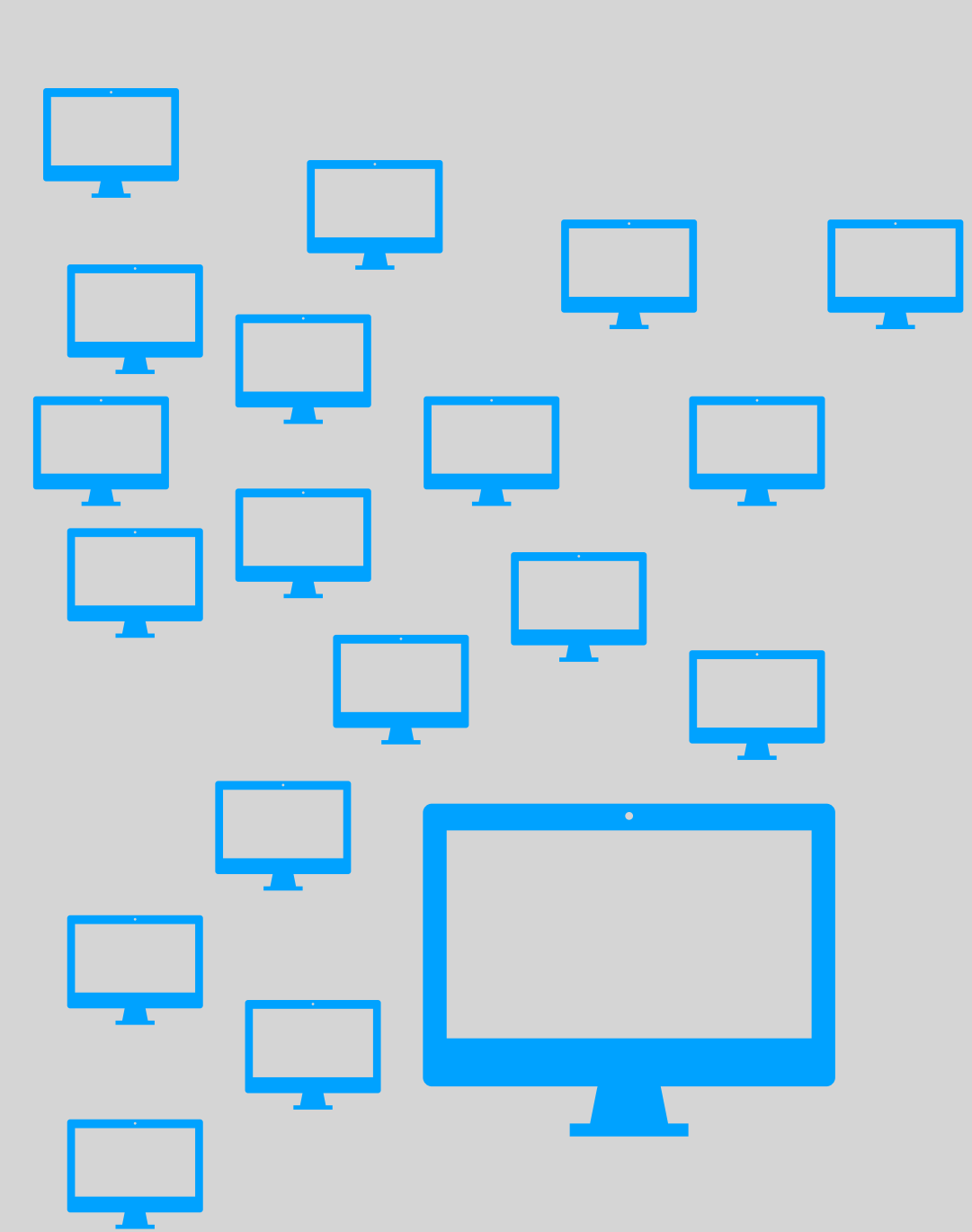
Verify Identification

**Launch Polls
& Display Results**

**Ensure That Only
Members Vote**

Manage Presentations

**Monitor & Manage
Chat Window**



Technical Support

Verify Identification

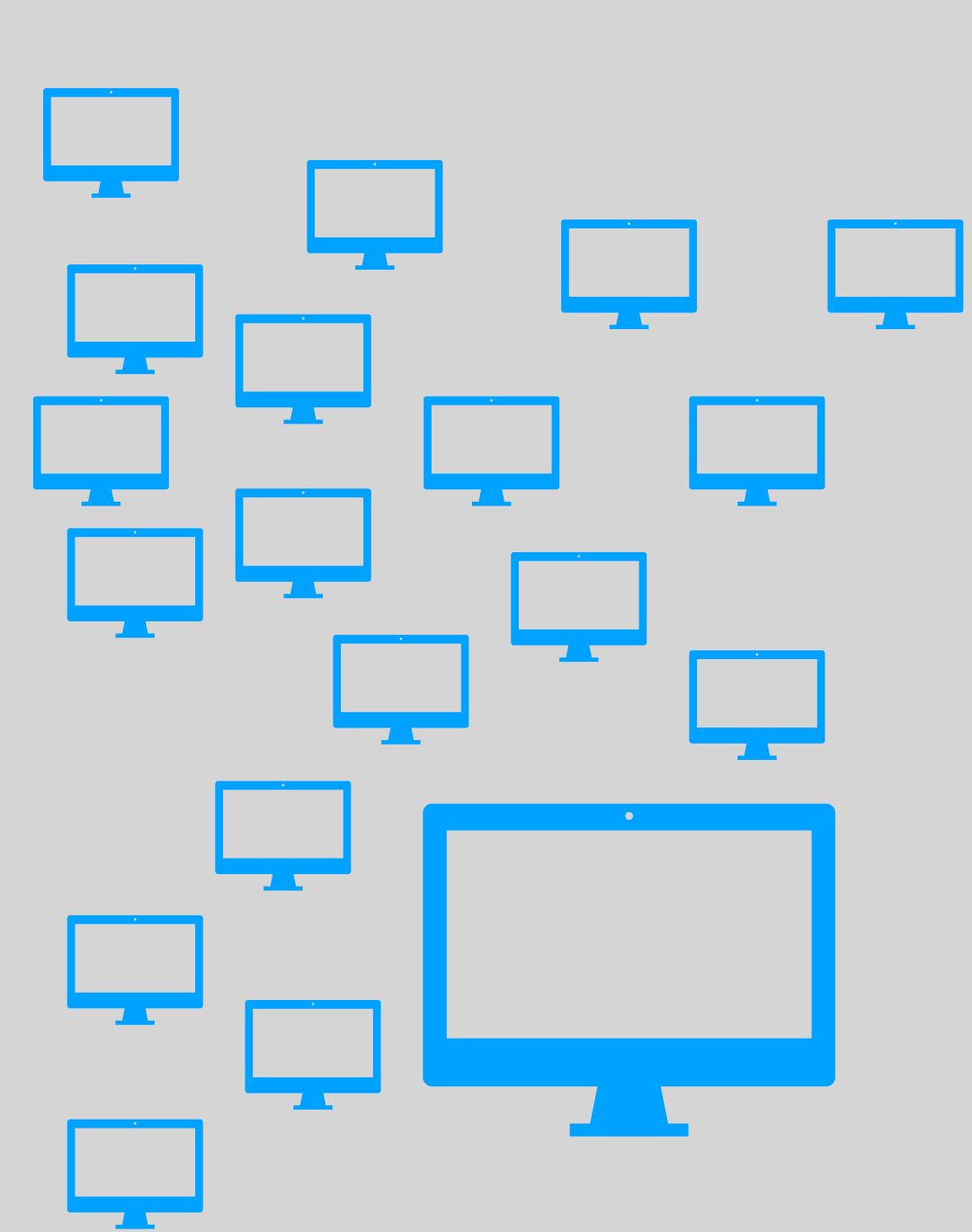
**Launch Polls
& Display Results**

**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

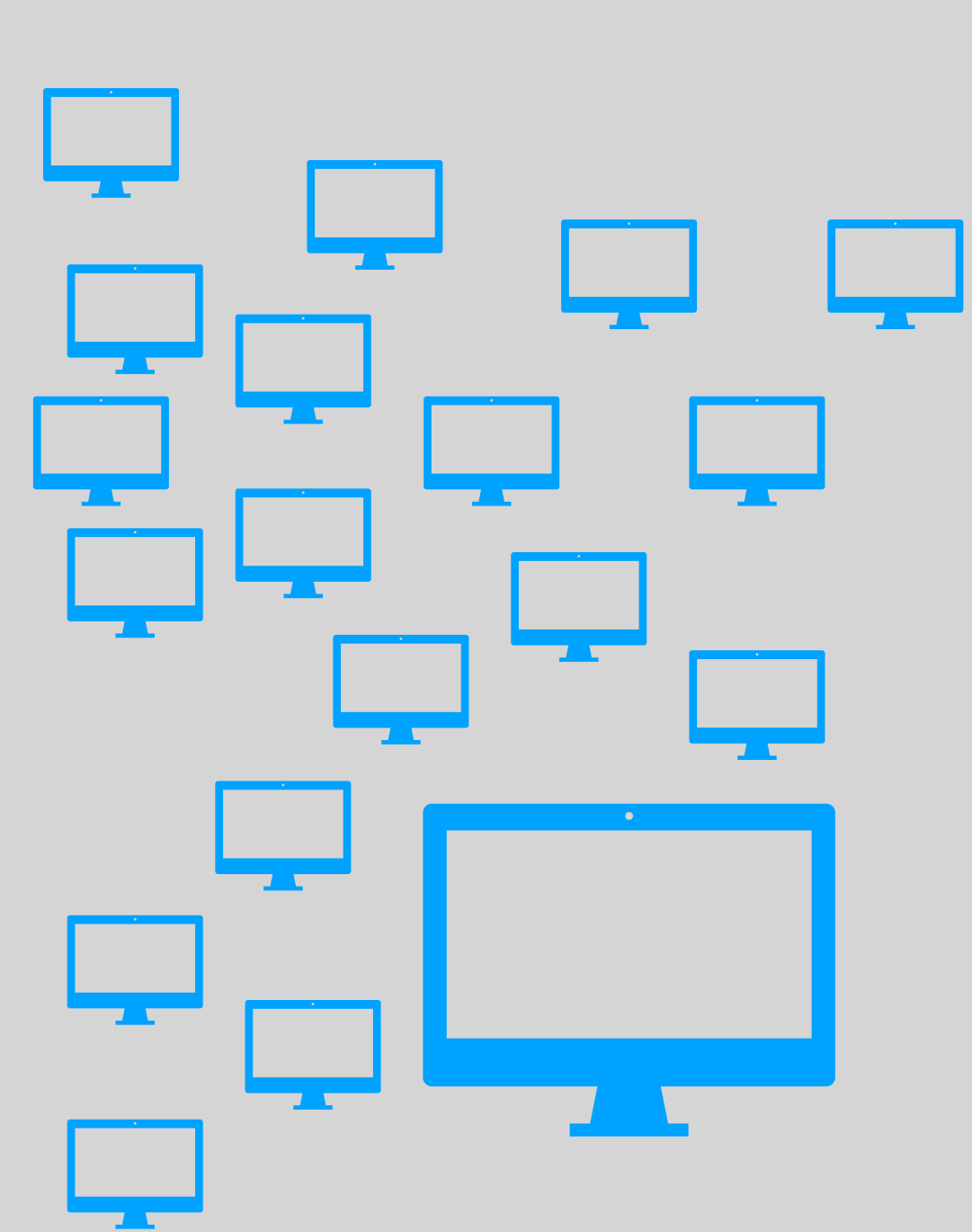
**Launch Polls
& Display Results**

**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

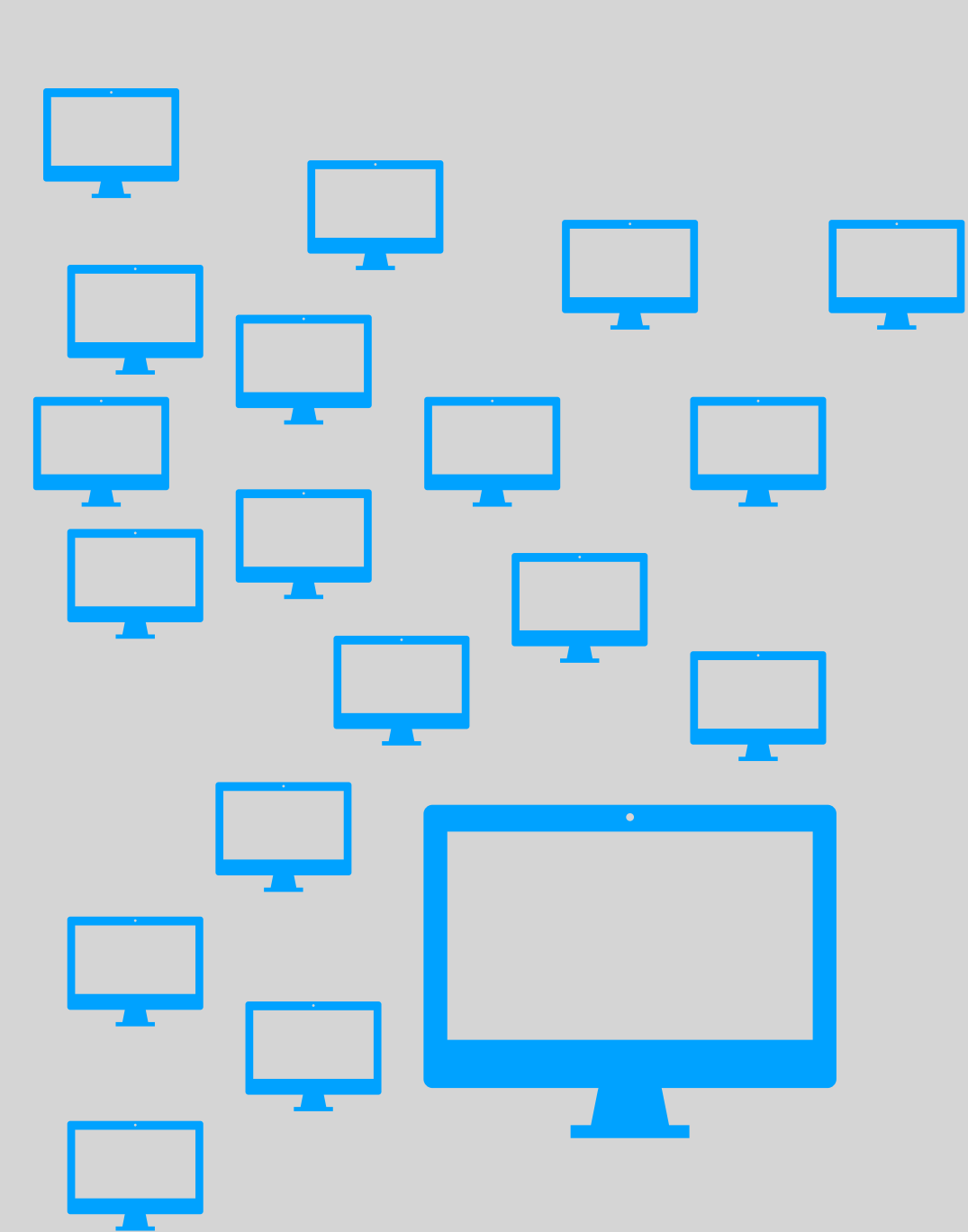
**Launch Polls
& Display Results**

**Ensure That Only
Members Vote**

Manage Presentations

**Monitor & Manage
Chat Window**

**Exclude Nonmembers
During Ex Session**



WEB PLATFORMS



WEB PLATFORMS

NOTICE OF ELECTRONIC MEETING

ROBERT'S RULES OF ORDER

“The notice of an electronic meeting must include an adequate description of how to participate in it (for example, the telephone number to call for a teleconference must be provided).”

RONR (12th ed.) 9:36

Notice Of Electronic Meeting

Notice Of Electronic Meeting

Teleconference

Notice Of Electronic Meeting

Teleconference



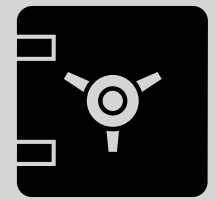
- Phone Number To Dial

Notice Of Electronic Meeting

Teleconference



- Phone Number To Dial



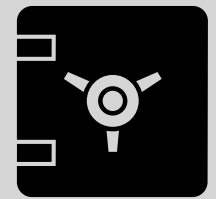
- Code To Enter

Notice Of Electronic Meeting

Teleconference



- Phone Number To Dial



- Code To Enter

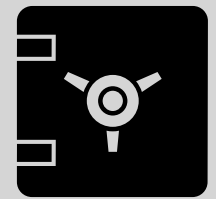


- Time To Join (vis-à-vis the meeting time)

Notice Of Electronic Meeting



- Phone Number To Dial



- Code To Enter



- Time To Join (vis-à-vis the meeting time)

Notice Of Electronic Meeting

Videoconference



- Phone Number To Dial




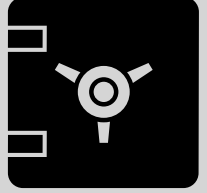

- Code To Enter



- Time To Join (vis-à-vis the meeting time)

Notice Of Electronic Meeting

Videoconference

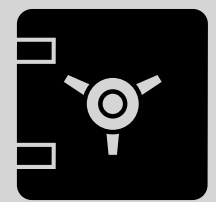
-  - Phone Number To Dial → May Have An Audio-Only Option
-  - Code To Enter
-  - Time To Join (vis-à-vis the meeting time)

Notice Of Electronic Meeting

Videoconference



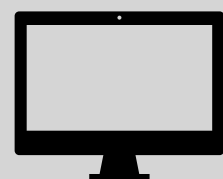
- Phone Number To Dial



- Code To Enter



- Time To Join (vis-à-vis the meeting time)

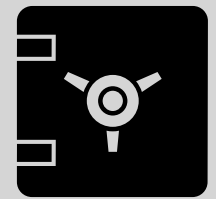


- Web Address

Notice Of Electronic Meeting



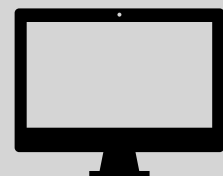
- Phone Number To Dial



- Code To Enter



- Time To Join (vis-à-vis the meeting time)



- Web Address

Notice Of Electronic Meeting

Web Platform



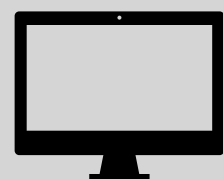
- Phone Number To Dial



- Code To Enter




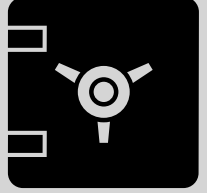

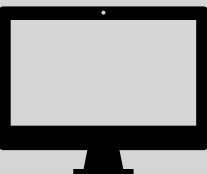

- Time To Join (vis-à-vis the meeting time)



- Web Address

Notice Of Electronic Meeting

Web Platform

-  - Phone Number To Dial
-  - Code To Enter
-  - Time To Join (vis-à-vis the meeting time)
-  - Web Address
-  - May Have To Register In Advance

Notice Of Electronic Meeting

Web Platform

 - Link

Notice Of Electronic Meeting

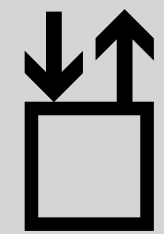
Web Platform

 - Link

 - Sometimes The Link Is Individually Unique

Notice Of Electronic Meeting

Web Platform



- Link



- Sometimes The Link Is Individually Unique



- Download Software

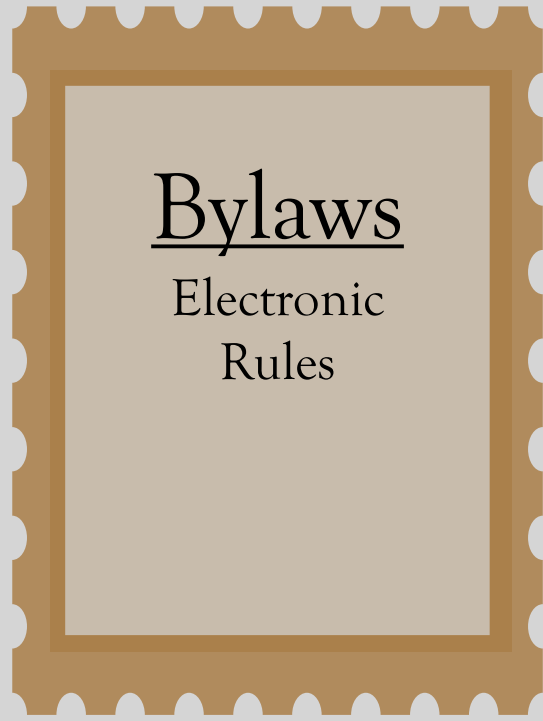
NOTICE OF ELECTRONIC MEETING



NOTICE OF ELECTRONIC MEETING

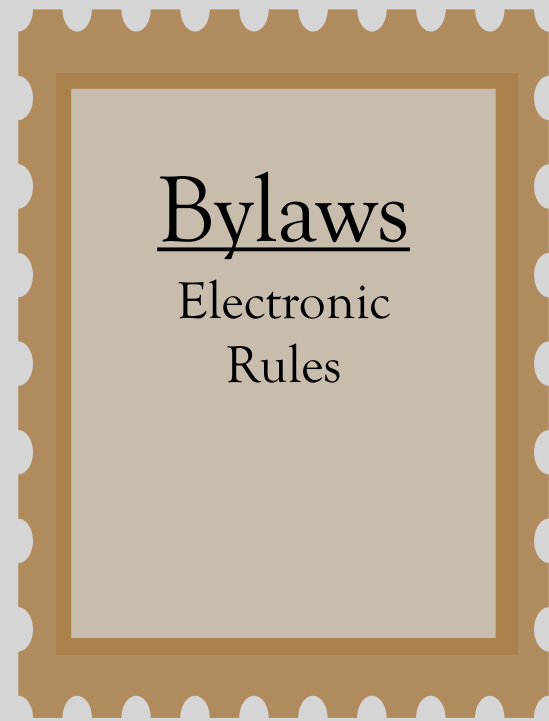
DRAFTING ELECTRONIC RULES

Drafting Electronic Rules



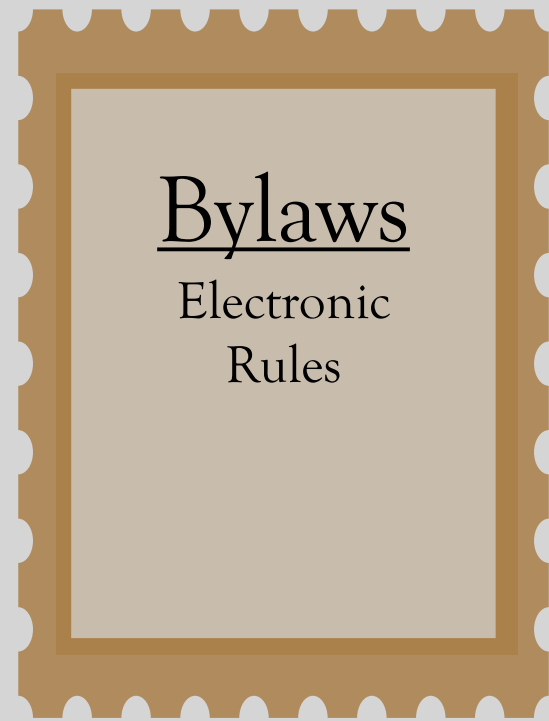
Drafting Electronic Rules

Don't Overdo It



Drafting Electronic Rules

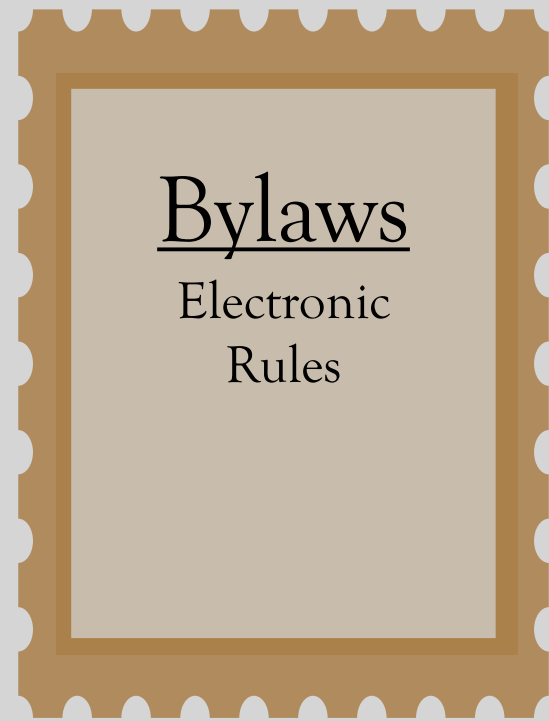
Don't Overdo It



Where in the bylaws should provisions for electronic meetings be placed?

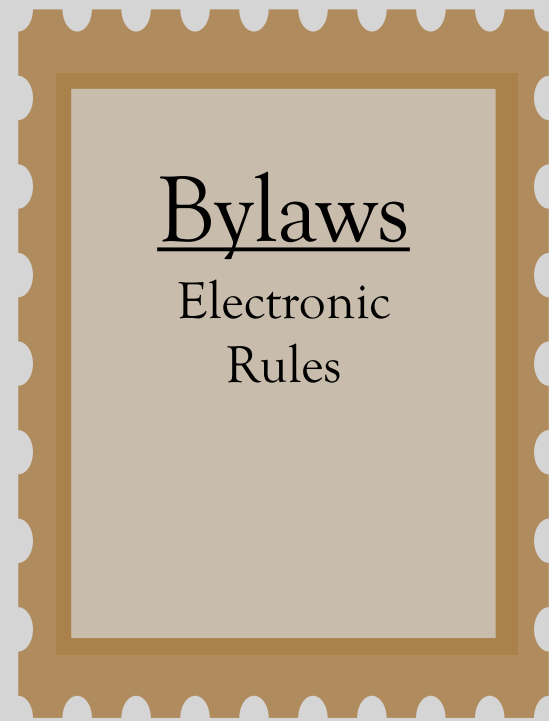
Drafting Electronic Rules

Don't Overdo It



Drafting Electronic Rules

Don't Overdo It



I. Name

II. Object

III. Members

IV. Officers

V. Meetings

VI. Executive Board

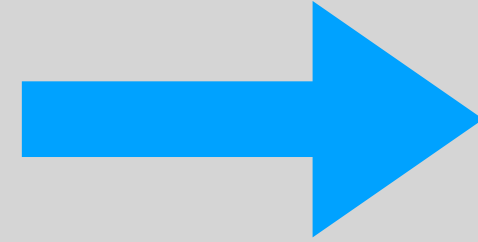
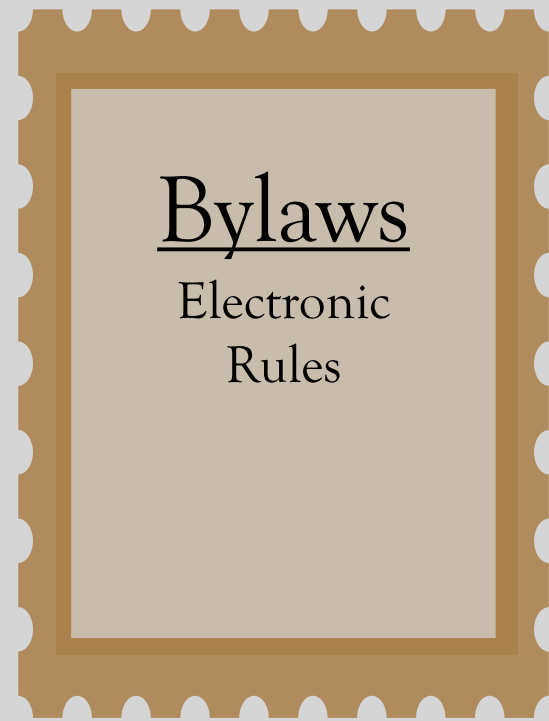
VII. Committees

VIII. Parliamentary Authority

IX. Amendments

Drafting Electronic Rules

Don't Overdo It



I. Name

II. Object

III. Members

IV. Officers

V. Meetings

VI. Executive Board

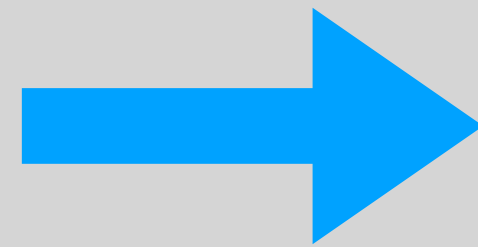
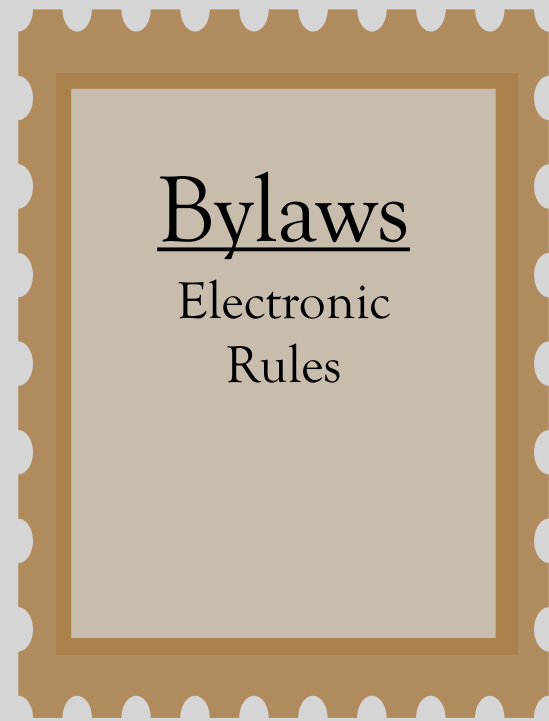
VII. Committees

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IX. Amendments

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Don't Overdo It



I. Name

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VI. Executive Board

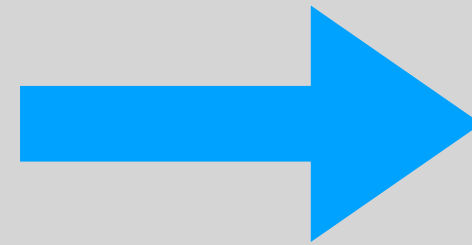
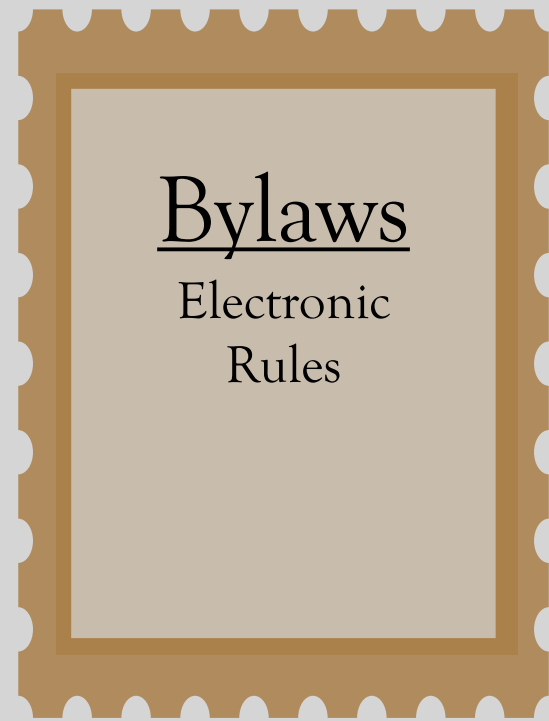
VII. Committees

VIII. Parliamentary Authority

IX. Amendments

Drafting Electronic Rules

Don't Overdo It



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VI. Executive Board

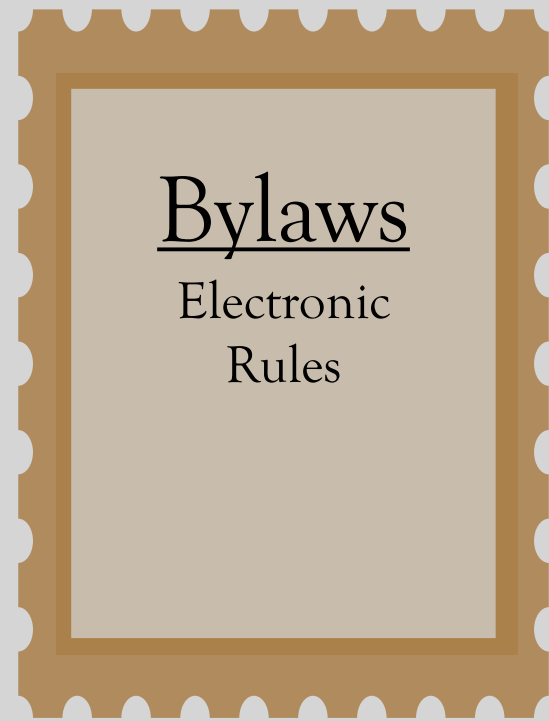
VII. Committees

VIII. Parliamentary Authority

IX. Amendments

Drafting Electronic Rules

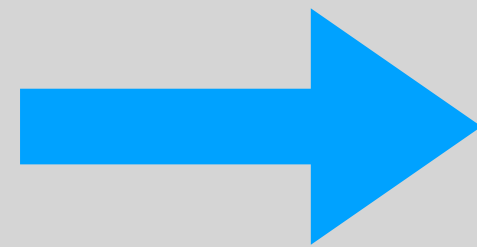
Don't Overdo It



I. Name

II. Object

III. Members



IV. Officers

V. Meetings

VI. Executive Board

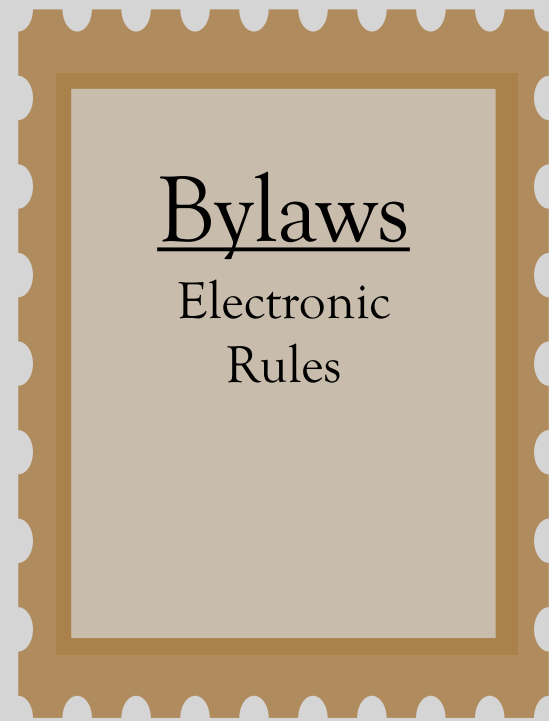
VII. Committees

VIII. Parliamentary Authority

IX. Amendments

Drafting Electronic Rules

Don't Overdo It



I. Name

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 **V. Meetings**

VI. Executive Board

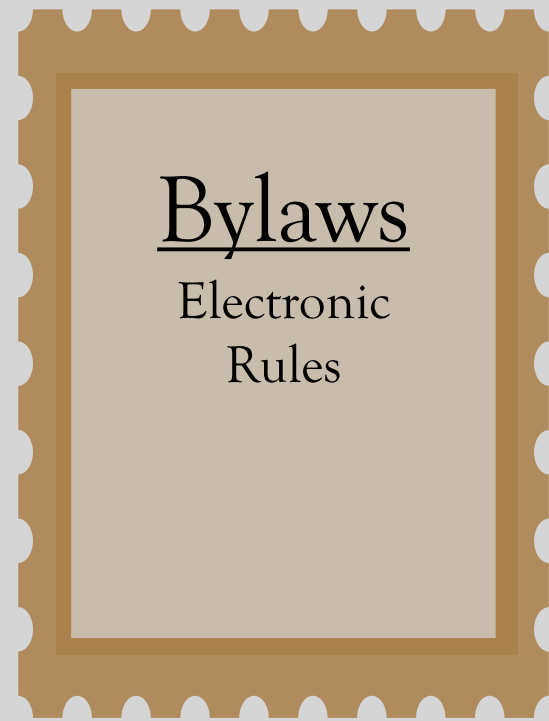
VII. Committees

VIII. Parliamentary Authority

IX. Amendments

Drafting Electronic Rules

Don't Overdo It



I. Name

II. Object

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IV. Officers

→ V. Meetings ✓

VI. Executive Board

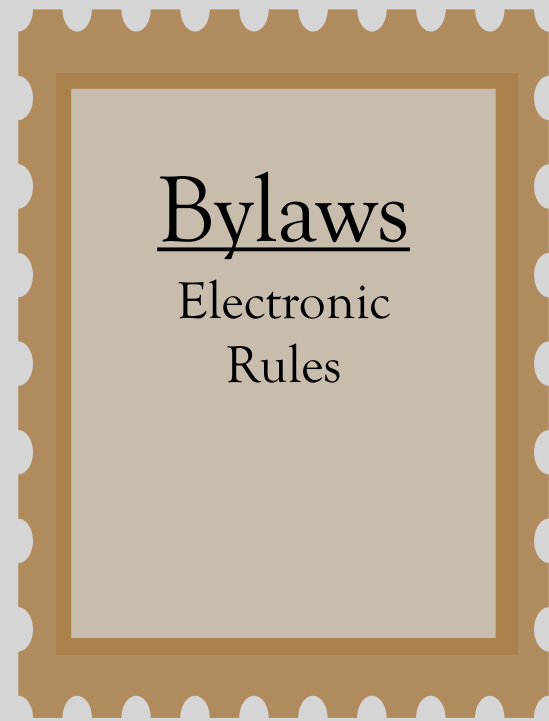
VII. Committees

VIII. Parliamentary Authority

IX. Amendments

Drafting Electronic Rules

Don't Overdo It



I. Name

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V. Meetings ✓

➔ VI. Executive Board

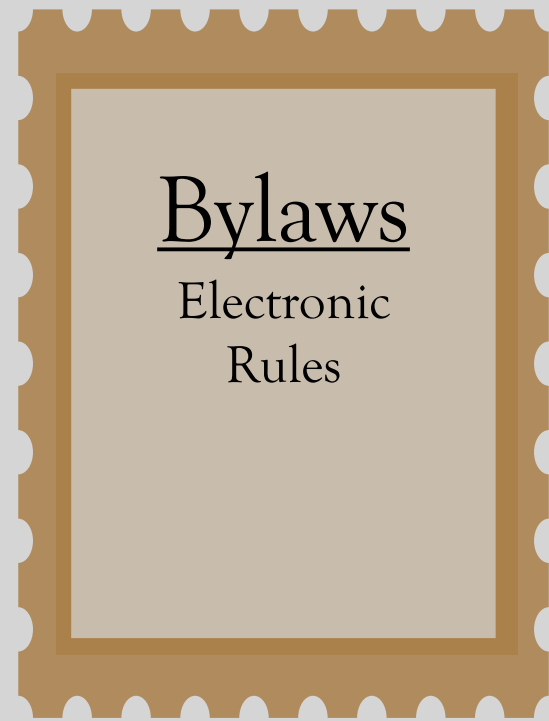
VII. Committees

VIII. Parliamentary Authority

IX. Amendments

Drafting Electronic Rules

Don't Overdo It



I. Name

II. Object

III. Members

IV. Officers

V. Meetings ✓

➔ VI. Executive Board ✓

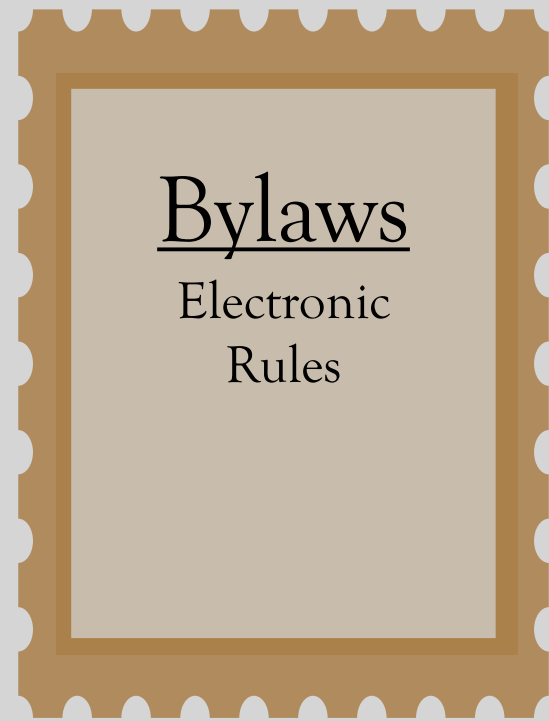
VII. Committees

VIII. Parliamentary Authority

IX. Amendments

Drafting Electronic Rules

Don't Overdo It



I. Name

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V. Meetings ✓

VI. Executive Board ✓

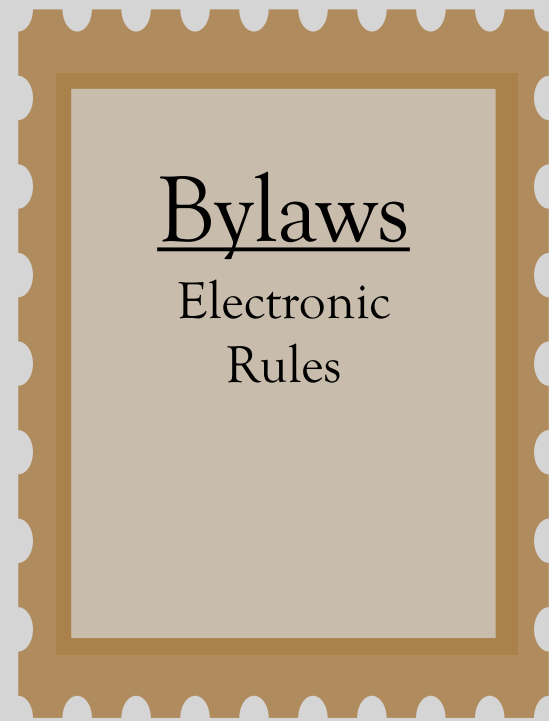
→ VII. Committees

VIII. Parliamentary Authority

IX. Amendments

Drafting Electronic Rules

Don't Overdo It



I. Name

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V. Meetings ✓

VI. Executive Board ✓

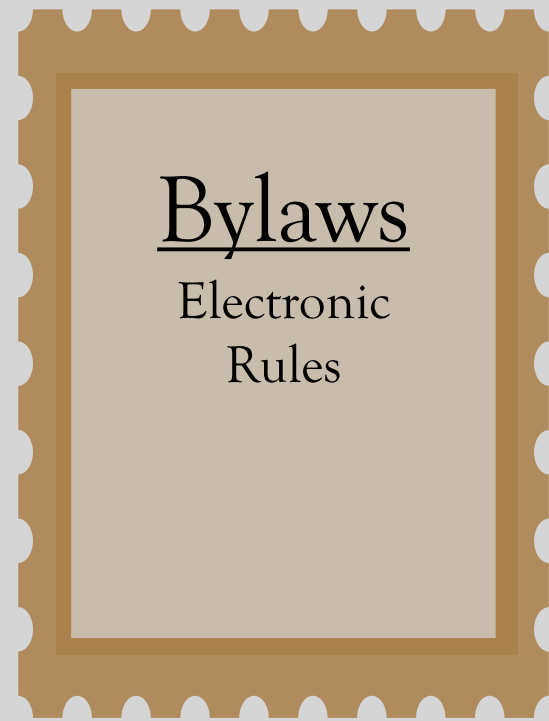
→ VII. Committees ✓

VIII. Parliamentary Authority

IX. Amendments

Drafting Electronic Rules

Don't Overdo It



I. Name

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V. Meetings ✓

VI. Executive Board ✓

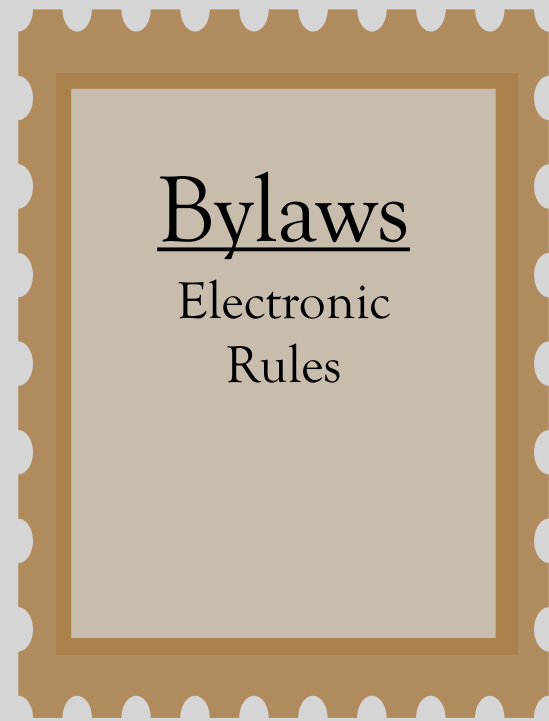
VII. Committees ✓

➔ VIII. Parliamentary Authority

IX. Amendments

Drafting Electronic Rules

Don't Overdo It



I. Name

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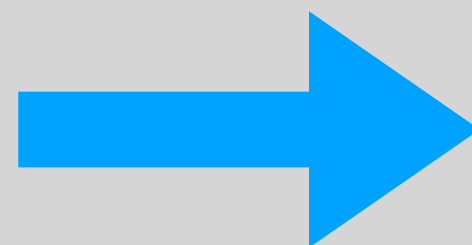
IV. Officers

V. Meetings ✓

VI. Executive Board ✓

VII. Committees ✓

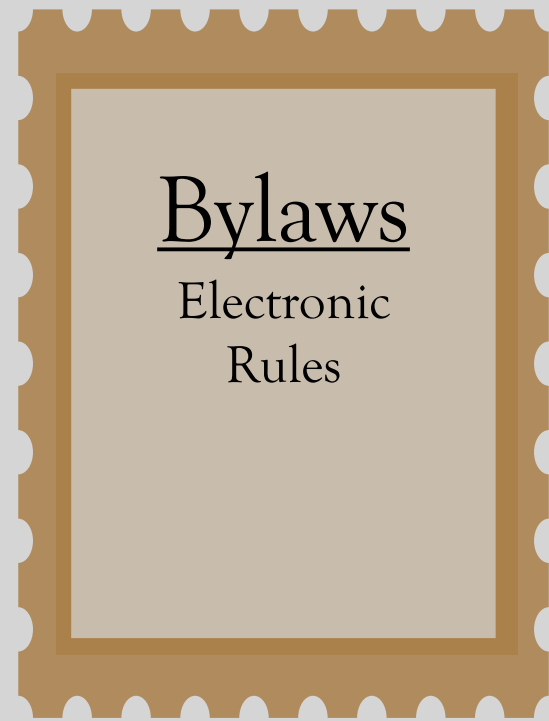
VIII. Parliamentary Authority



IX. Amendments

Drafting Electronic Rules

Don't Overdo It



I. Name

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V. Meetings ✓

VI. Executive Board ✓

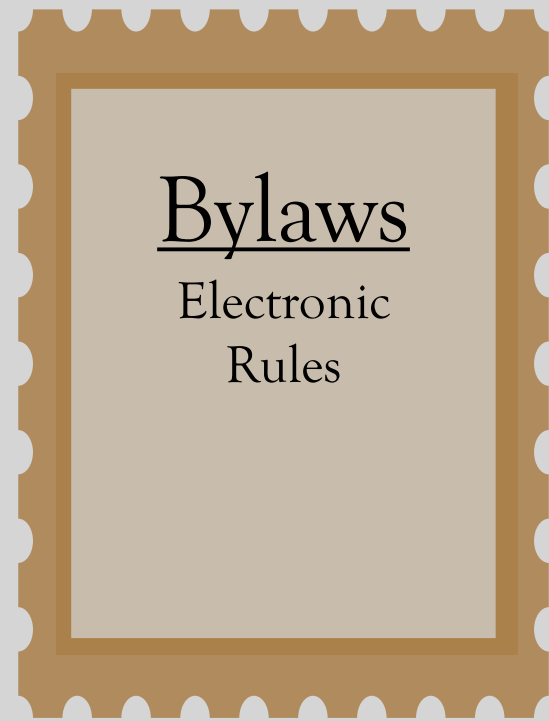
VII. Committees ✓

VIII. Parliamentary Authority

IX. Amendments

Drafting Electronic Rules

Don't Overdo It

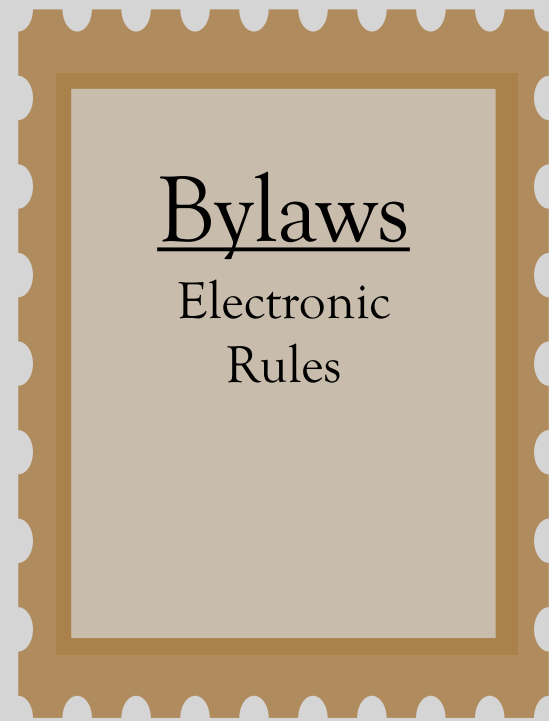


V. Meetings

VI. Executive Board
VII. Committees

Drafting Electronic Rules

Don't Overdo It



V. Meetings

Section 1. Regular Meetings.

Section 2. Annual Meetings.

Section 3. Special Meetings.

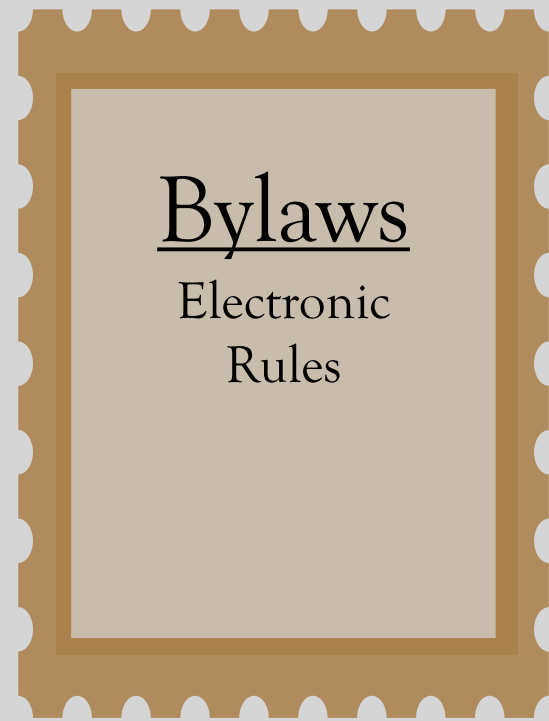
Section 4. Quorum.

VI. Executive Board

VII. Committees

Drafting Electronic Rules

Don't Overdo It



V. Meetings

Section 1. Regular Meetings.

Section 2. Annual Meetings.

Section 3. Special Meetings.

Section 4. Quorum.

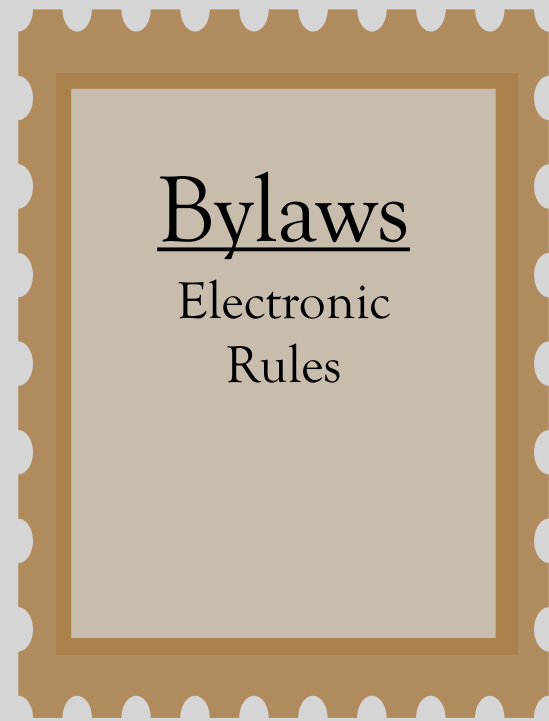
Section 5. Electronic Meetings.

VI. Executive Board

VII. Committees

Drafting Electronic Rules

Don't Overdo It



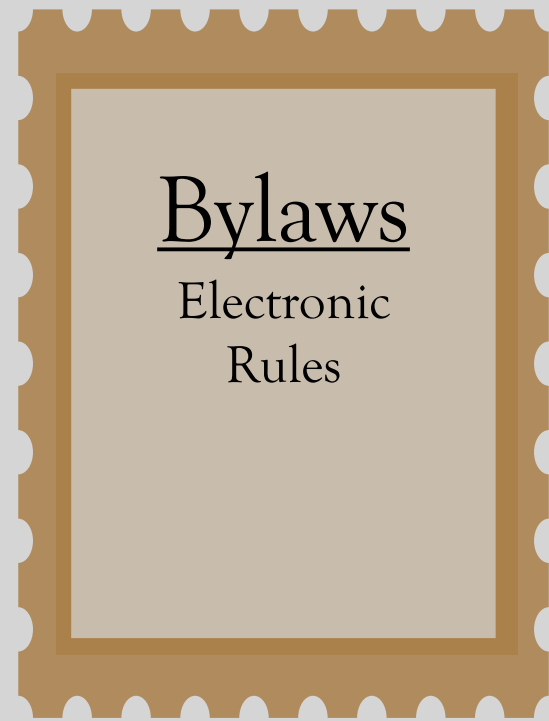
V. Meetings

Section 5. Electronic Meetings.

VI. Executive Board
VII. Committees

Drafting Electronic Rules

Don't Overdo It



V. Meetings

Section 5. Electronic Meetings.

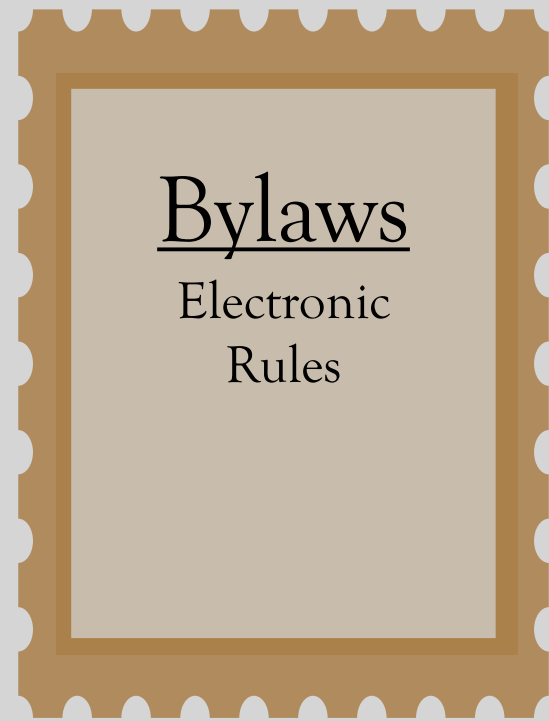
“Meetings of the assembly of the Association may be held electronically.”

VI. Executive Board

VII. Committees

Drafting Electronic Rules

Don't Overdo It



V. Meetings

Section 5. Electronic Meetings.

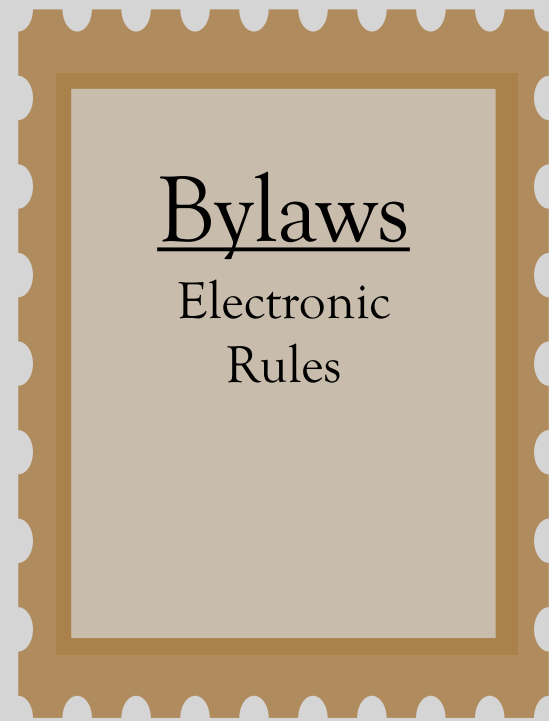
“Meetings of the assembly of the Association may be held electronically.”

VI. Executive Board

VII. Committees

Drafting Electronic Rules

Don't Overdo It



V. Meetings

Section 5. Electronic Meetings.

“Meetings of the assembly of the Association may be held electronically.”

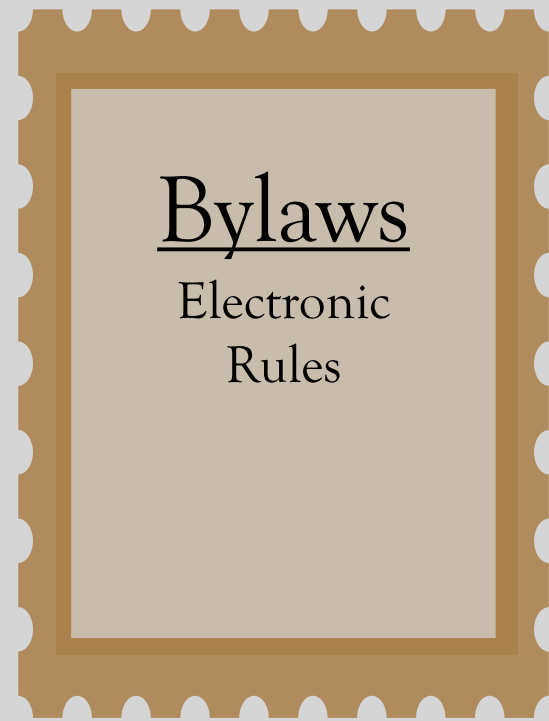
✗ via Zoom

VI. Executive Board

VII. Committees

Drafting Electronic Rules

Don't Overdo It



V. Meetings

Section 5. Electronic Meetings.

“Meetings of the assembly of the Association may be held electronically.”

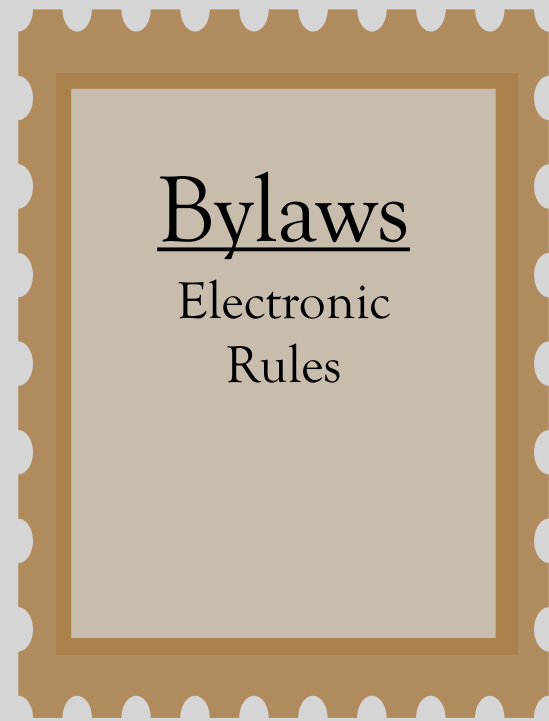
✗ via Zoom

✗ via Zoom, Snap Chat, GoTo Meeting, Meetings.com, or similar electronic media platform.

VI. Executive Board
VII. Committees

Drafting Electronic Rules

Don't Overdo It



V. Meetings

Section 5. Electronic Meetings.

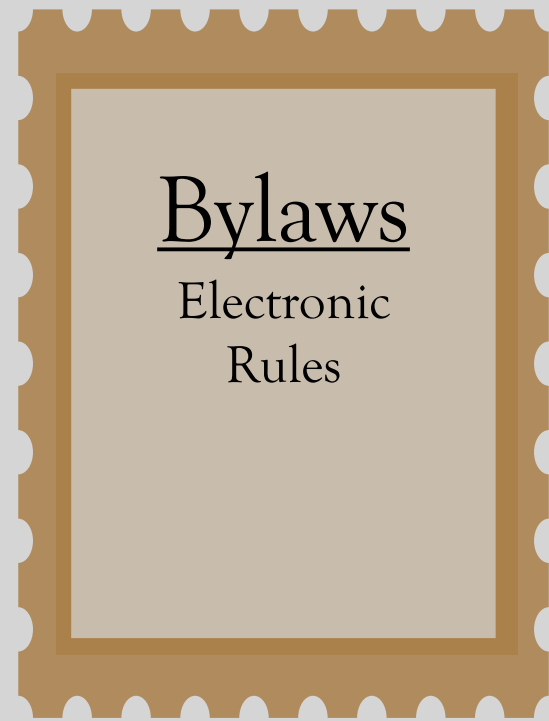
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VI. Executive Board

VII. Committees

Drafting Electronic Rules

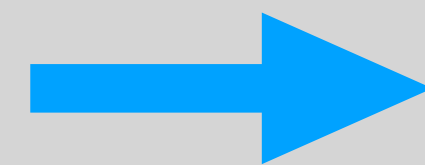
Don't Overdo It



V. Meetings

Section 5. Electronic Meetings.

“Meetings of the assembly of the Association may be held electronically.”



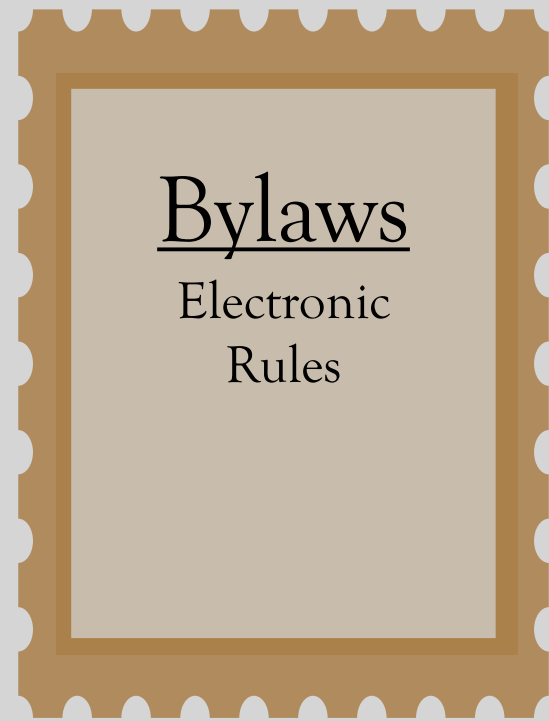
via videoconference

VI. Executive Board

VII. Committees

Drafting Electronic Rules

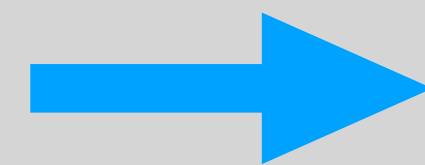
Don't Overdo It



V. Meetings

Section 5. Electronic Meetings.

“Meetings of the assembly of the Association may be held electronically.”



via videoconference



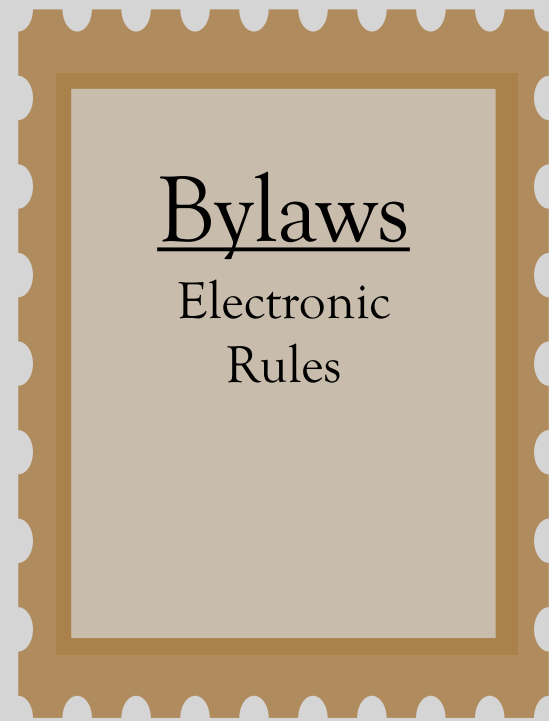
teleconference



VI. Executive Board
VII. Committees

Drafting Electronic Rules

Don't Overdo It



V. Meetings

Section 5. Electronic Meetings.

“Meetings of the assembly of the Association may be held electronically.”

➡ via videoconference

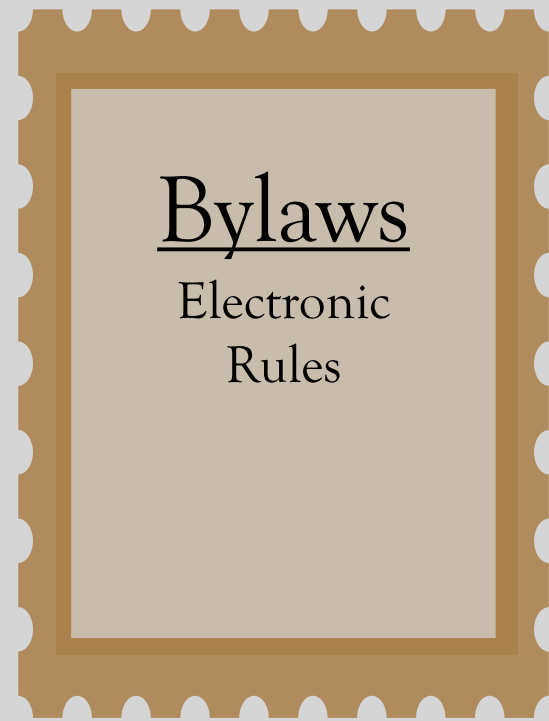
☎ teleconference ❌

📱 Dialing into a Web Platform ❌

VI. Executive Board
VII. Committees

Drafting Electronic Rules

Don't Overdo It



V. Meetings

Section 5. Electronic Meetings.

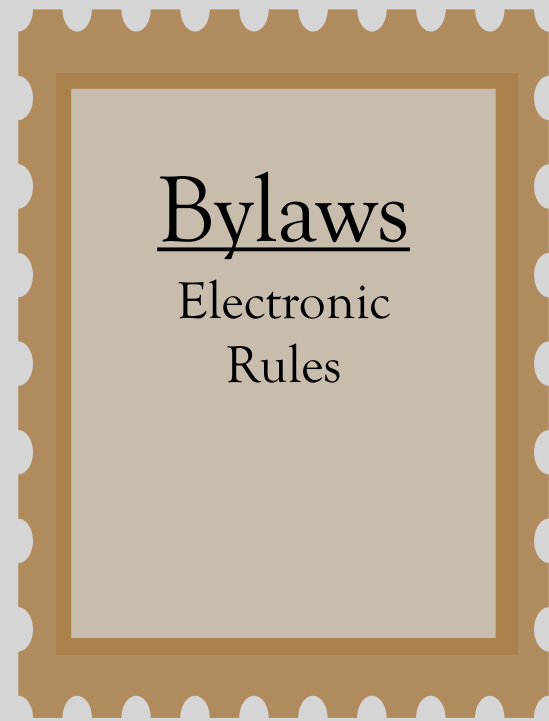
“Meetings of the assembly of the Association may be held electronically.”

VI. Executive Board

VII. Committees

Drafting Electronic Rules

Don't Overdo It



V. Meetings

Section 5. Electronic Meetings.

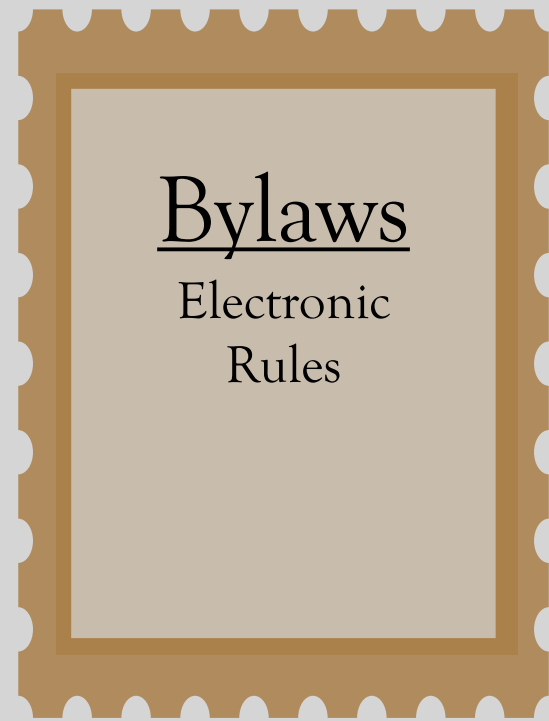
“Meetings of the assembly of the Association may be held electronically.”

→ except the annual meeting

VI. Executive Board
VII. Committees

Drafting Electronic Rules

Don't Overdo It



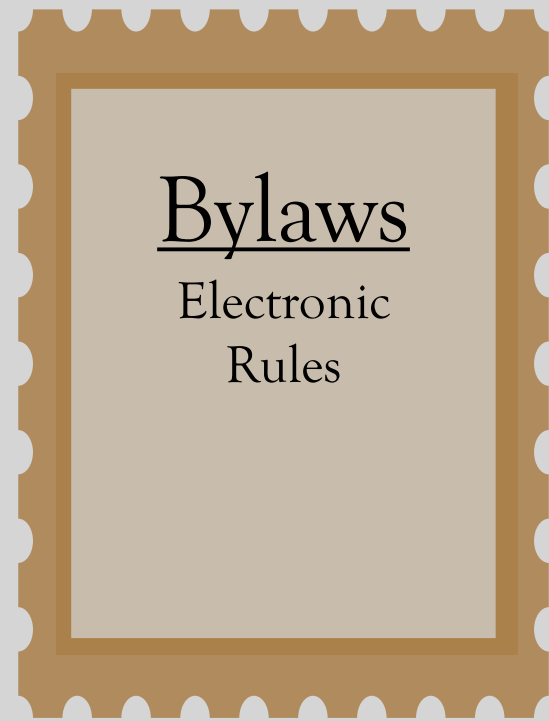
VI. Executive Board

V. Meetings

VII. Committees

Drafting Electronic Rules

Don't Overdo It



VI. Executive Board

Section 1. Board Composition.

Section 2. Board's Duties And Powers.

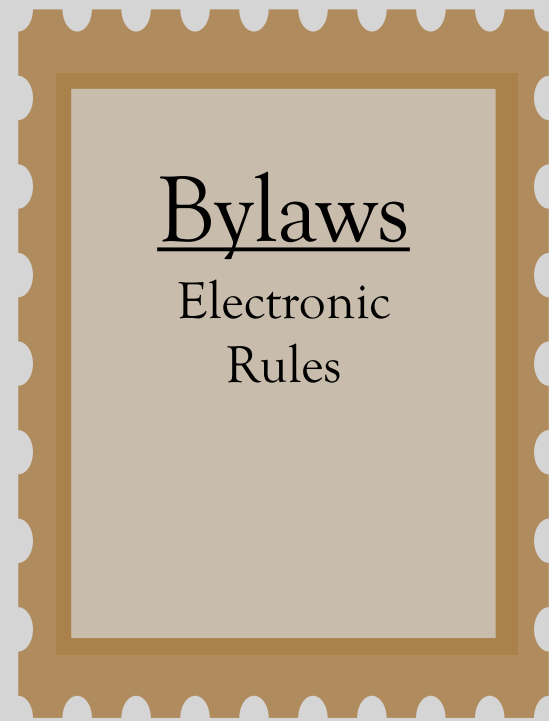
Section 3. Board Meetings.

V. Meetings

VII. Committees

Drafting Electronic Rules

Don't Overdo It



VI. Executive Board

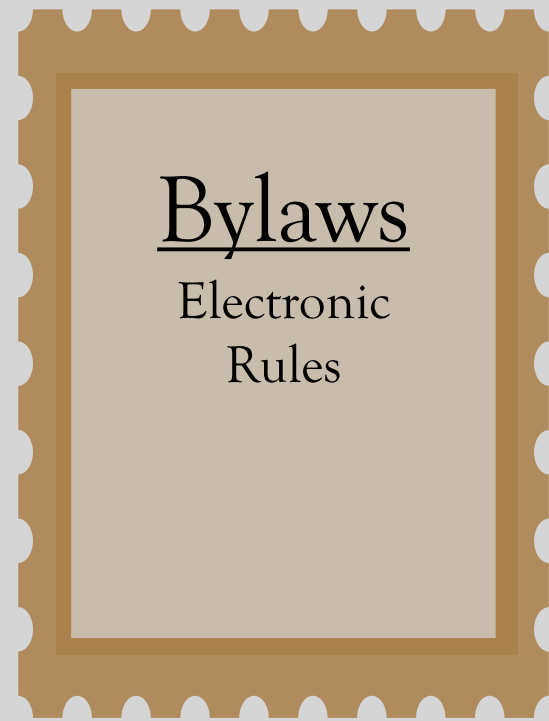
Section 3. Board Meetings.

V. Meetings

VII. Committees

Drafting Electronic Rules

Don't Overdo It



VI. Executive Board

Section 3. Board Meetings.

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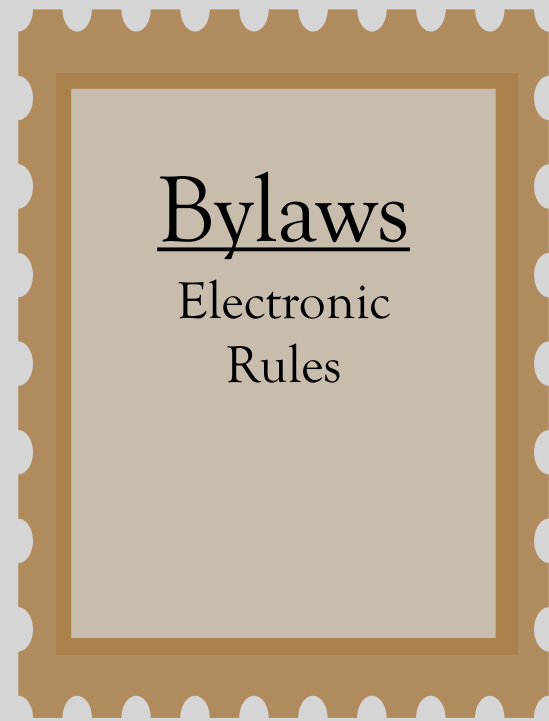
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V. Meetings

VII. Committees

Drafting Electronic Rules

Don't Overdo It



VI. Executive Board

Section 3. Board Meetings.

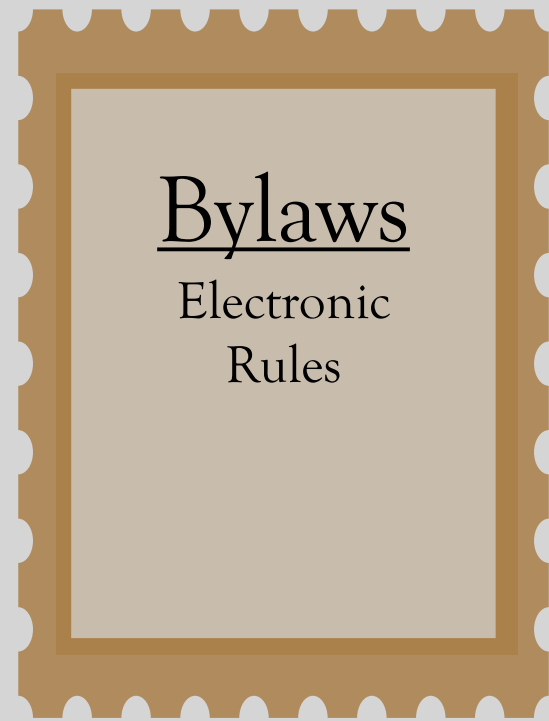
• Meetings of the Board
may be held electronically.

V. Meetings

VII. Committees

Drafting Electronic Rules

Don't Overdo It



VI. Executive Board

Section 3. Board Meetings.

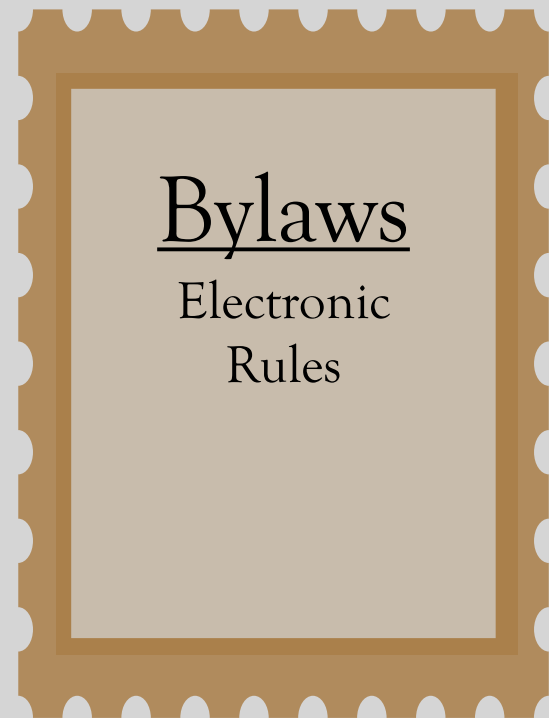
• Meetings of the Board
may be held via videoconference.

V. Meetings

VII. Committees

Drafting Electronic Rules

Don't Overdo It



VI. Executive Board

Section 3. Board Meetings.

• Meetings of the Board
may be held via videoconference.

☎ teleconference ❌

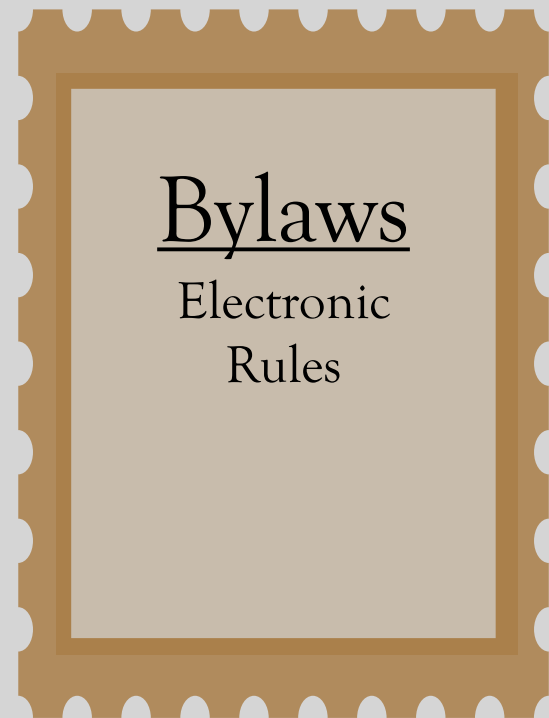
📞 Dialing into a Web Platform ❌

V. Meetings

VII. Committees

Drafting Electronic Rules

Don't Overdo It



VI. Executive Board

Section 3. Board Meetings.

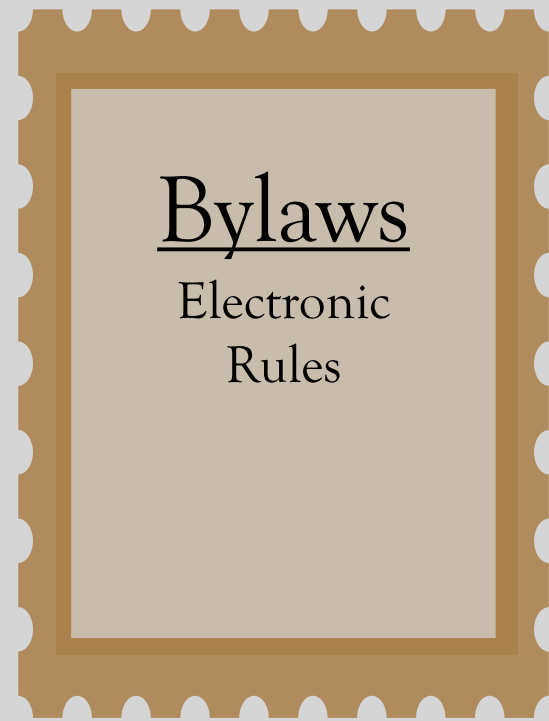
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V. Meetings

VII. Committees

Drafting Electronic Rules

Don't Overdo It



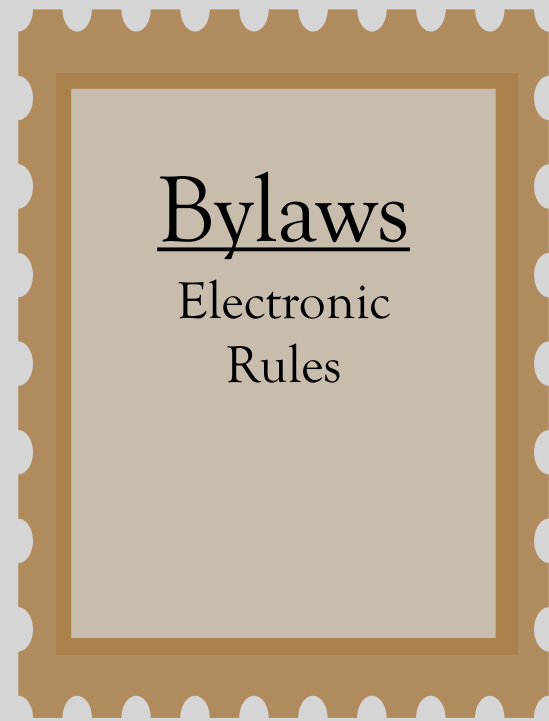
VI. Executive Board

V. Meetings

VII. Committees

Drafting Electronic Rules

Don't Overdo It



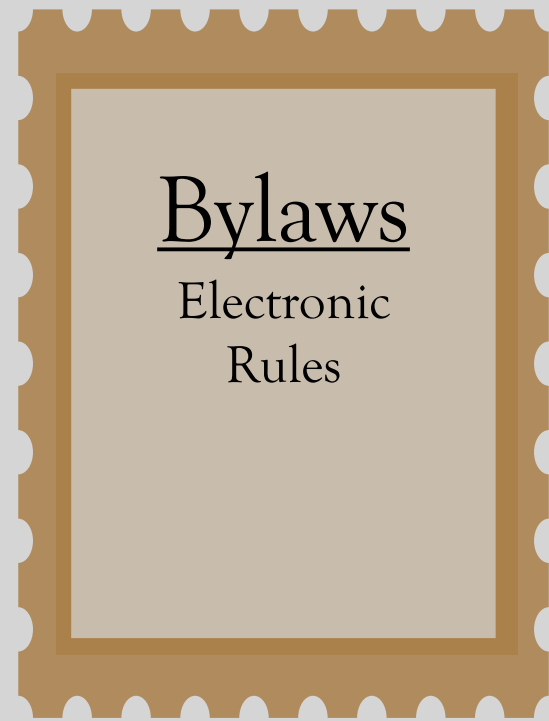
VII. Committees

V. Meetings

VI. Executive Board

Drafting Electronic Rules

Don't Overdo It



VII. Committees

Section 1. Finance Committee.

Section 2. Program Committee.

Section 3. Auditing Committee.

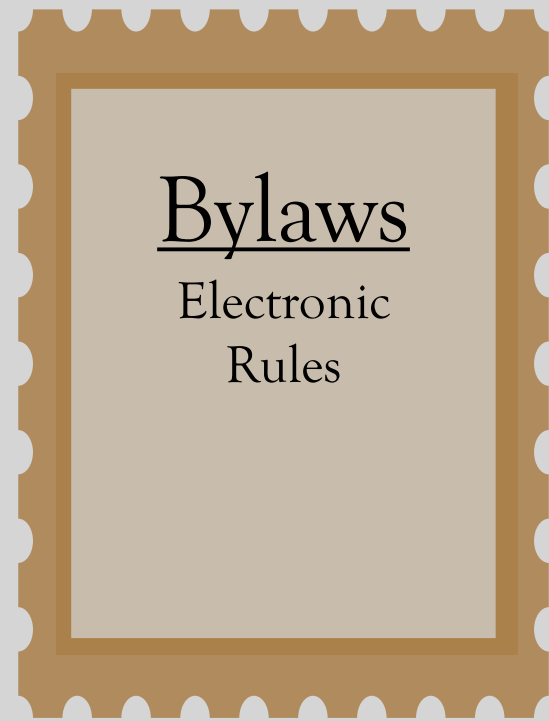
Section 4. Other Committees; President's Ex-Officio Committee Membership.

V. Meetings

VI. Executive Board

Drafting Electronic Rules

Don't Overdo It



VII. Committees

Section 1. Finance Committee.

Section 2. Program Committee.

Section 3. Auditing Committee.

Section 4. Other Committees; President's Ex-Officio Committee Membership.

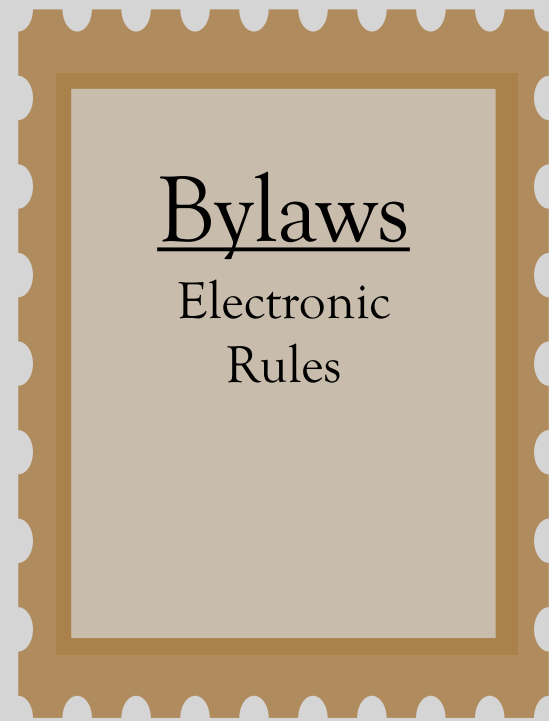
Section 5. Electronic Meetings.

V. Meetings

VI. Executive Board

Drafting Electronic Rules

Don't Overdo It



VII. Committees

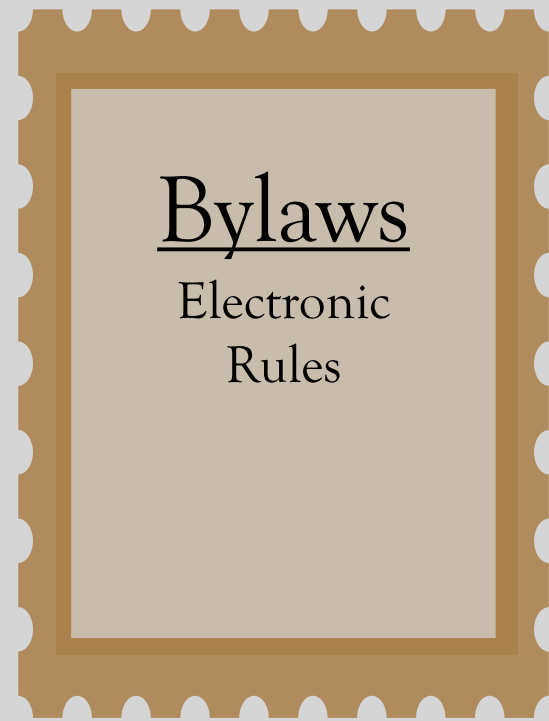
Section 5. Electronic Meetings.

V. Meetings

VI. Executive Board

Drafting Electronic Rules

Don't Overdo It



VII. Committees

Section 5. Electronic Meetings.

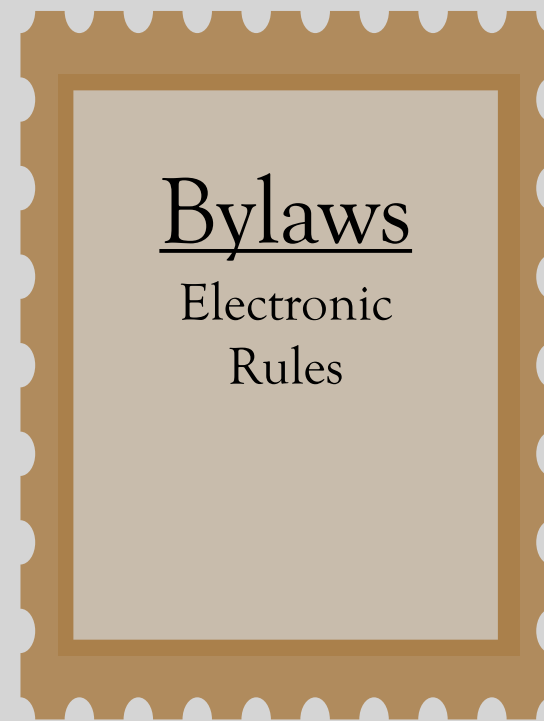
“Committee meetings may be held electronically.”

V. Meetings

VI. Executive Board

Drafting Electronic Rules

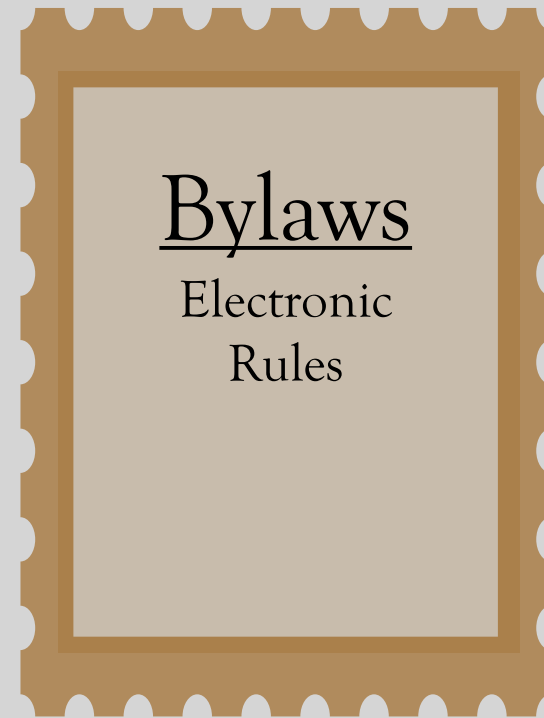
Don't Overdo It



Simple Authorization

Drafting Electronic Rules

Don't Overdo It



Simple Authorization

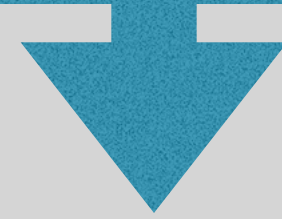
Additional Rules For Electronic Meetings

Drafting Electronic Rules

Additional Rules For Electronic Meetings

Drafting Electronic Rules

Additional Rules For Electronic Meetings

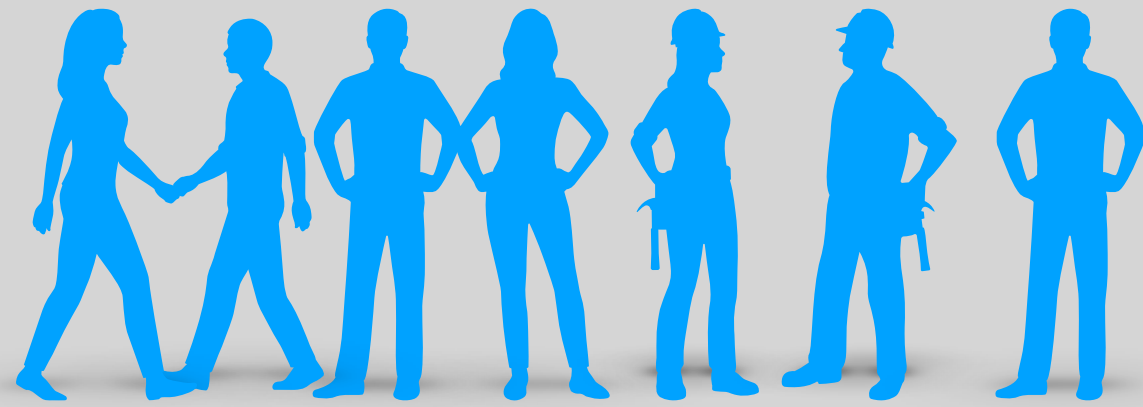


Simulate An In-Person Meeting

Drafting Electronic Rules

Additional Rules For Electronic Meetings

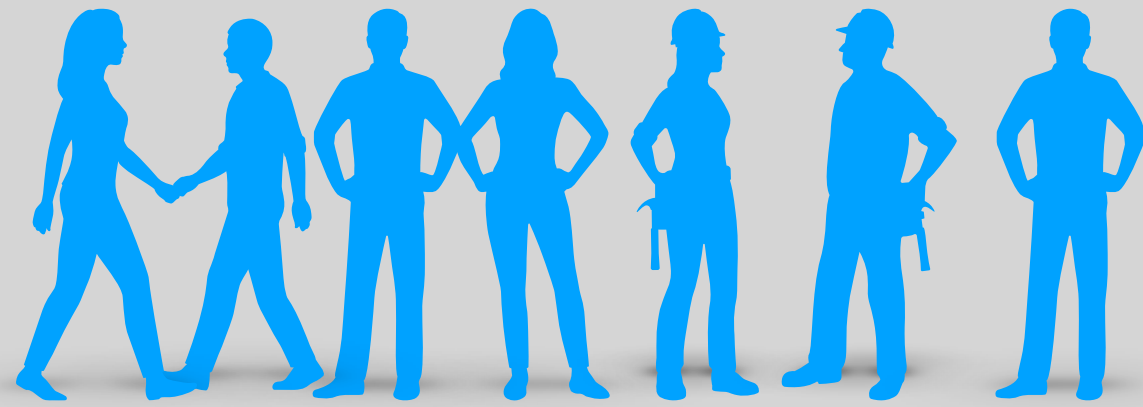
Members



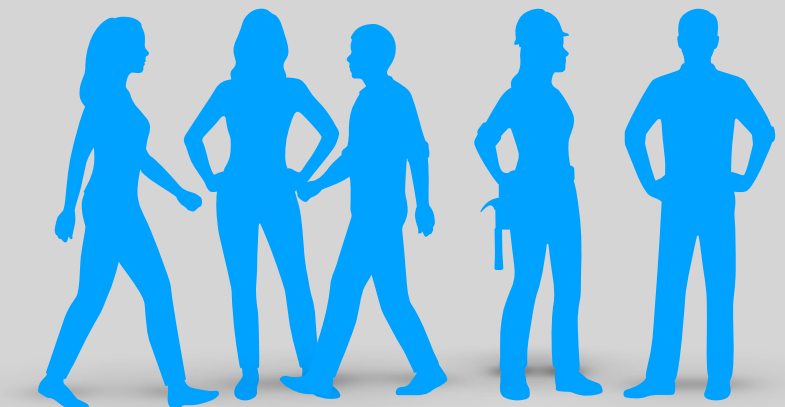
Drafting Electronic Rules

Additional Rules For Electronic Meetings

Members



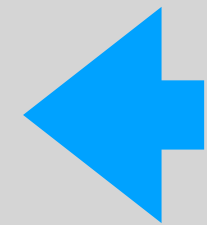
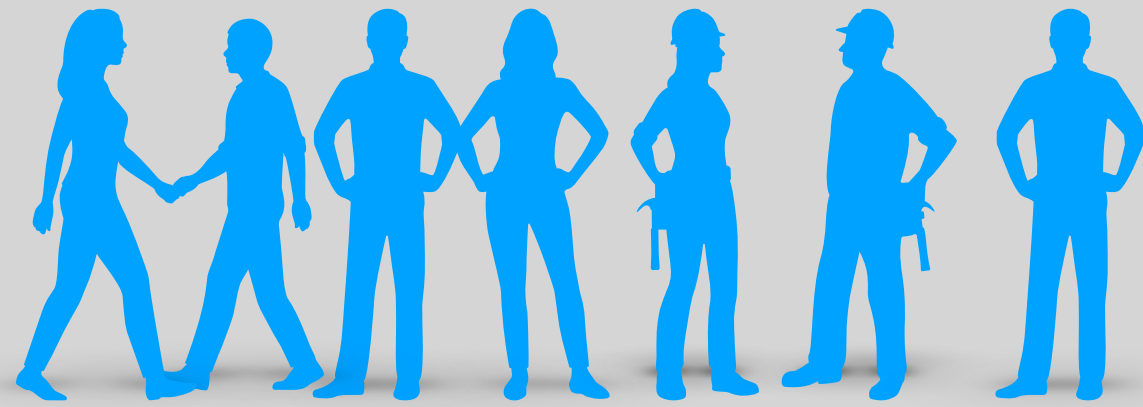
Nonmembers



Drafting Electronic Rules

Additional Rules For Electronic Meetings

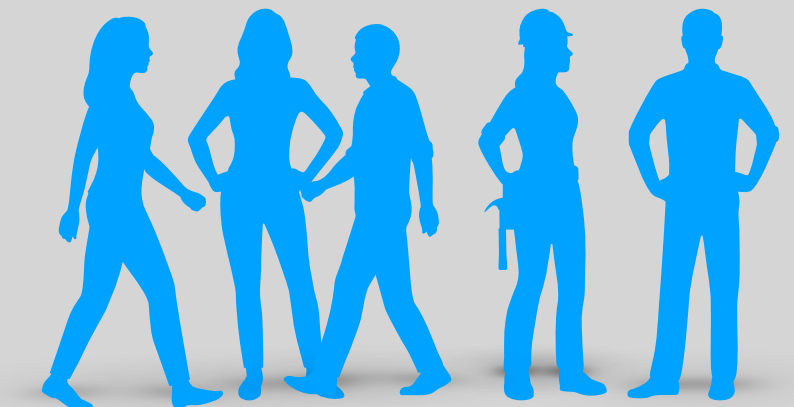
Members



You Need To Be Able
To Differentiate



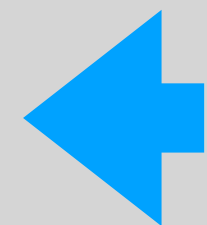
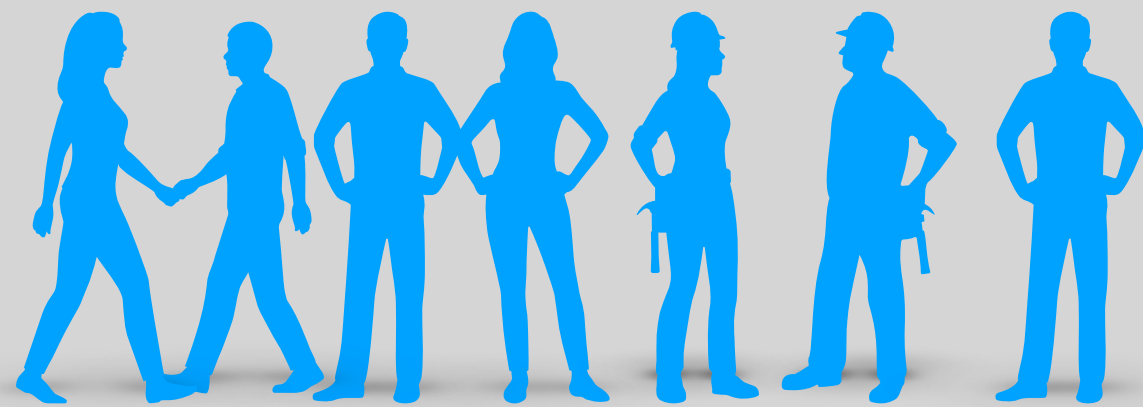
Nonmembers



Drafting Electronic Rules

Additional Rules For Electronic Meetings

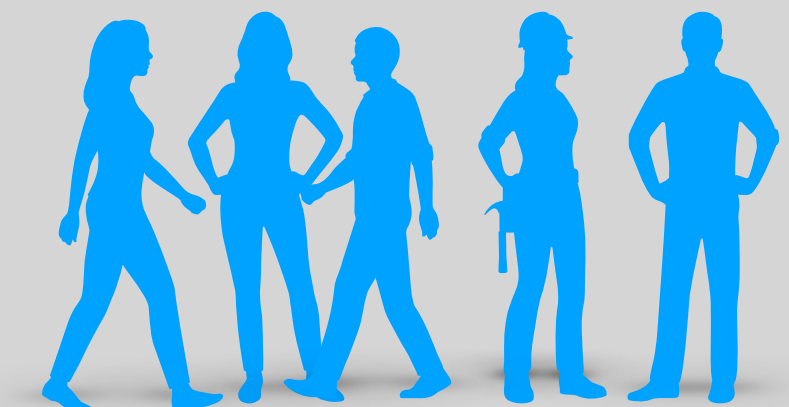
Members



You Need To Be Able
To Differentiate



Nonmembers

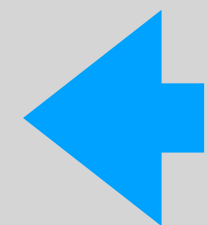
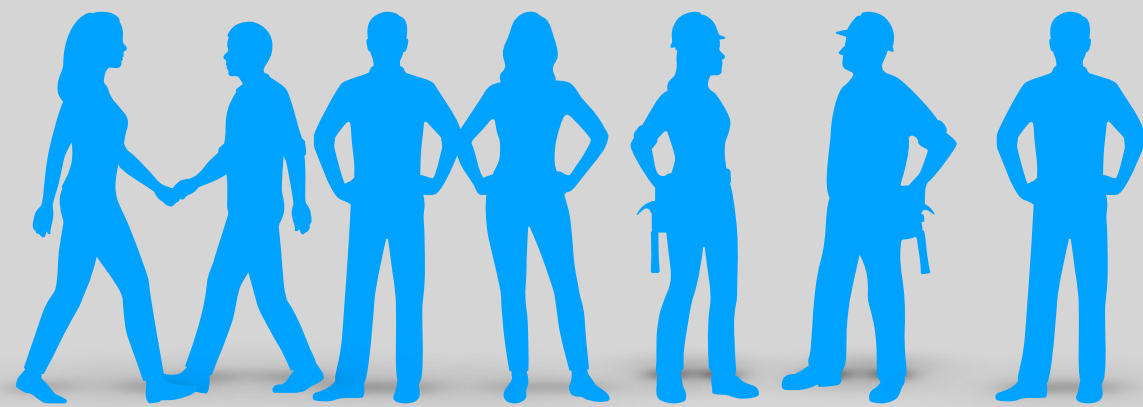


1. USERNAMES. Participants shall enter their full names as their user names. Individuals using aliases shall be removed from the virtual meeting, but may reenter using their correct full names.

Drafting Electronic Rules

Additional Rules For Electronic Meetings

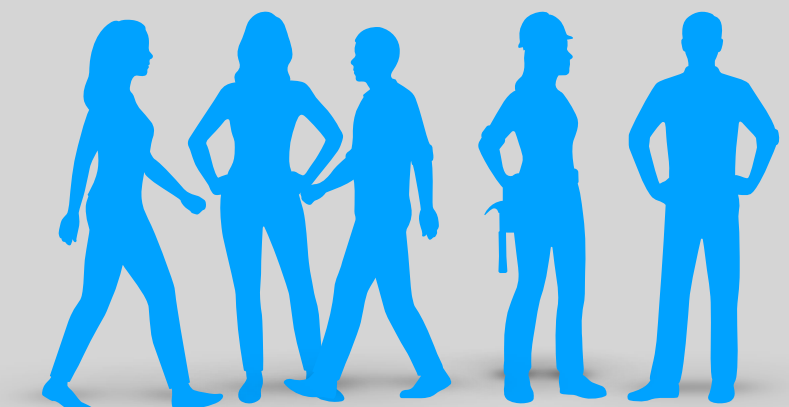
Members



You Need To Be Able
To Differentiate



Nonmembers

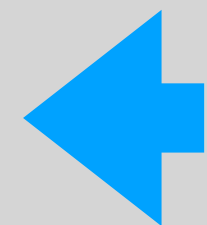
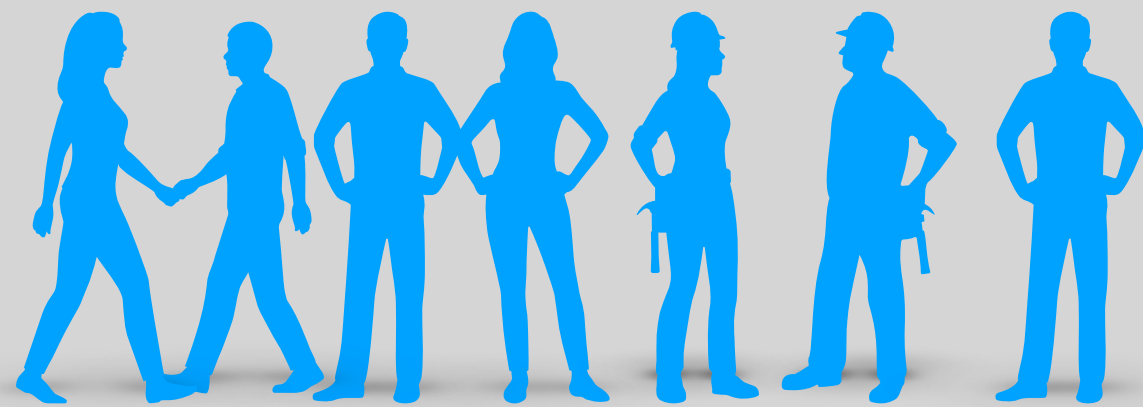


1.1 VERIFICATION OF IDENTITY. The Sergeant-at-Arms, and individuals working under the direction of the Sergeant-at-Arms, shall verify that each member username matches an entry on the list of members.

Drafting Electronic Rules

Additional Rules For Electronic Meetings

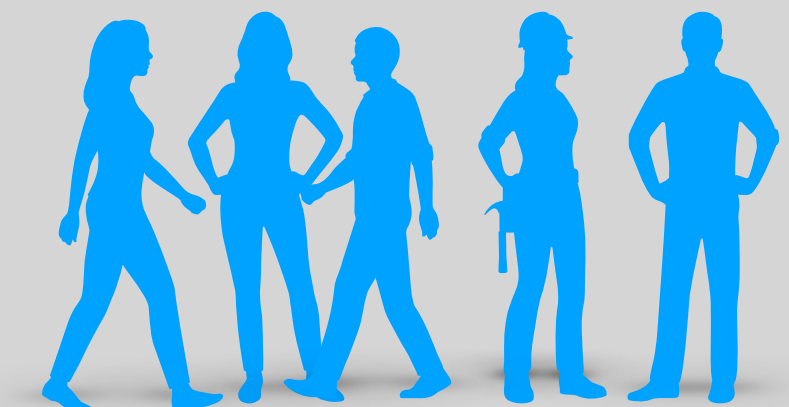
Members



You Need To Be Able
To Differentiate



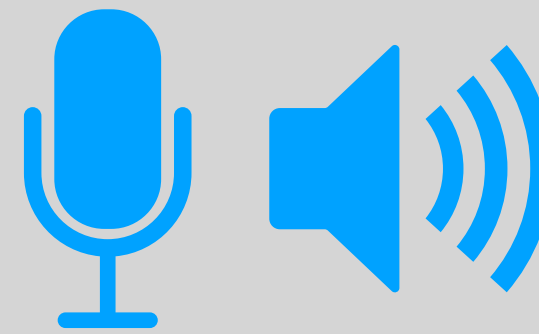
Nonmembers



1.2 CATEGORIZATION OF PARTICIPANTS. Voting members shall be placed in a voting-members section (or otherwise identified as voting members). Nonvoting members shall be placed in a nonvoting-members section (or otherwise identified as nonvoting members). Guests shall be placed in a guest section (or otherwise identified as guests).

Drafting Electronic Rules

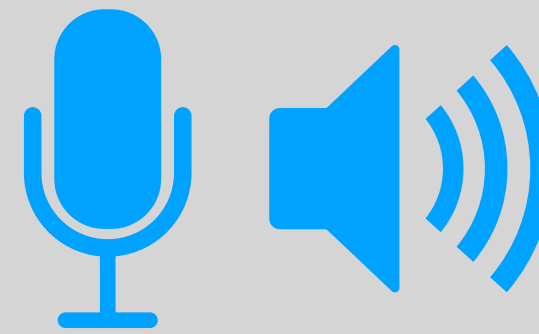
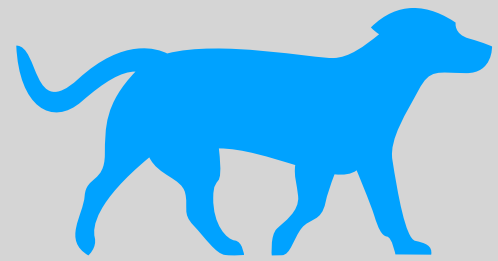
Additional Rules For Electronic Meetings



Microphones

Drafting Electronic Rules

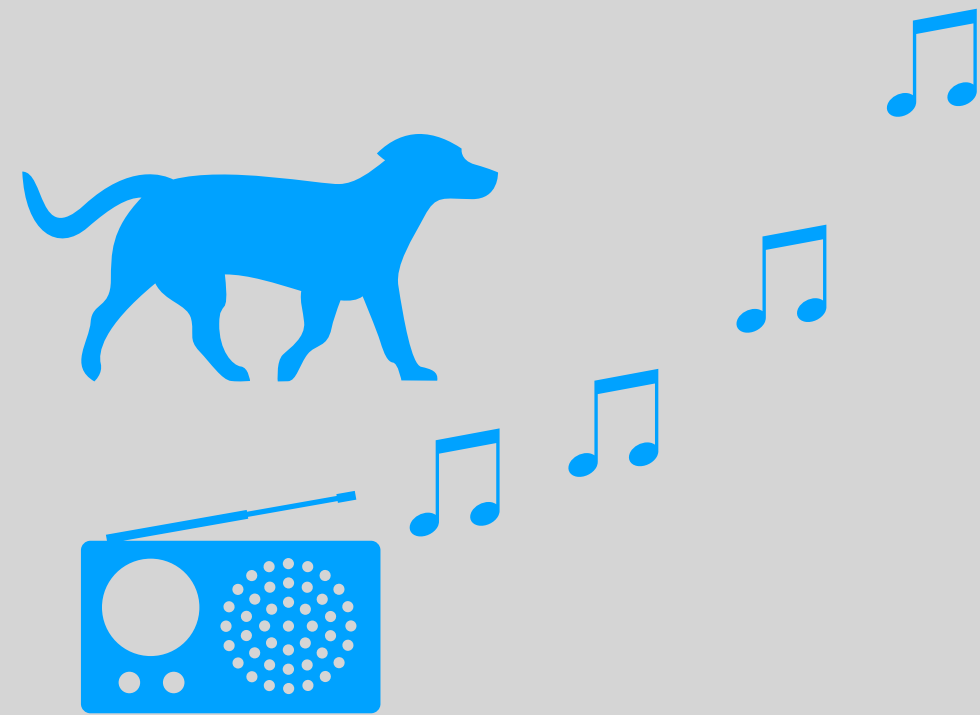
Additional Rules For Electronic Meetings



Microphones

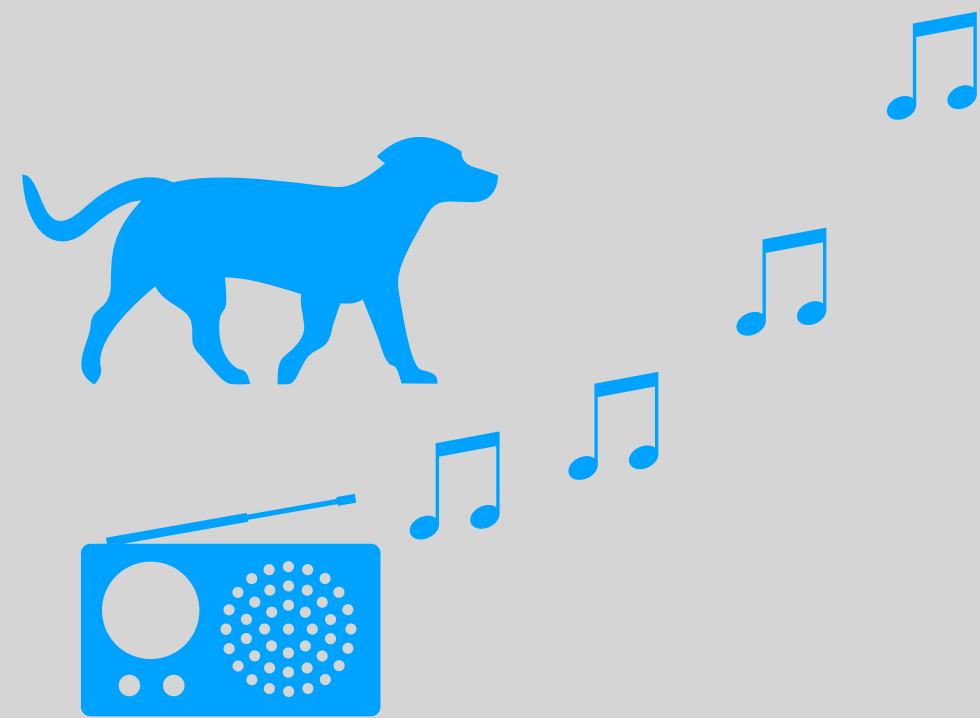
Drafting Electronic Rules

Additional Rules For Electronic Meetings



Drafting Electronic Rules

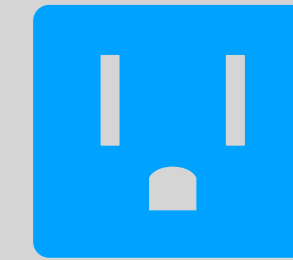
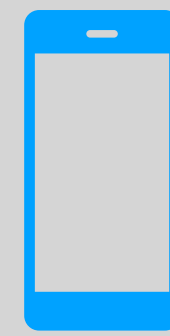
Additional Rules For Electronic Meetings



2. MICROPHONES. Participants shall mute their microphones except when speaking. The chair, or an individual acting under the direction of the chair, shall mute the microphone of any individual who does not have the floor.

Drafting Electronic Rules

Additional Rules For Electronic Meetings



Electronic Equipment

Drafting Electronic Rules

Additional Rules For Electronic Meetings

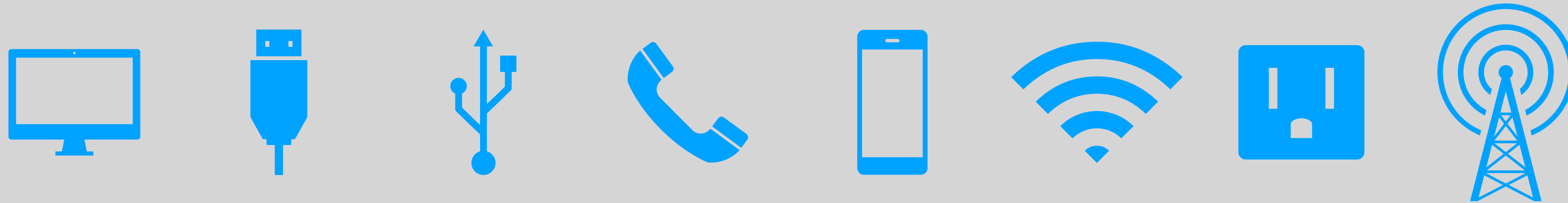


Electronic Equipment

3. INDIVIDUAL EQUIPMENT. Individuals participating in the electronic meeting shall be responsible for the functionality of their own equipment (e.g., computer, tablet, phone, speakers, microphone, camera, Internet connection, etc.).

Drafting Electronic Rules

Additional Rules For Electronic Meetings

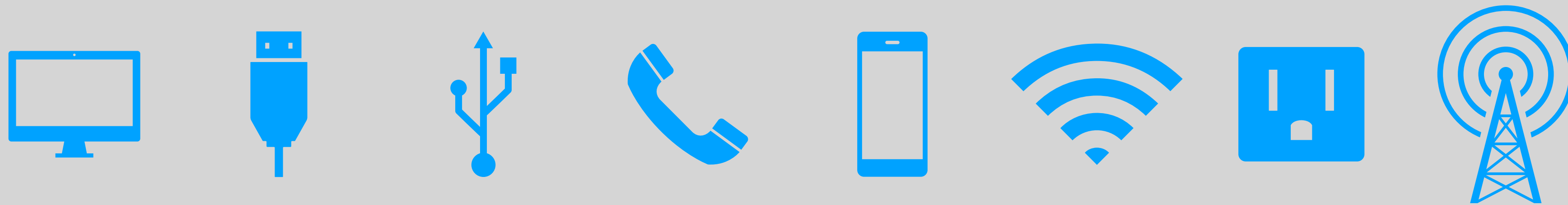


Electronic Equipment

3.1. If a participant's equipment causes a hinderance to the meeting (e.g., audio feedback, glitchy images, excessive background noise, etc.), the chair, or an individual acting under the direction of the chair, shall disable or disconnect the distracting component.

Drafting Electronic Rules

Additional Rules For Electronic Meetings



Electronic Equipment

3.2. A member's inability to participate in the meeting, if caused by the member's equipment or connection (even an inability to attend or to vote), shall not invalidate the meeting or any of its proceedings.

Drafting Electronic Rules

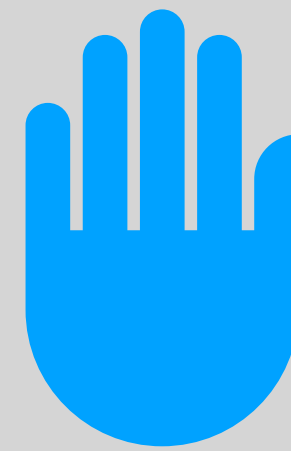
Additional Rules For Electronic Meetings



Seeking The Floor

Drafting Electronic Rules

Additional Rules For Electronic Meetings

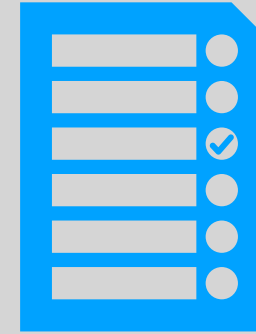


Seeking The Floor

4. SEEKING THE FLOOR. To seek the floor, a participant shall click the RAISE HAND button (or similar feature as directed by the chair).

Drafting Electronic Rules

Additional Rules For Electronic Meetings



Voting

Drafting Electronic Rules

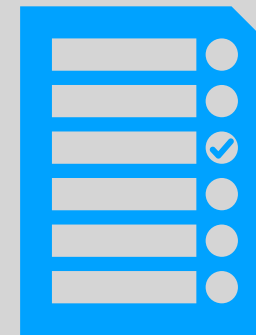
Additional Rules For Electronic Meetings



5. VOTING. During a meeting, the voting (including the election of officers) shall be held electronically by a method selected in advance by the Chair. If technical issues hinder the performance of the electronic voting, a different electronic method may be used, as directed by the assembly.

Drafting Electronic Rules

Additional Rules For Electronic Meetings

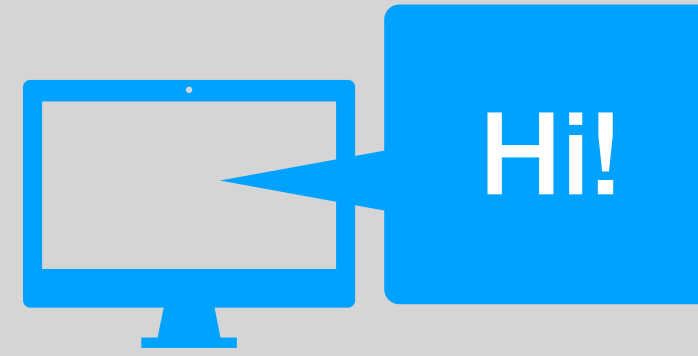


Voting

5.1 TABULATION. In an electronic vote, since the votes are not tabulated by hand, tellers are not appointed. When possible, the tally of the votes shall be displayed to the meeting participants. If such display is not possible, the tally shall be read by the chair or another individual under the direction of the chair.

Drafting Electronic Rules

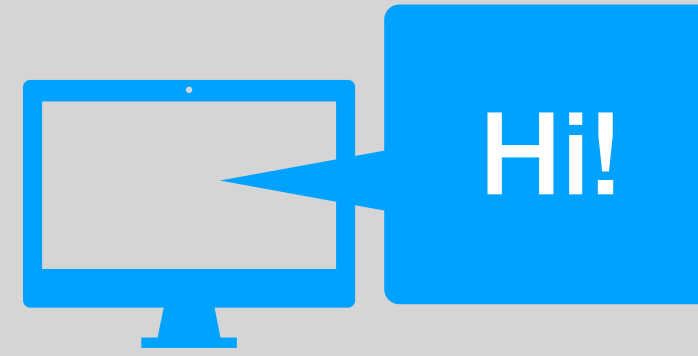
Additional Rules For Electronic Meetings



Chat Boxes

Drafting Electronic Rules

Additional Rules For Electronic Meetings

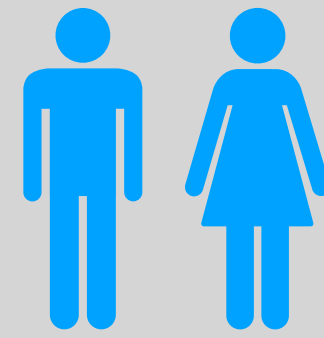


Chat Boxes

6. TEXT BOXES. Text boxes, if provided, shall be for official meeting use, as directed by the chair. Side comments in text boxes shall not be allowed and shall be erased.

Drafting Electronic Rules

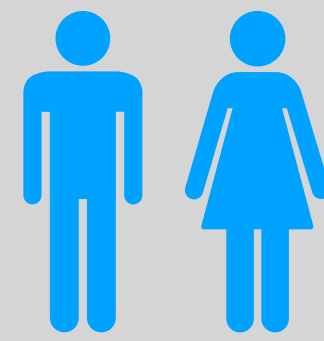
Additional Rules For Electronic Meetings



Tech Staff

Drafting Electronic Rules

Additional Rules For Electronic Meetings

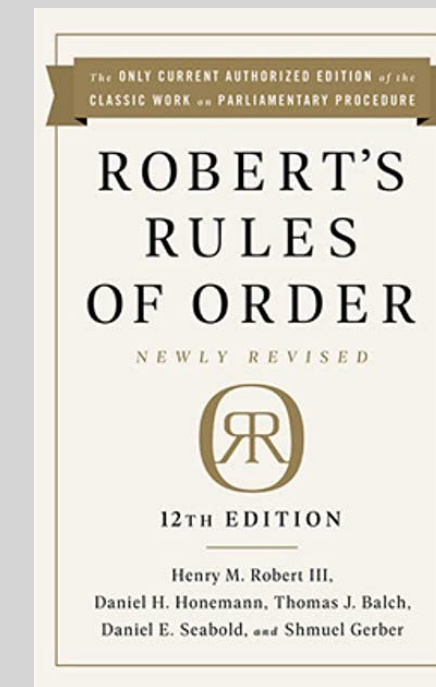
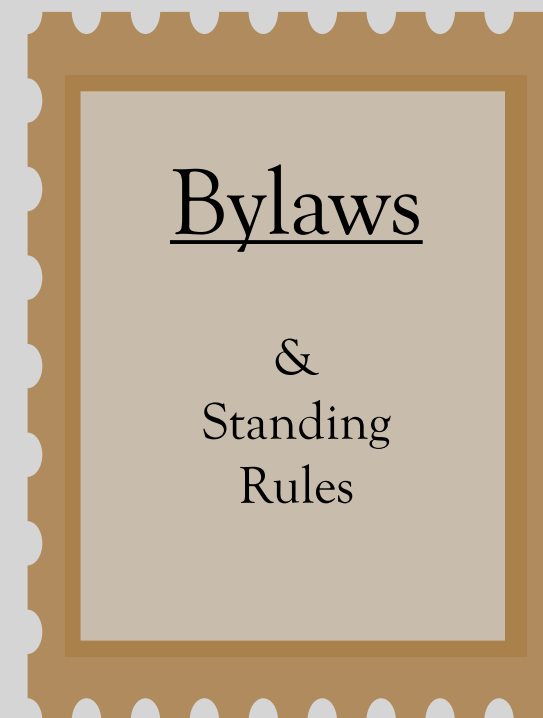


Tech Staff

7. ASSISTANTS AND TECHNICIANS. Before and during an electronic meeting, the Chair shall appoint assistants and technicians as needed to facilitate the operation of the electronic meeting.

Drafting Electronic Rules

Additional Rules For Electronic Meetings



8. APPLICABILITY OF REGULAR RULES. Any electronic meeting shall simulate, as closely as practicable, an in-person meeting, and the rules applicable to an in-person meeting shall apply to an electronic meeting as closely as practicable.

Determining The Presence Of A Quorum

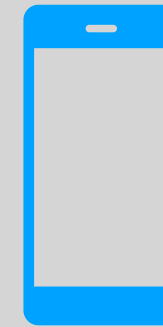
ROBERT'S RULES OF ORDER

“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

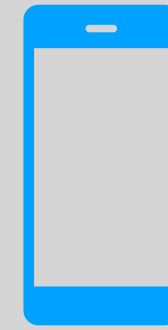
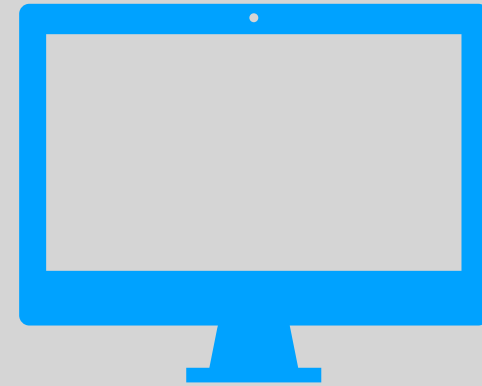
Electronic Quorum

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.”

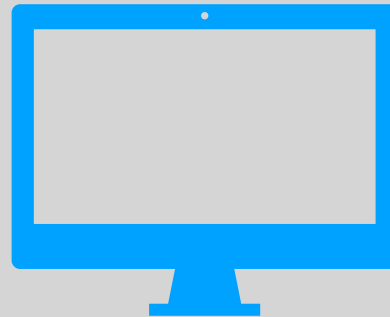
RONR (12th ed.) 40:12

Seeking Recognition

Seeking Recognition

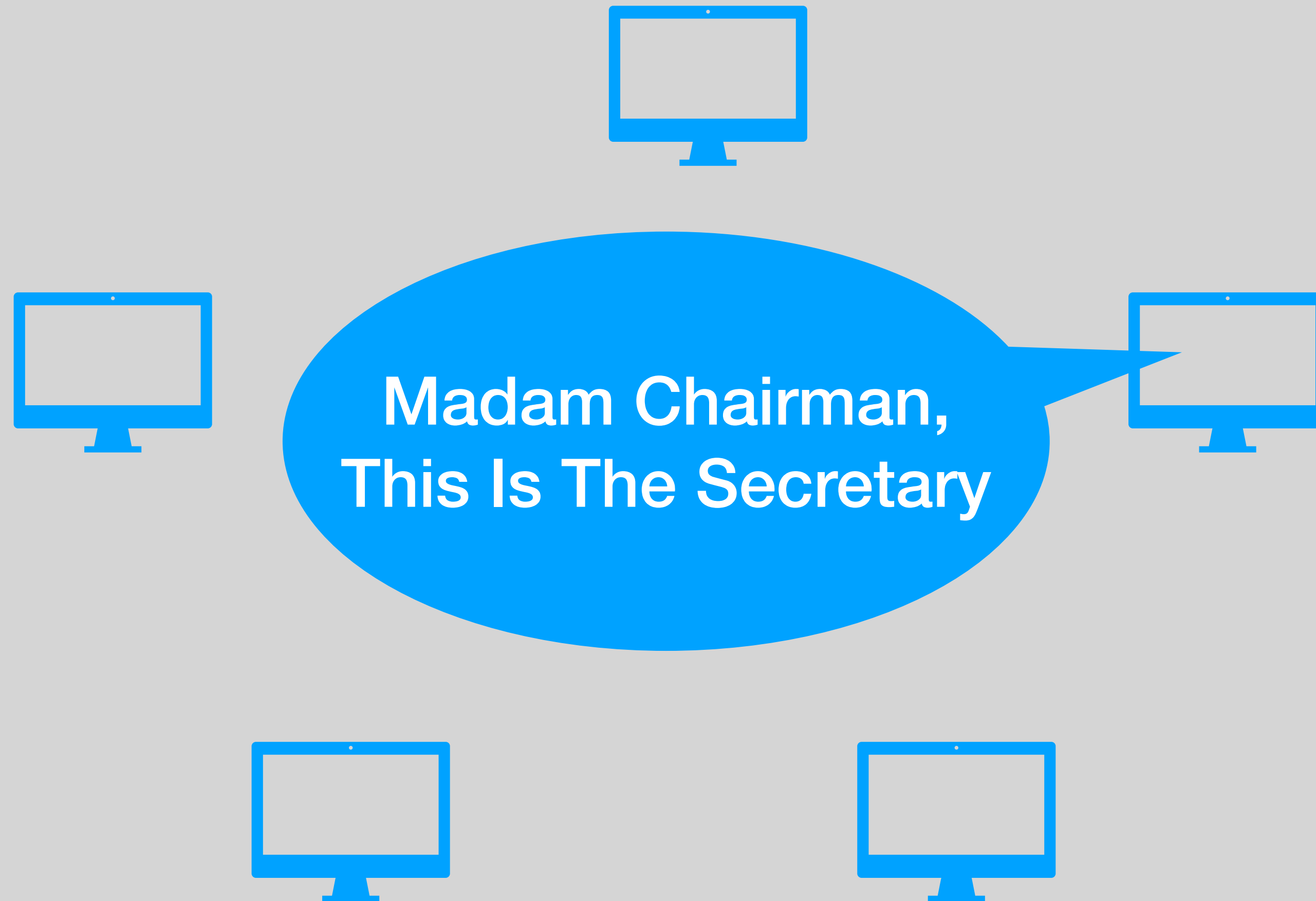
Seeking Recognition

Small Meeting



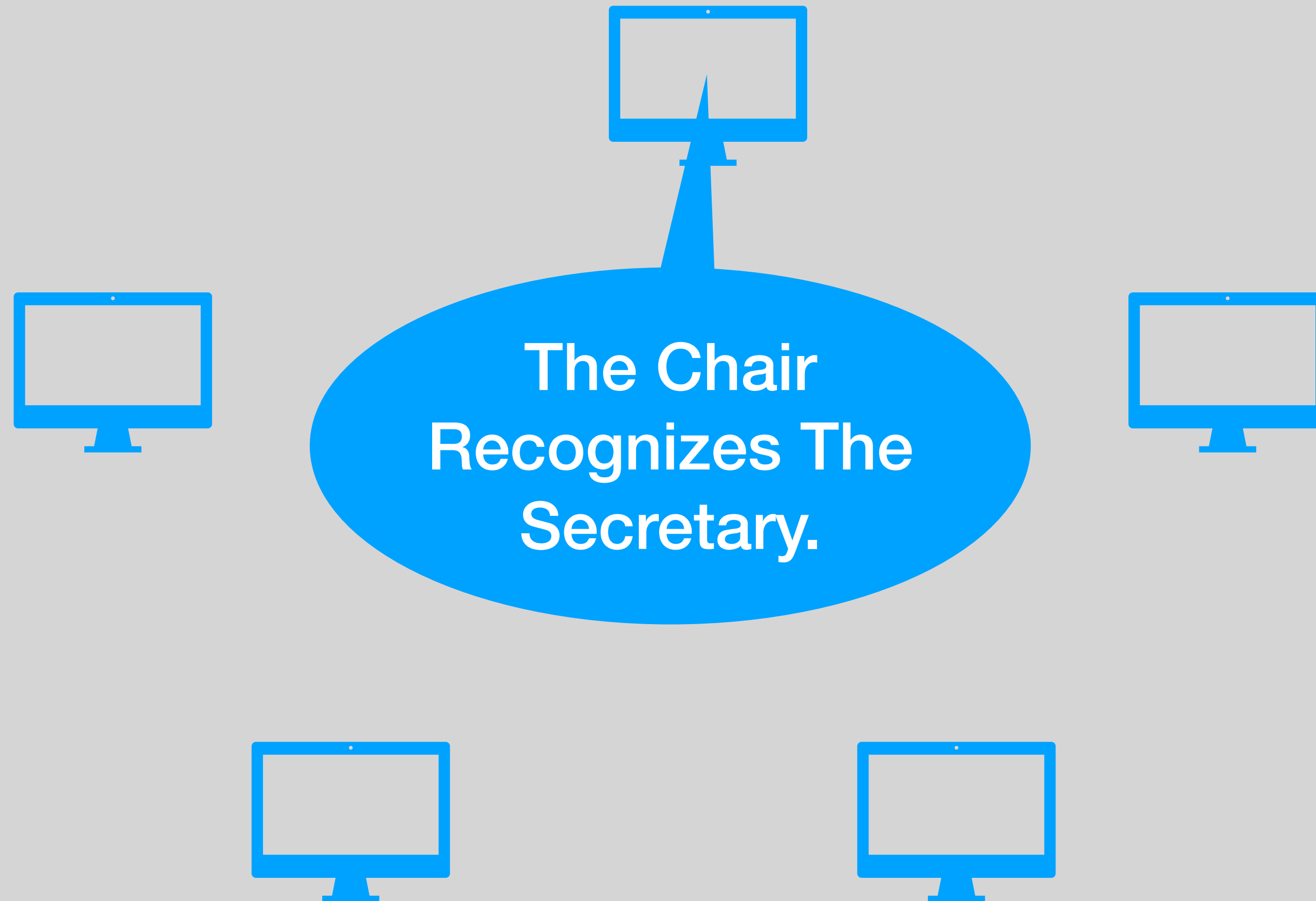
Seeking Recognition

Small Meeting



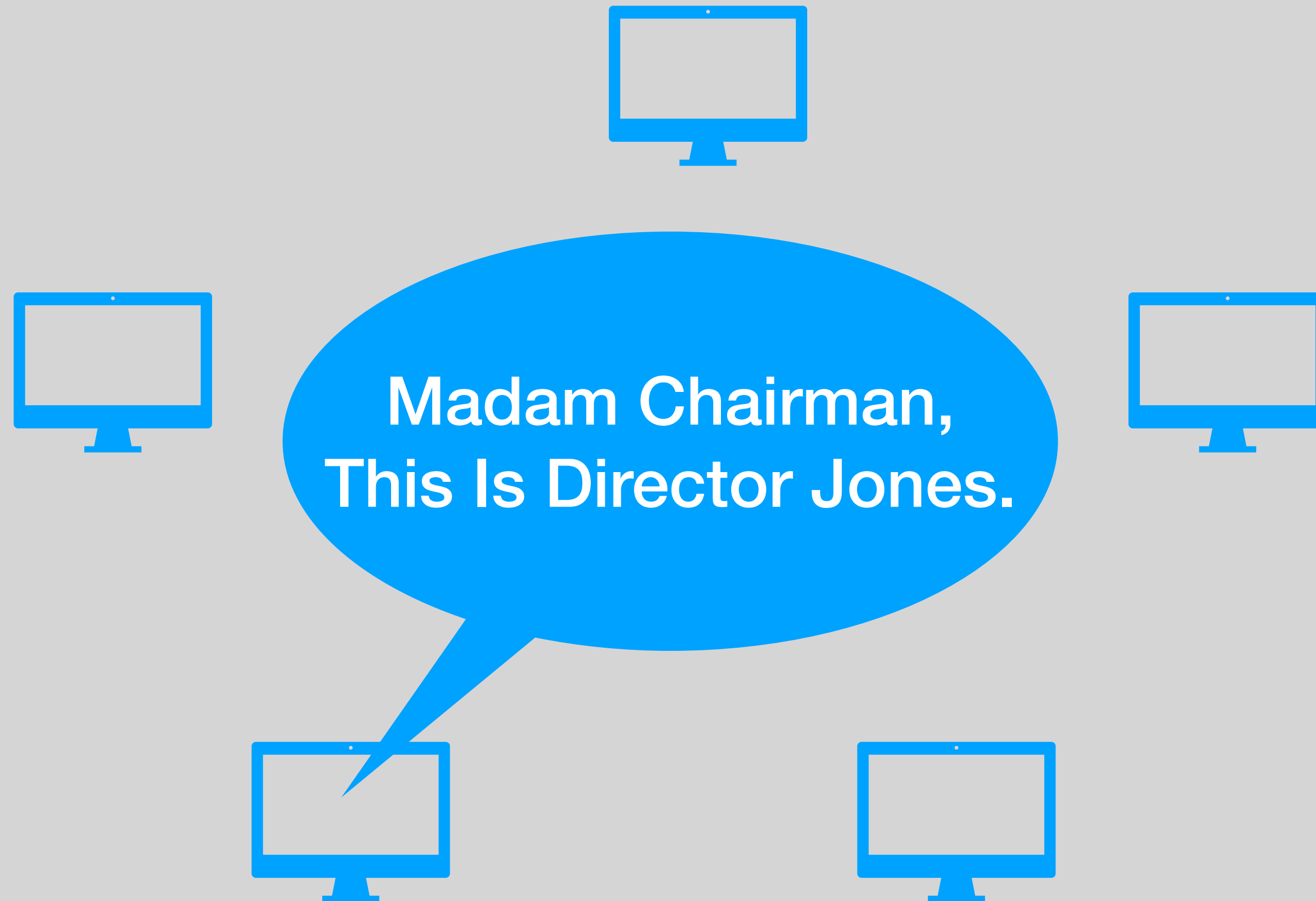
Seeking Recognition

Small Meeting



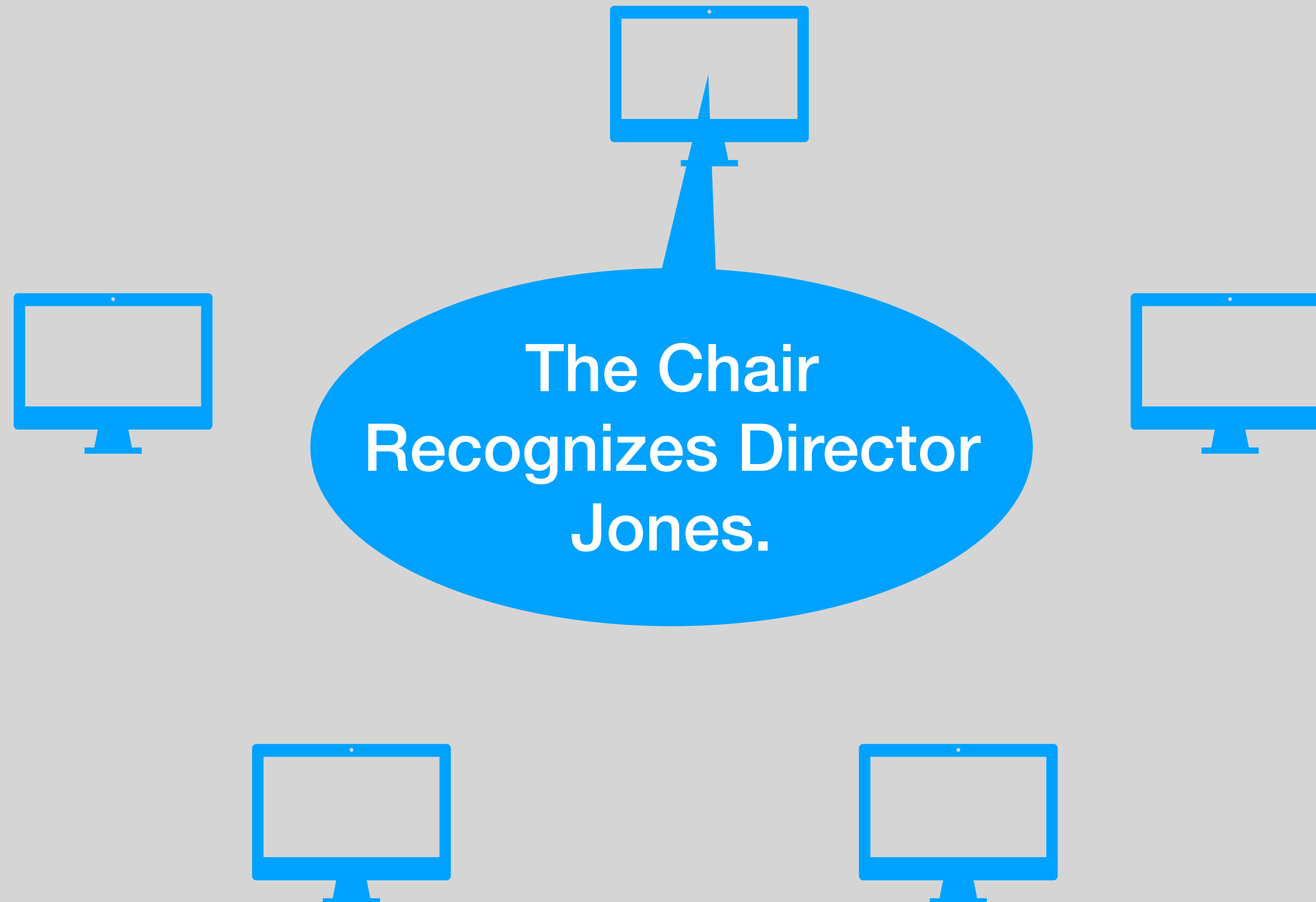
Seeking Recognition

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

REAL TIME

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

Seeking Recognition

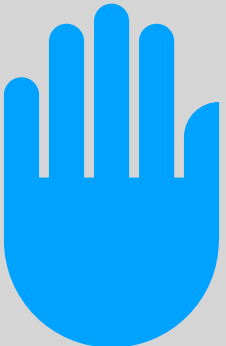
Large Meeting

QUEUE

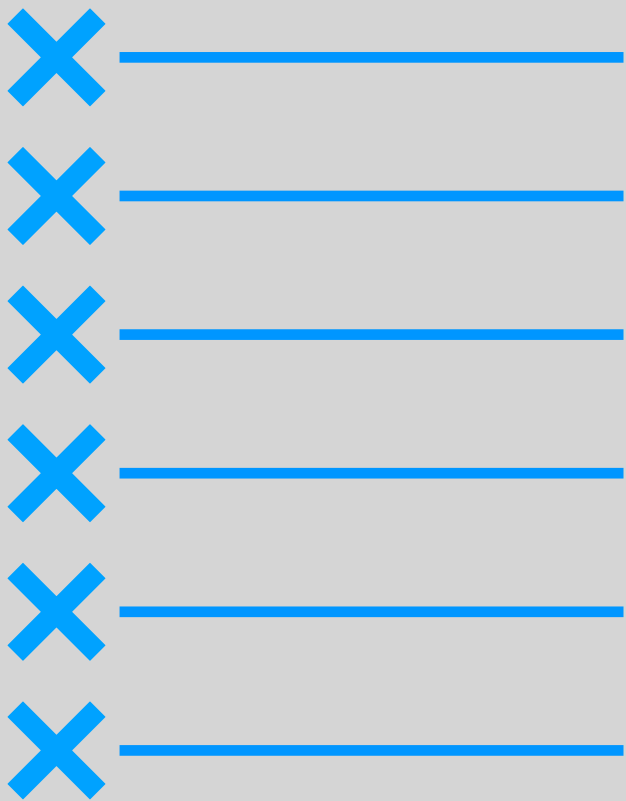
- 1.  Barbara Myers
- 2.  Toni Canton
- 3.  Steve Mack
- 4.  Tina Brown
- 5.  Matt Luis
- 6.  Sheryl Silas

Simulate
An
In-Person Meeting

REAL TIME



Barbara Myers



Debate

Debate

Debate

**SPOKEN
VS.
TYPED**

Debate

SPOKEN

TYPED

**Simulate
An
In-Person Meeting**

Debate

SPOKEN

**Simulate
An
In-Person Meeting**

TYPED

Debate

SPOKEN

TYPED

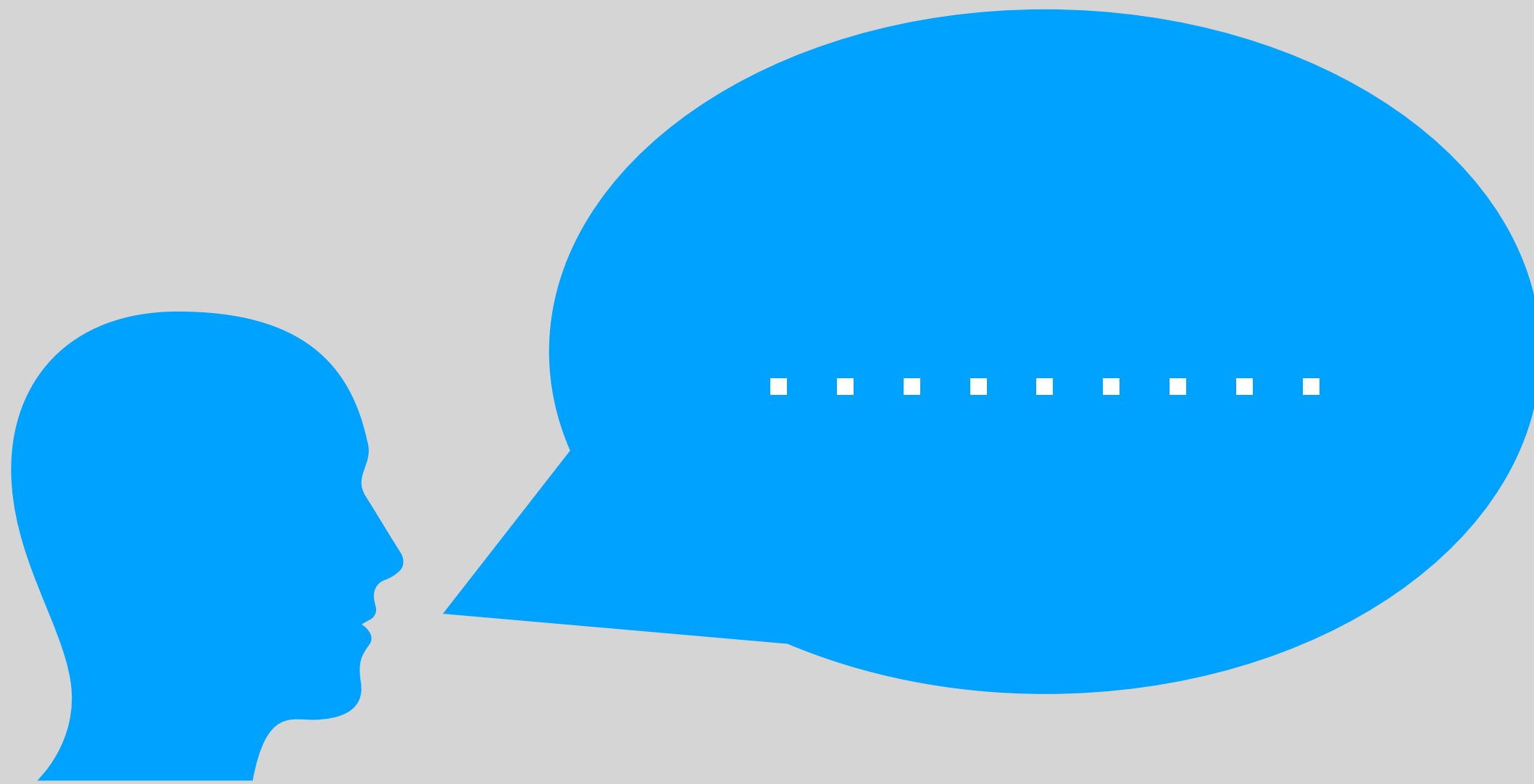
**The Chair recognizes
Mary Sanders**



Debate

SPOKEN

TYPED



Debate

SPOKEN

TYPED

Debate

SPOKEN

TYPED

Debate

SPOKEN

TYPED



**The Chair recognizes
Mary Sanders**

Debate

SPOKEN

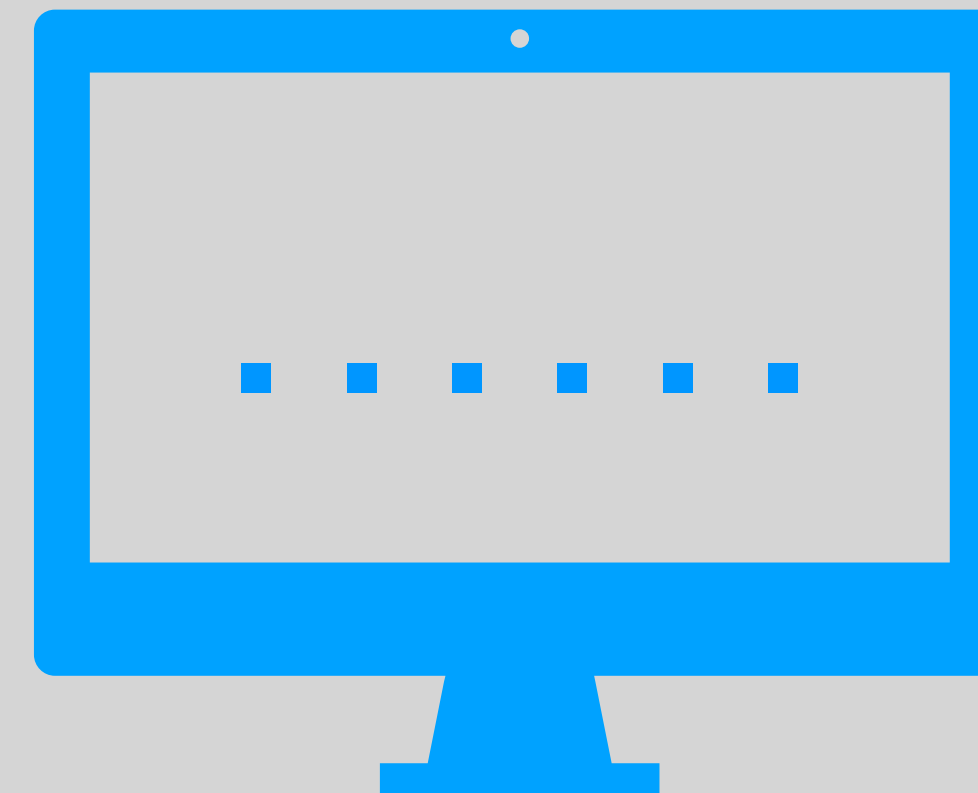
TYPED



Debate

SPOKEN

TYPED



Debate

SPOKEN

TYPED



Debate

SPOKEN

TYPED



Has everyone had a
chance to read the
comments?

Debate

SPOKEN

TYPED



Is there further 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

TYPED

Debate

SPOKEN

~~TYPED~~

Debate

SPOKEN

Debate

SPOKEN

**If Members Have The Opportunity For
Simultaneous Aural Communication,
Text 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**

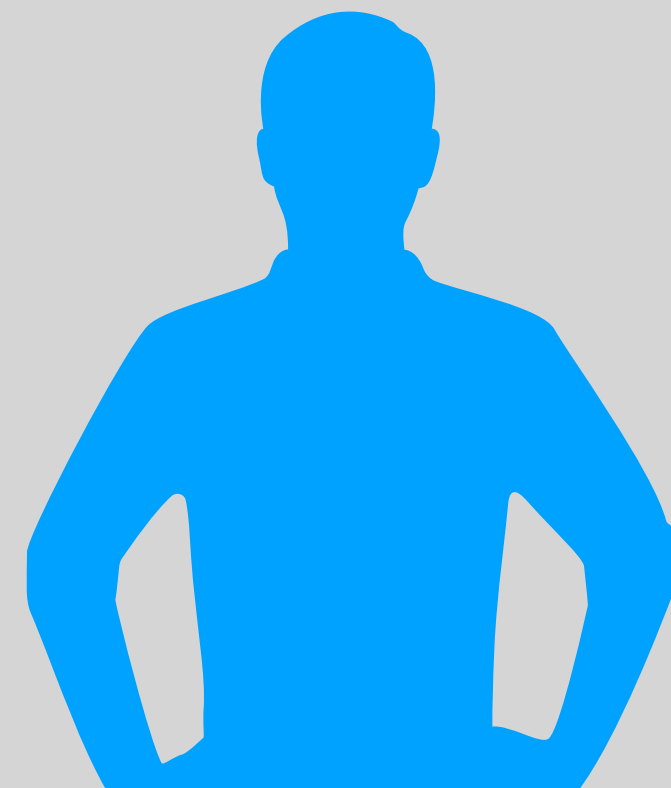
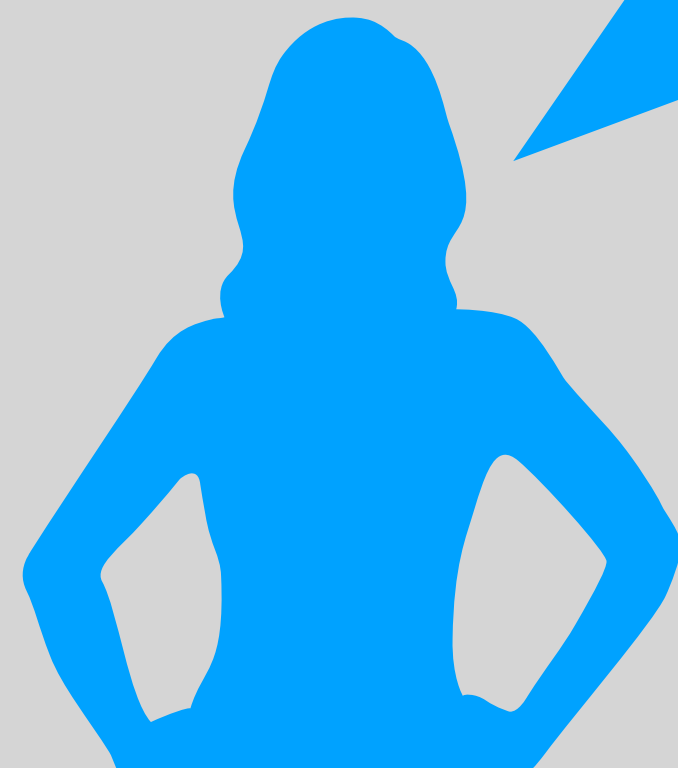
**In An In-Person Meeting, Members
Communicate In Two Ways:**

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

Debate

Simulate
An
In-Person Meeting

Didn't We Adopt This
Motion Last Year?



Debate

Simulate
An
In-Person Meeting

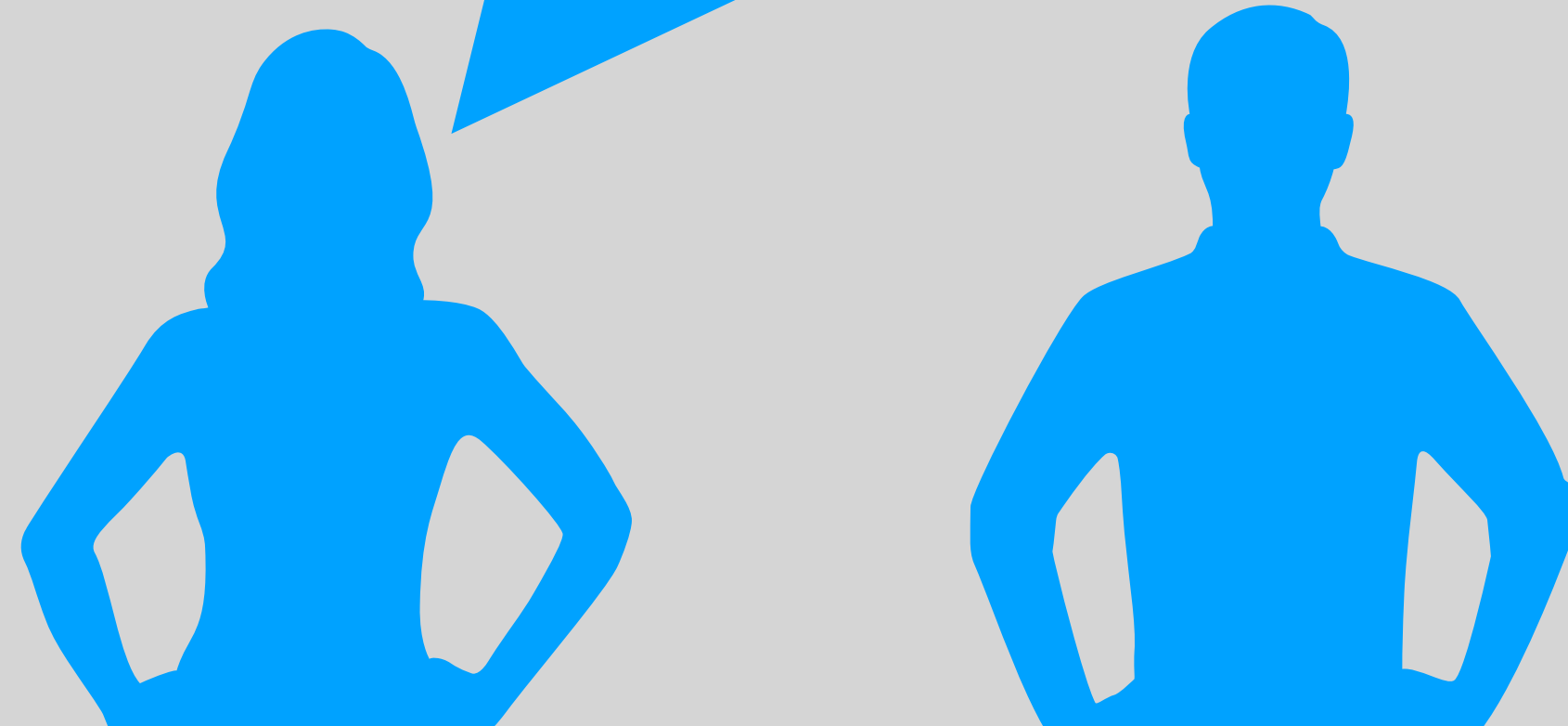
No, Last Year Karen
Made A Similar Motion, But It
Wasn't Adopted.



Debate

Simulate
An
In-Person Meeting

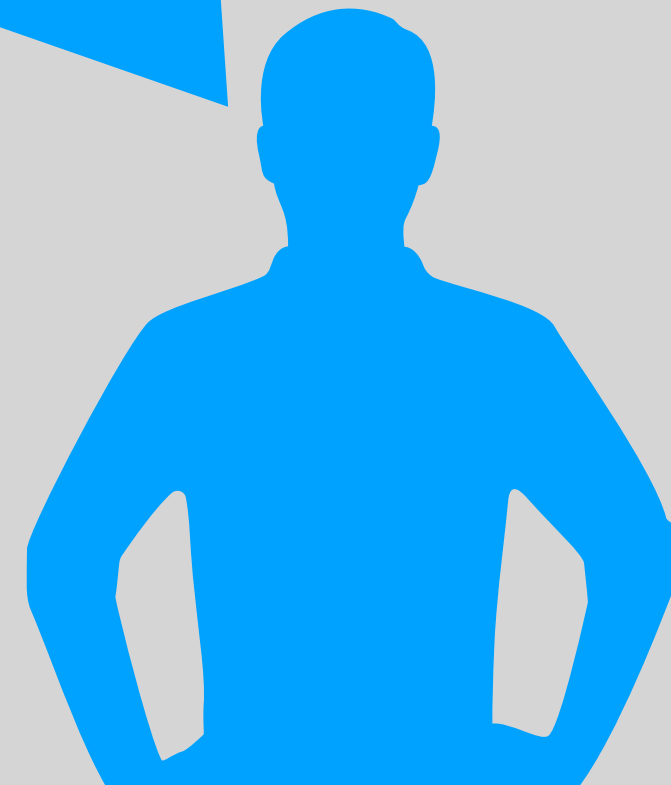
Karen's Always Fun.
Remember When She Nominated Herself
For That Committee, Then Declined The
Nomination?



Debate

Simulate
An
In-Person Meeting

Yeah, Which Committee
Was That?



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**

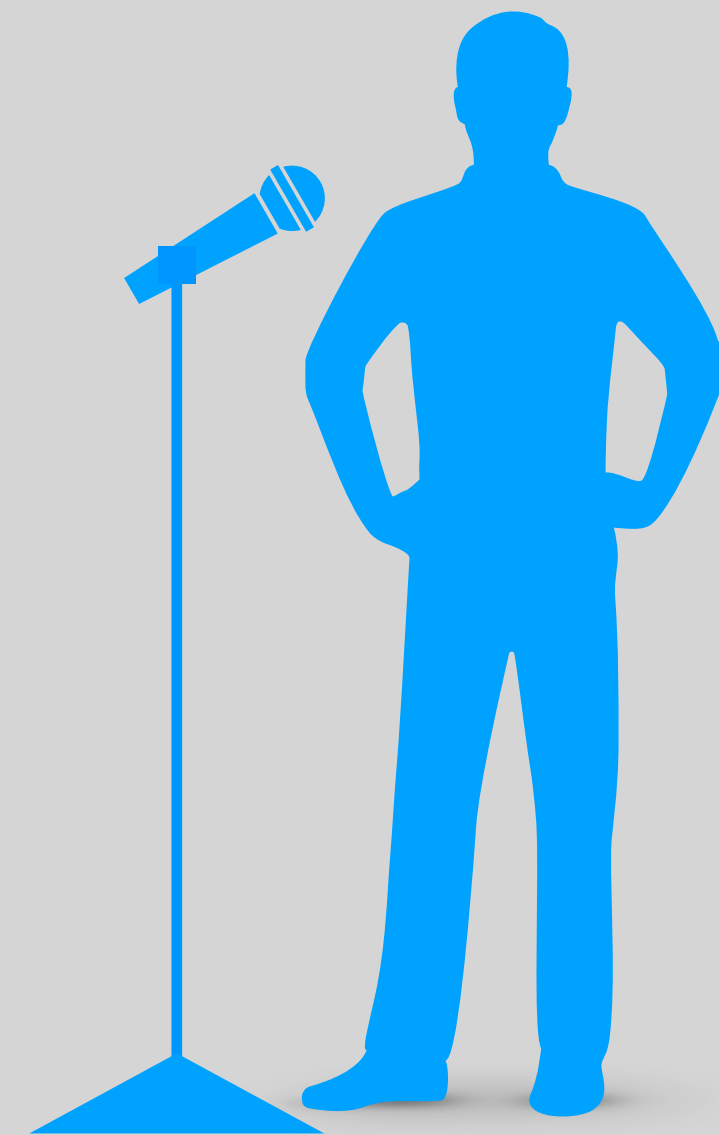
**In An In-Person Meeting, Members
Communicate In Two Ways:**

1. Whisper To The Person Next To You

2. Address The Entire Assembly Through The Chair

Debate

Simulate
An
In-Person Meeting

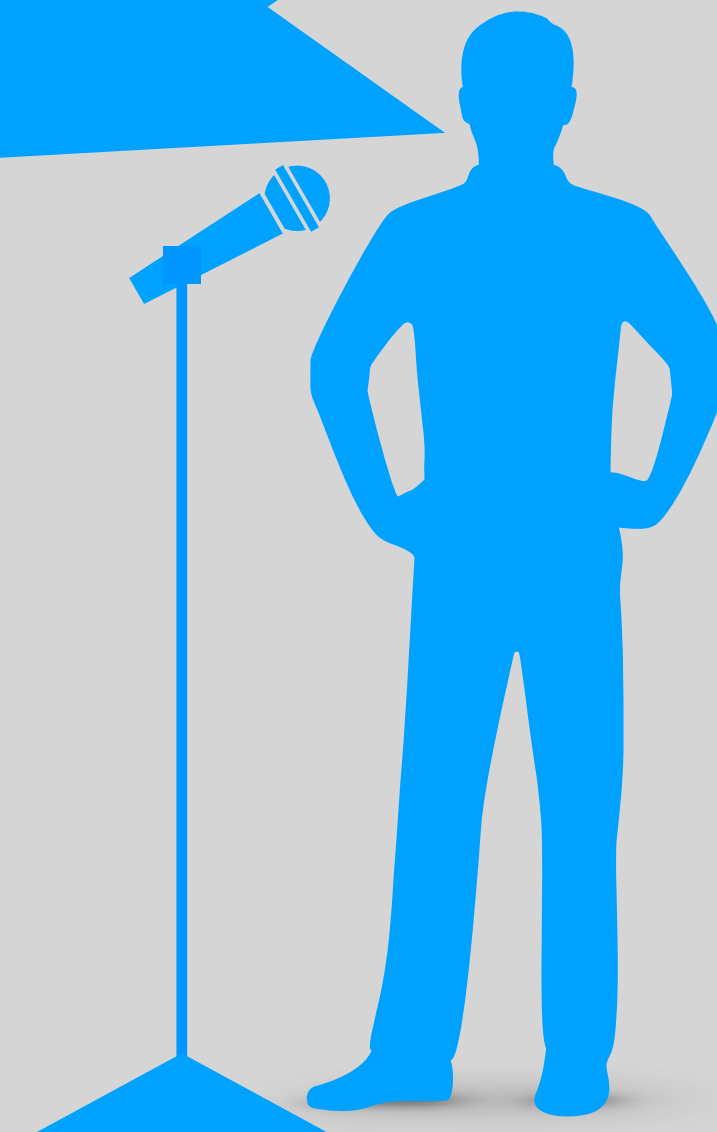


Debate

Simulate
An
In-Person Meeting

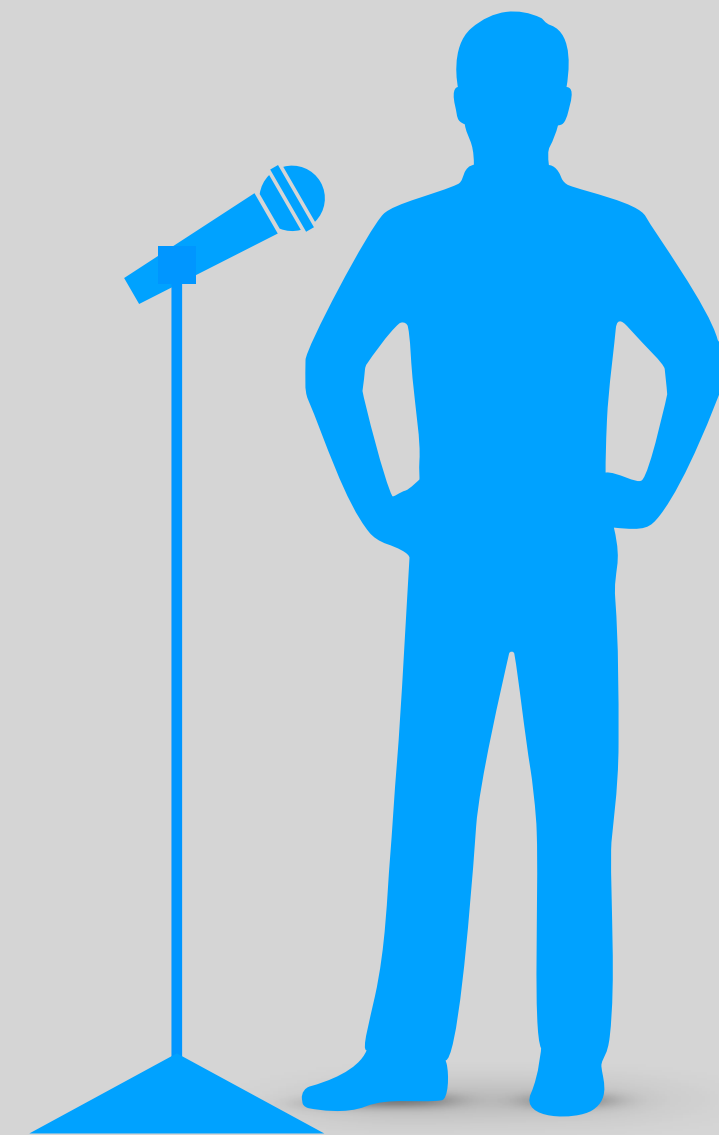
I Support This Motion,
Because I Believe

.



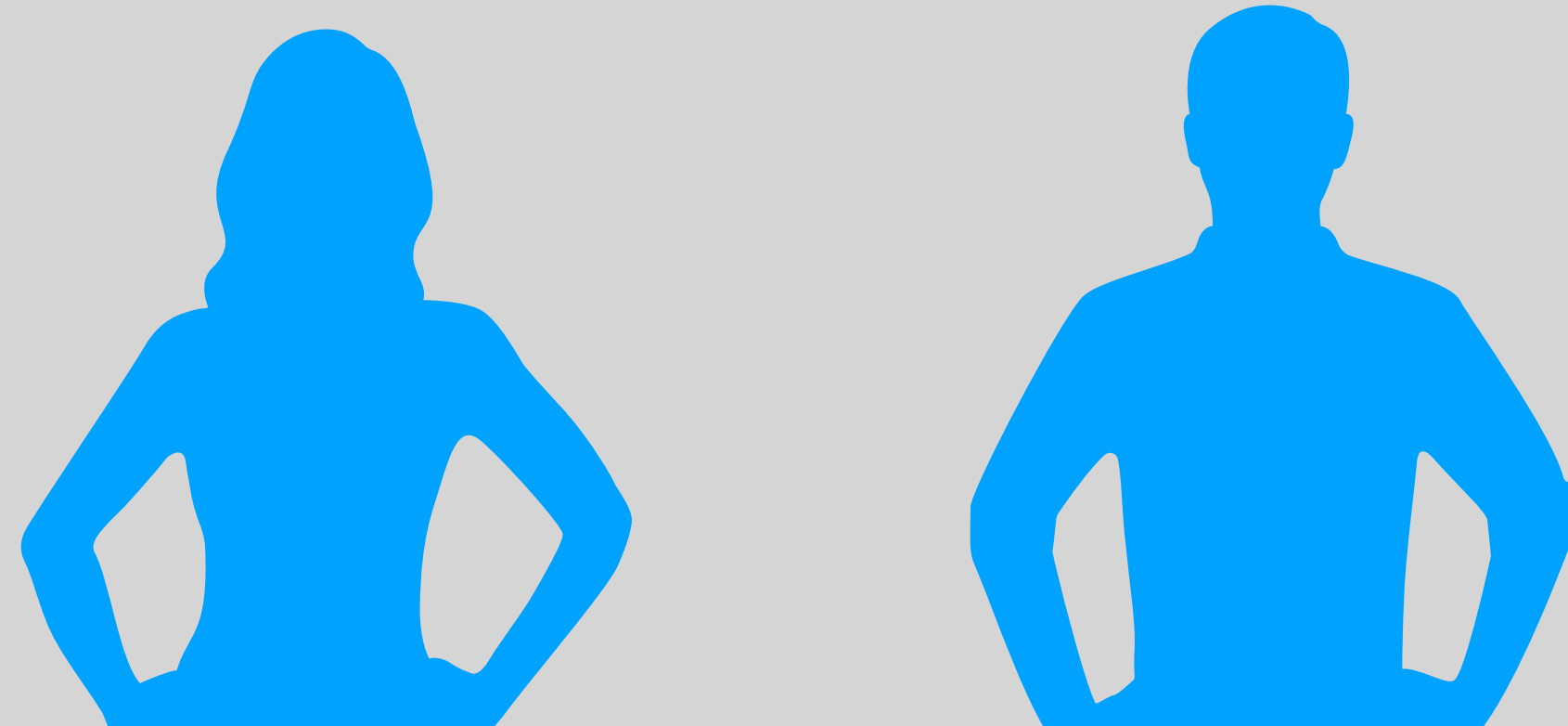
Debate

Simulate
An
In-Person Meeting



Debate

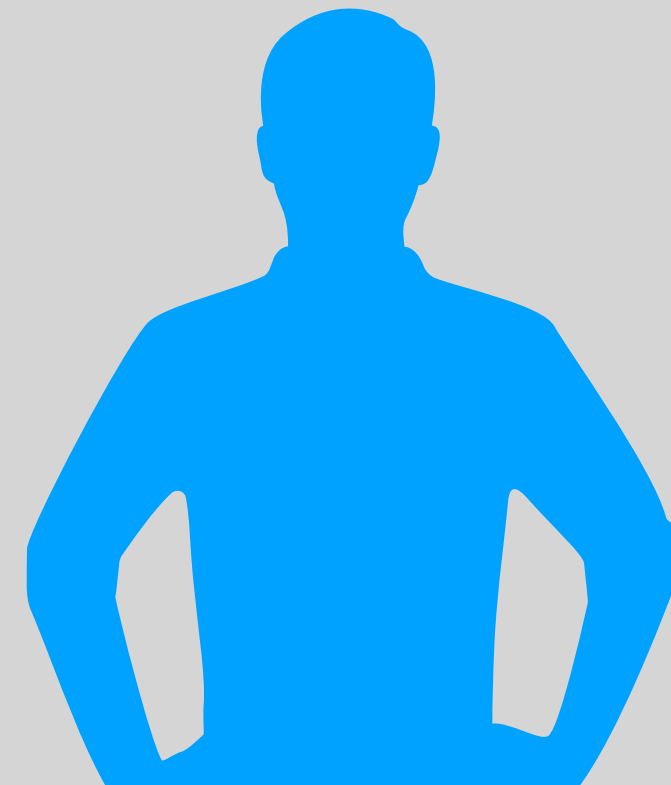
Simulate
An
In-Person Meeting



Debate

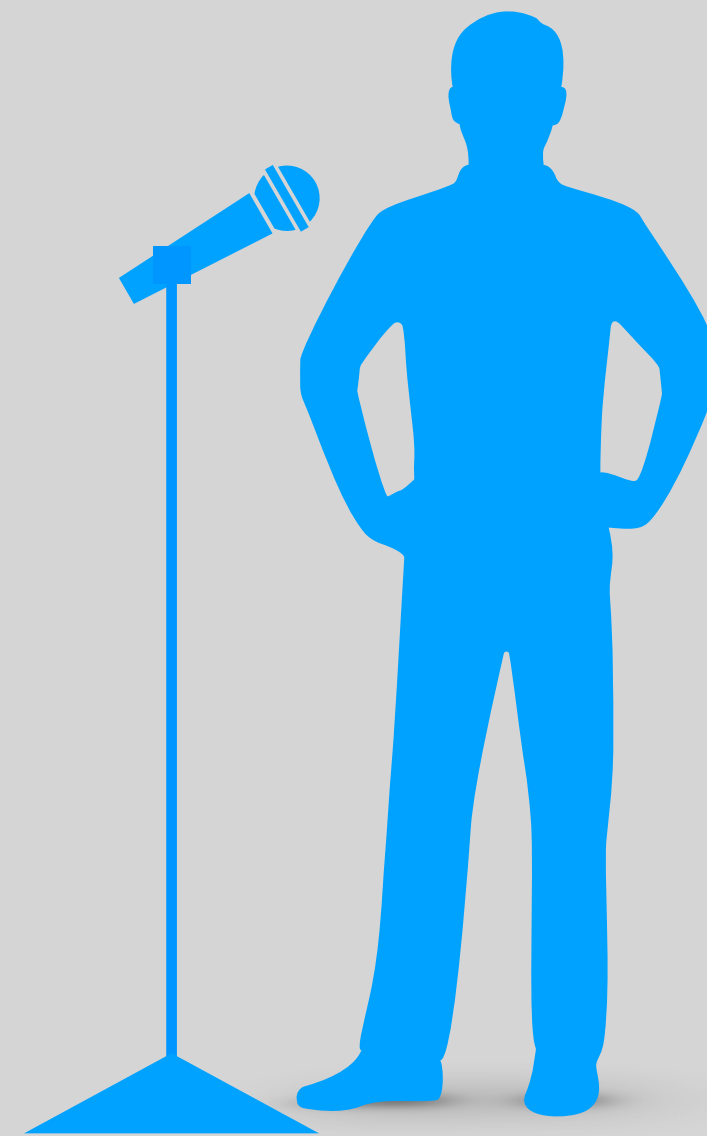
Simulate
An
In-Person Meeting

Gossip, Gossip,
Gossip.



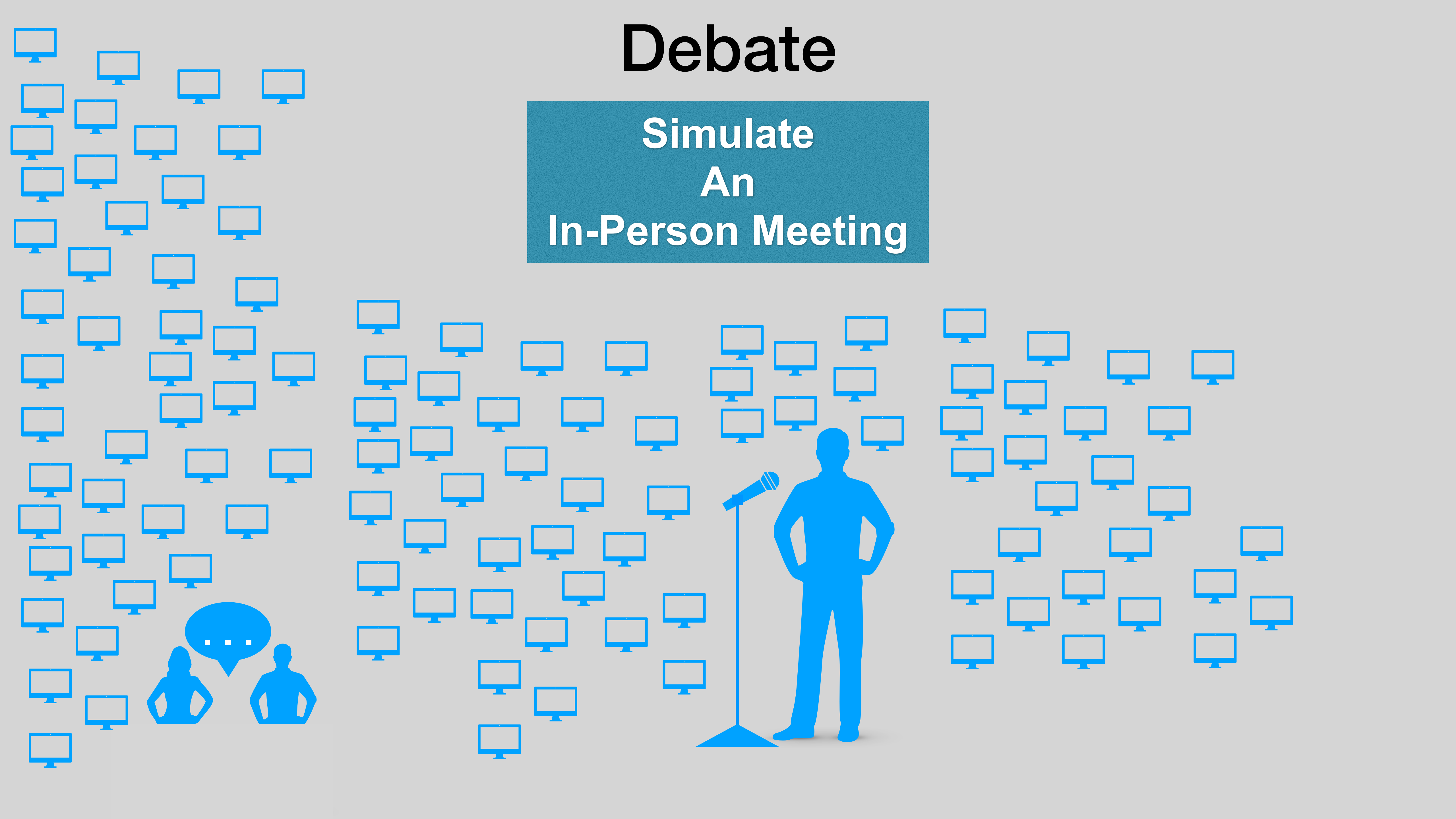
Debate

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 having the exclusive right to be heard at that time.”

RONR (12th ed.) 3:30

Making Motions

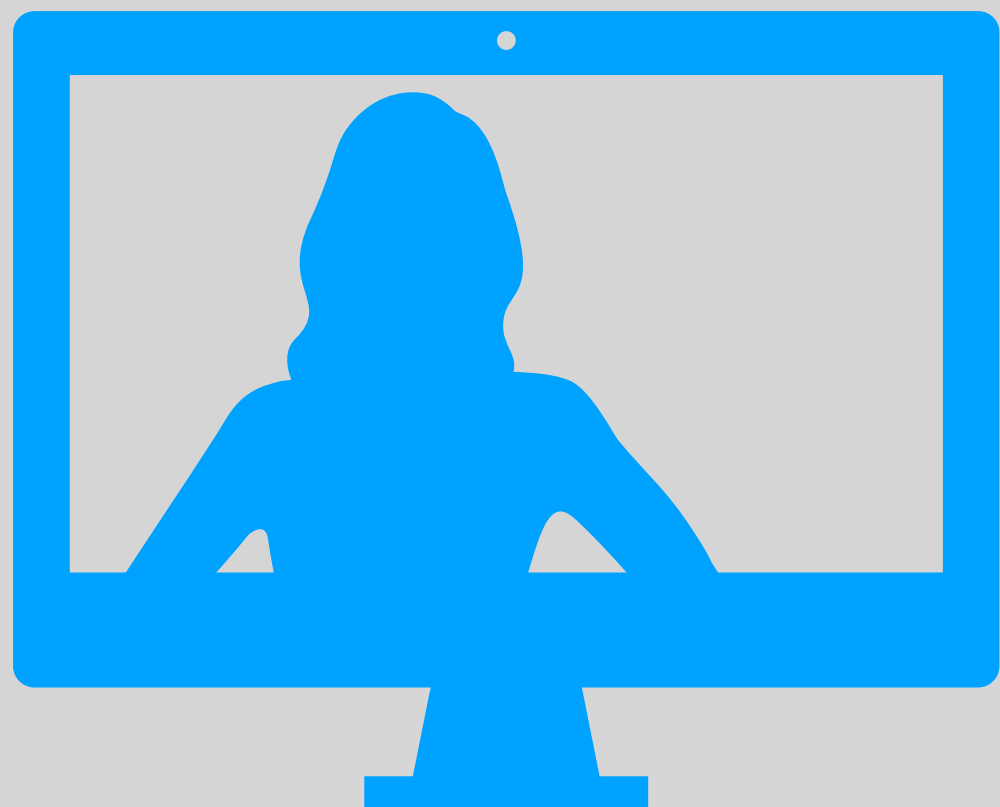
Making Motions

Making Motions

**Simulate
An
In-Person Meeting**

Making Motions

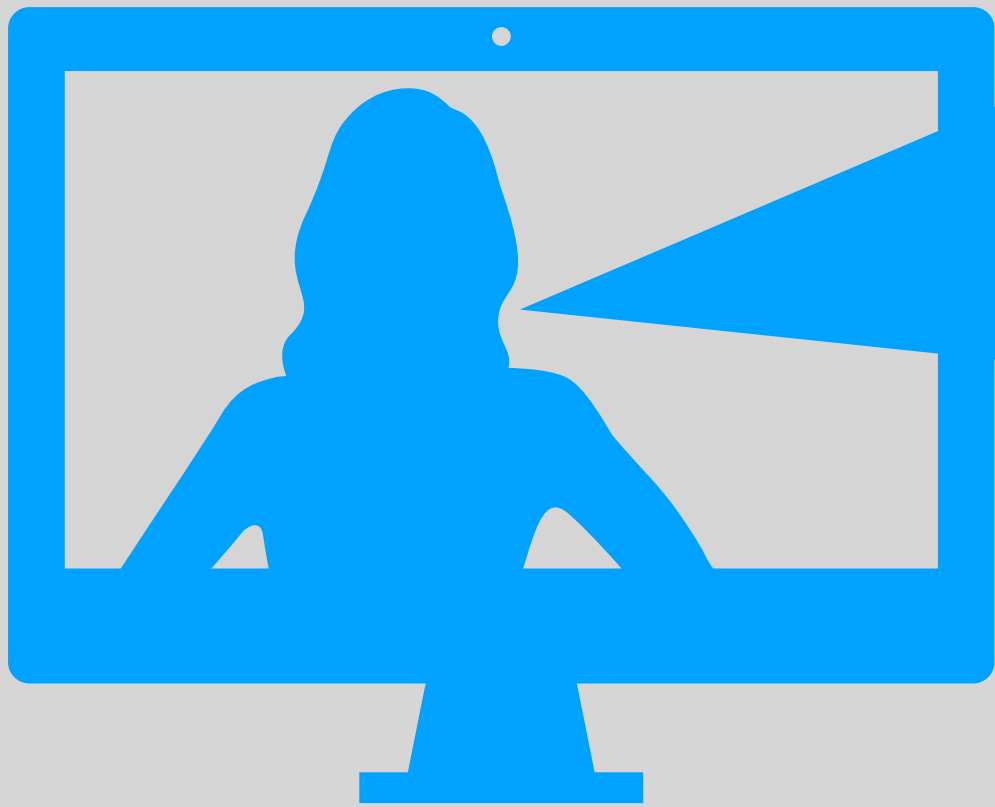
Simulate
An
In-Person Meeting



Making Motions

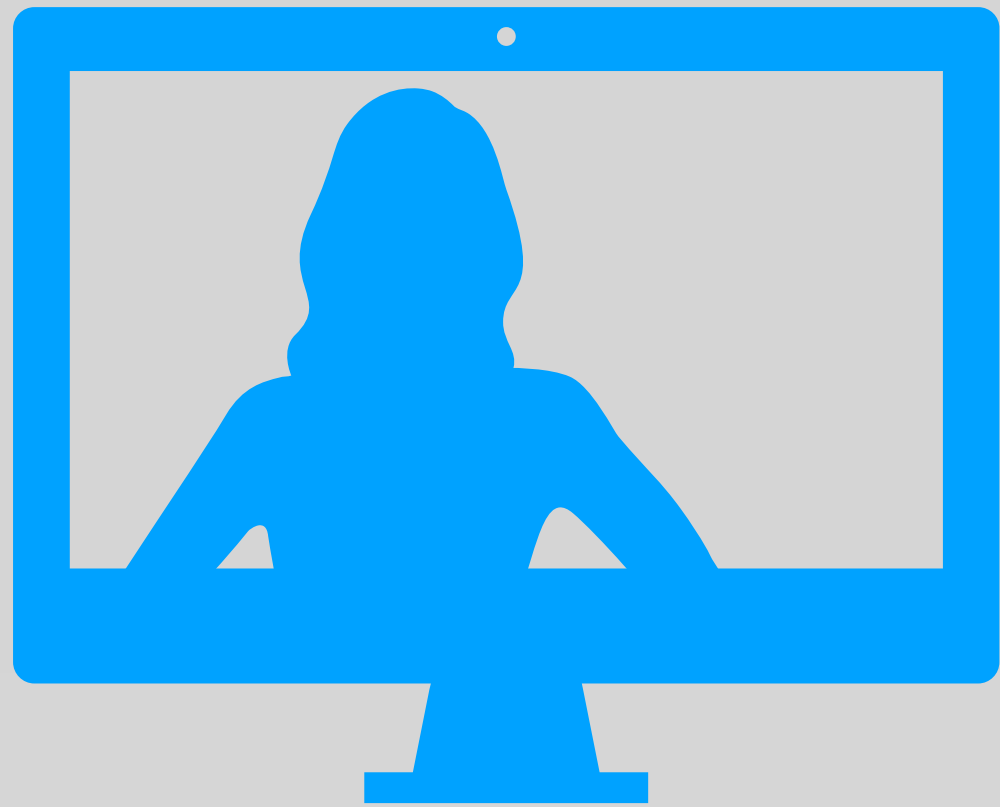
Simulate
An
In-Person Meeting

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



Making Motions

**Simulate
An
In-Person Meeting**

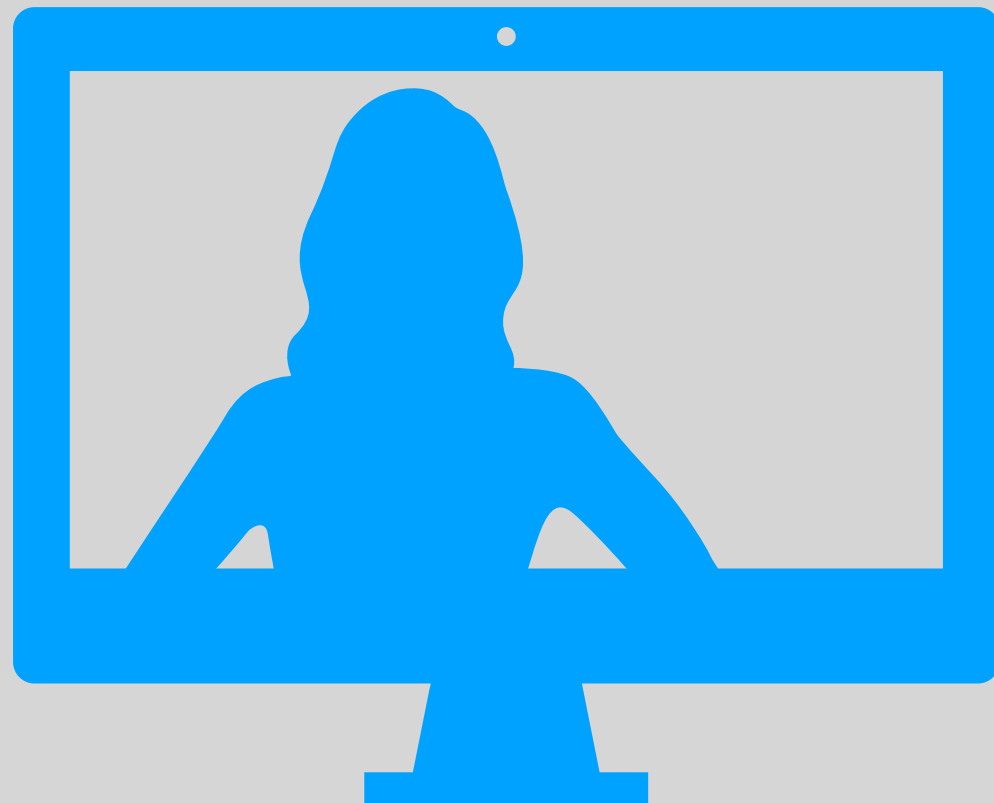


+

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

Making Motions

**Simulate
An
In-Person Meeting**



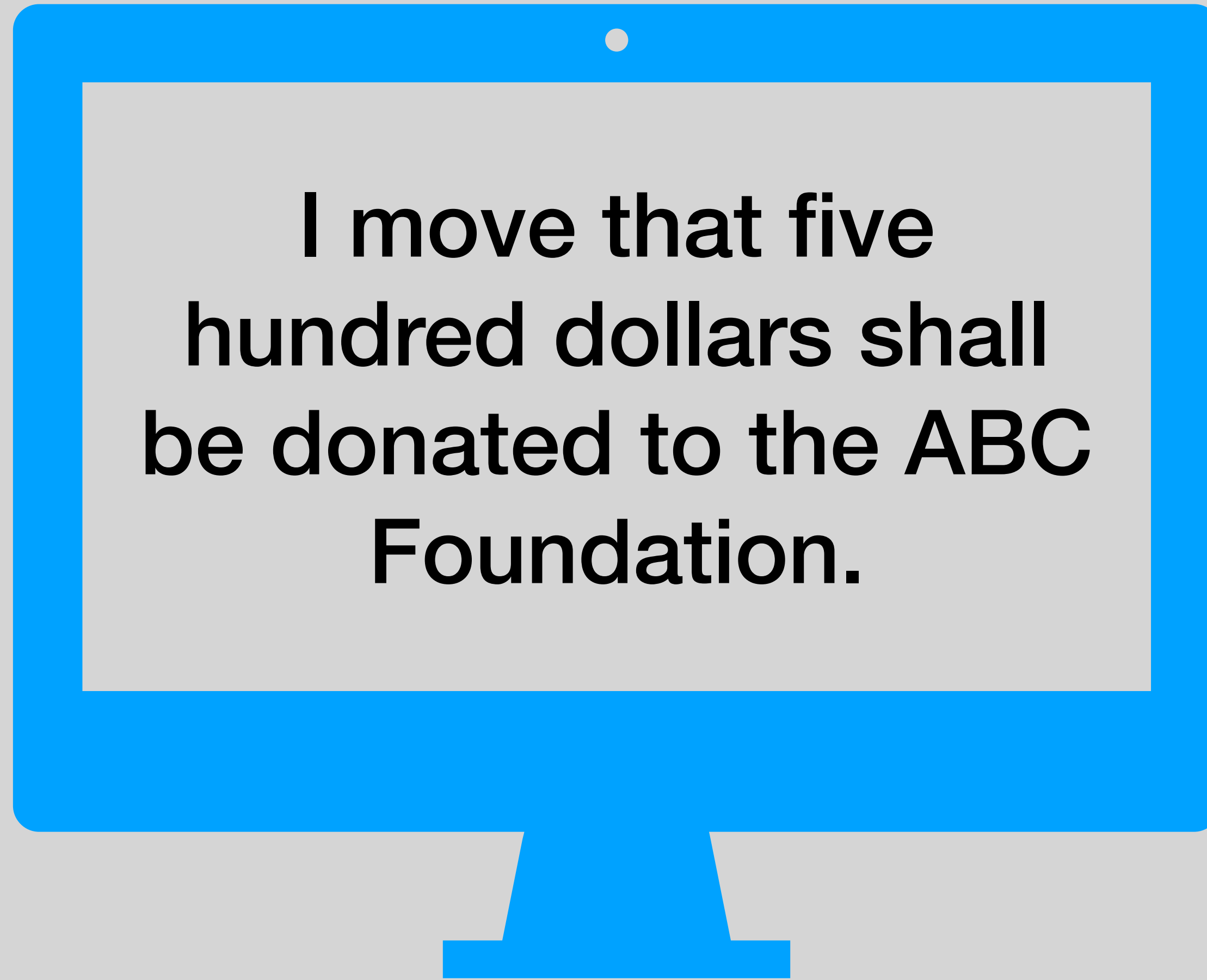
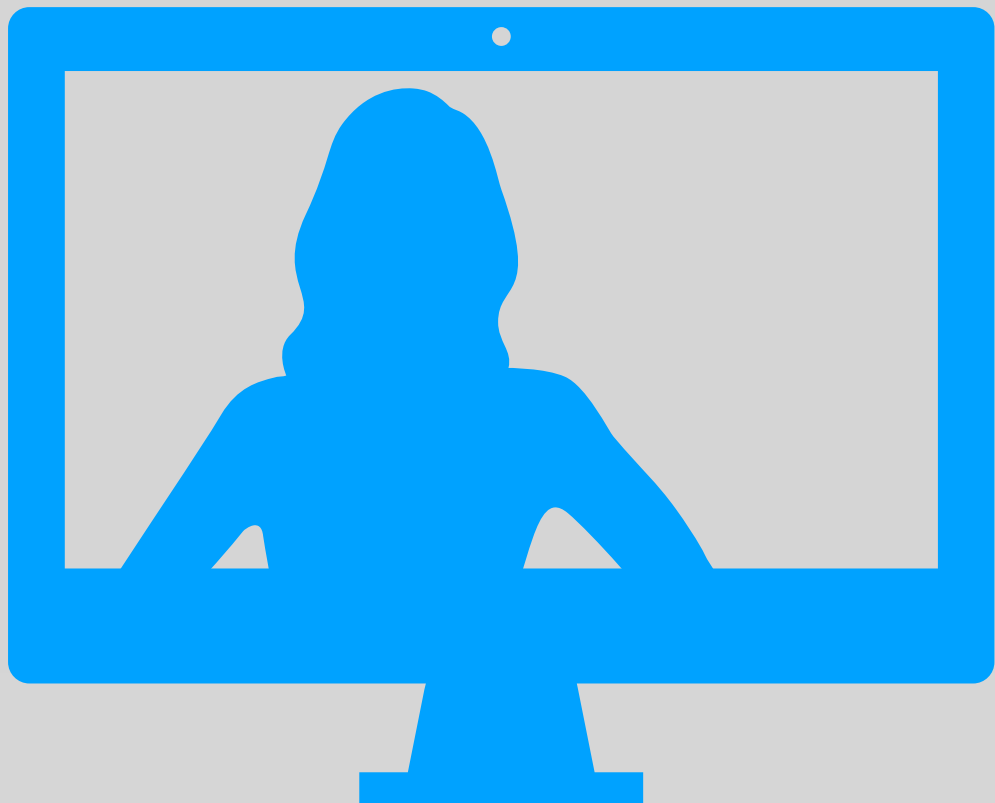
**I move that five
hundred dollars shall
be donated to the ABC
Foundation.**

Making Motions

**Simulate
An
In-Person Meeting**

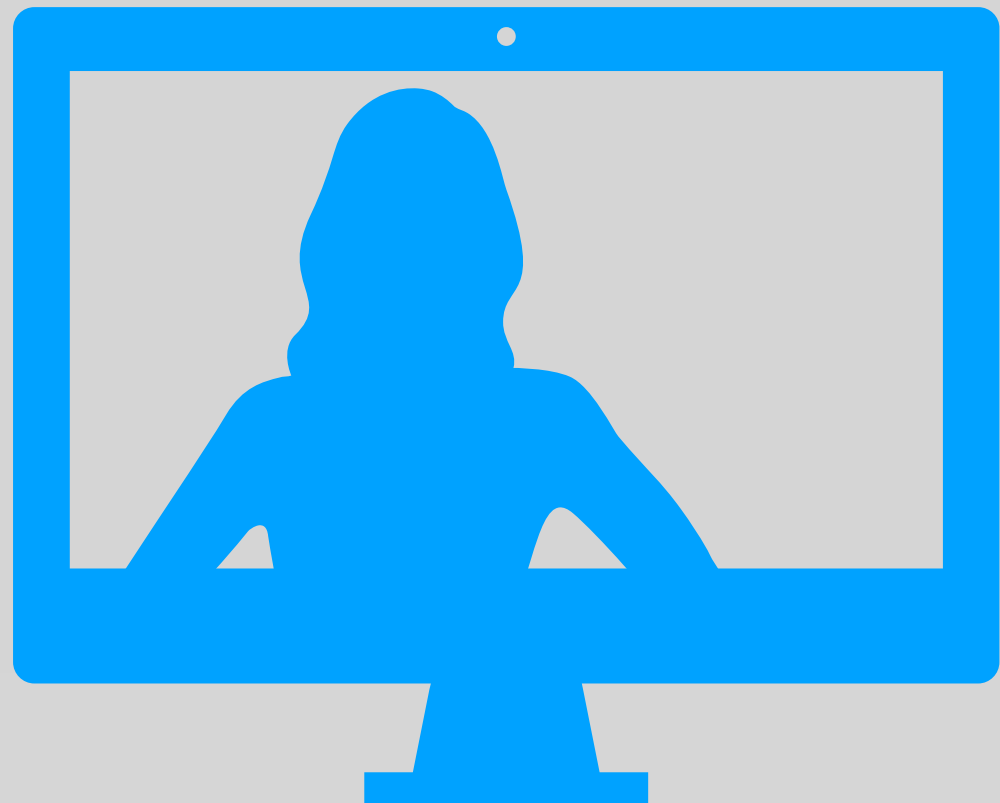
Chair

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



Making Motions

**Simulate
An
In-Person Meeting**



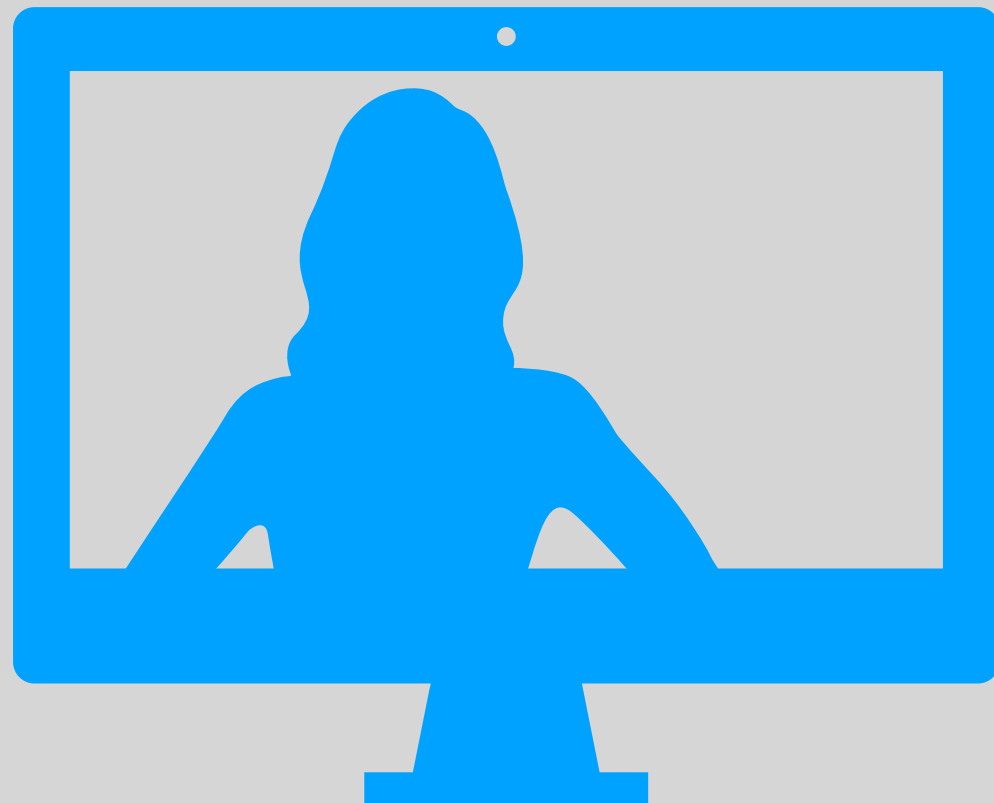
**I move that five
hundred dollars shall
be donated to the ABC
Foundation.**

Chair

Secretary

Making Motions

**Simulate
An
In-Person Meeting**



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

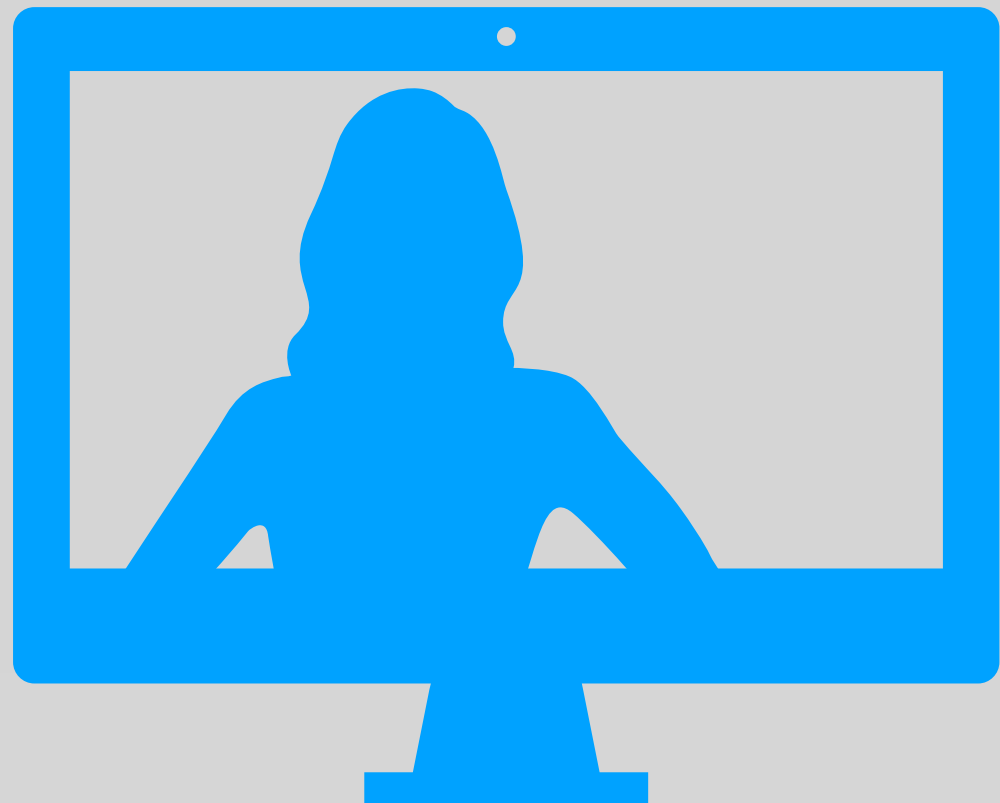
Chair

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

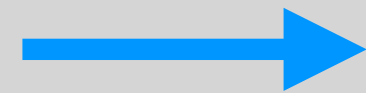
1.  Barbara Myers
2.  Toni Canton
3.  Steve Mack
4.  Tina Brown
5.  Matt Luis
6.  Sheryl Silas

Making Motions

Large Meeting

QUEUE

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



Point Of Order

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

- X _____
- X _____
- X _____
- X _____
- X _____
- X _____

Making Motions

Large Meeting

REAL TIME

Barbara Myers

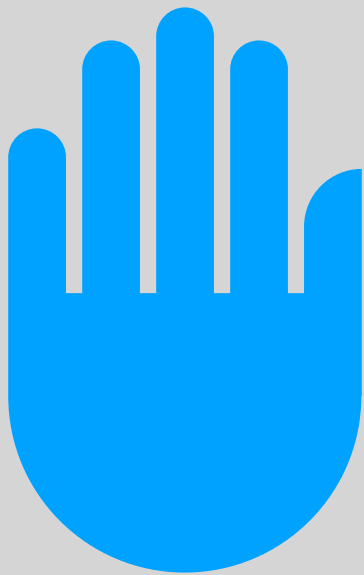
- ×
- ×
- ×
- ×
- ×
- ×

Making Motions

Large Meeting

REAL TIME

Barbara Myers



Point Of Order

- X _____
- X _____
- X _____
- X _____
- X _____
- X _____

Making Motions

Large Meeting

REAL TIME

Barbara Myers



Mary Sanders











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?



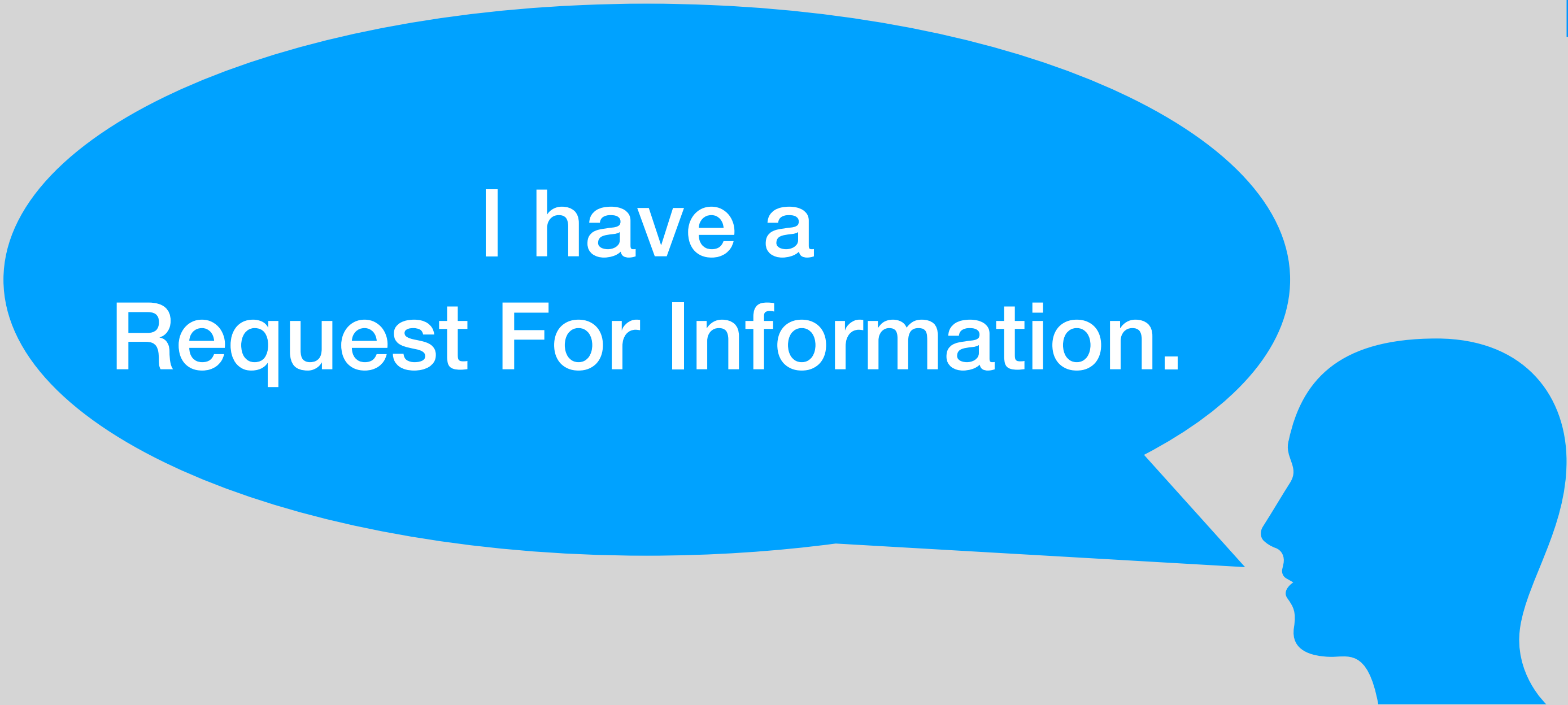
Barbara Myers

-  Mary Sanders
-  _____
-  _____
-  _____
-  _____
-  _____







Making Motions

Large Meeting

REAL TIME



Barbara Myers

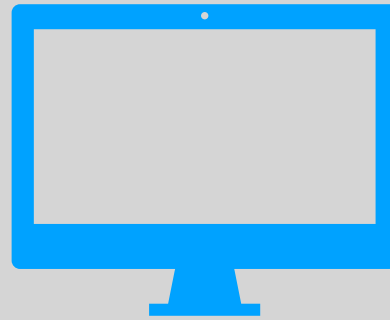
-  Mary Sanders
-  _____
-  _____
-  _____
-  _____
-  _____

Making Motions

Small Meeting

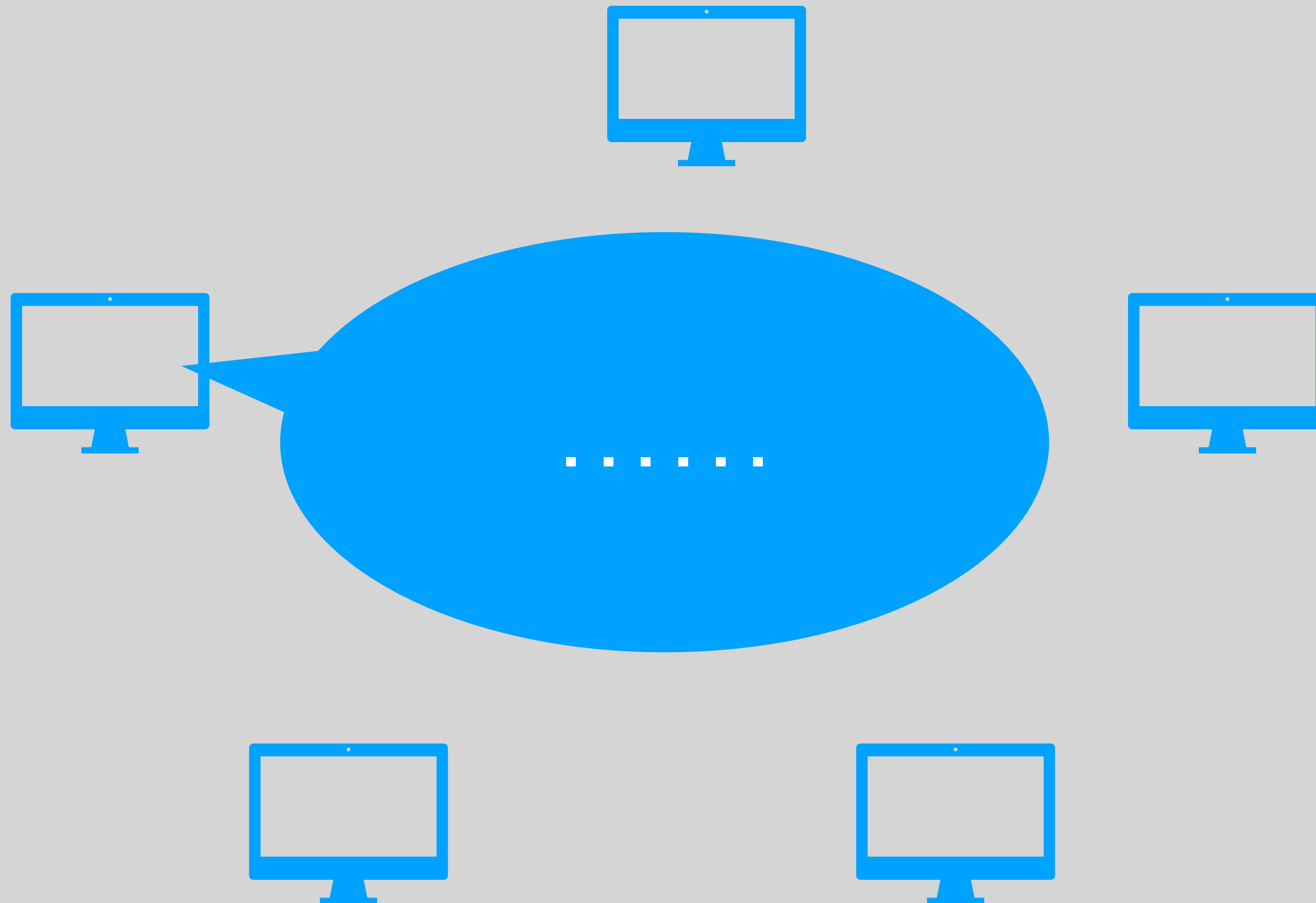
Making Motions

Small Meeting



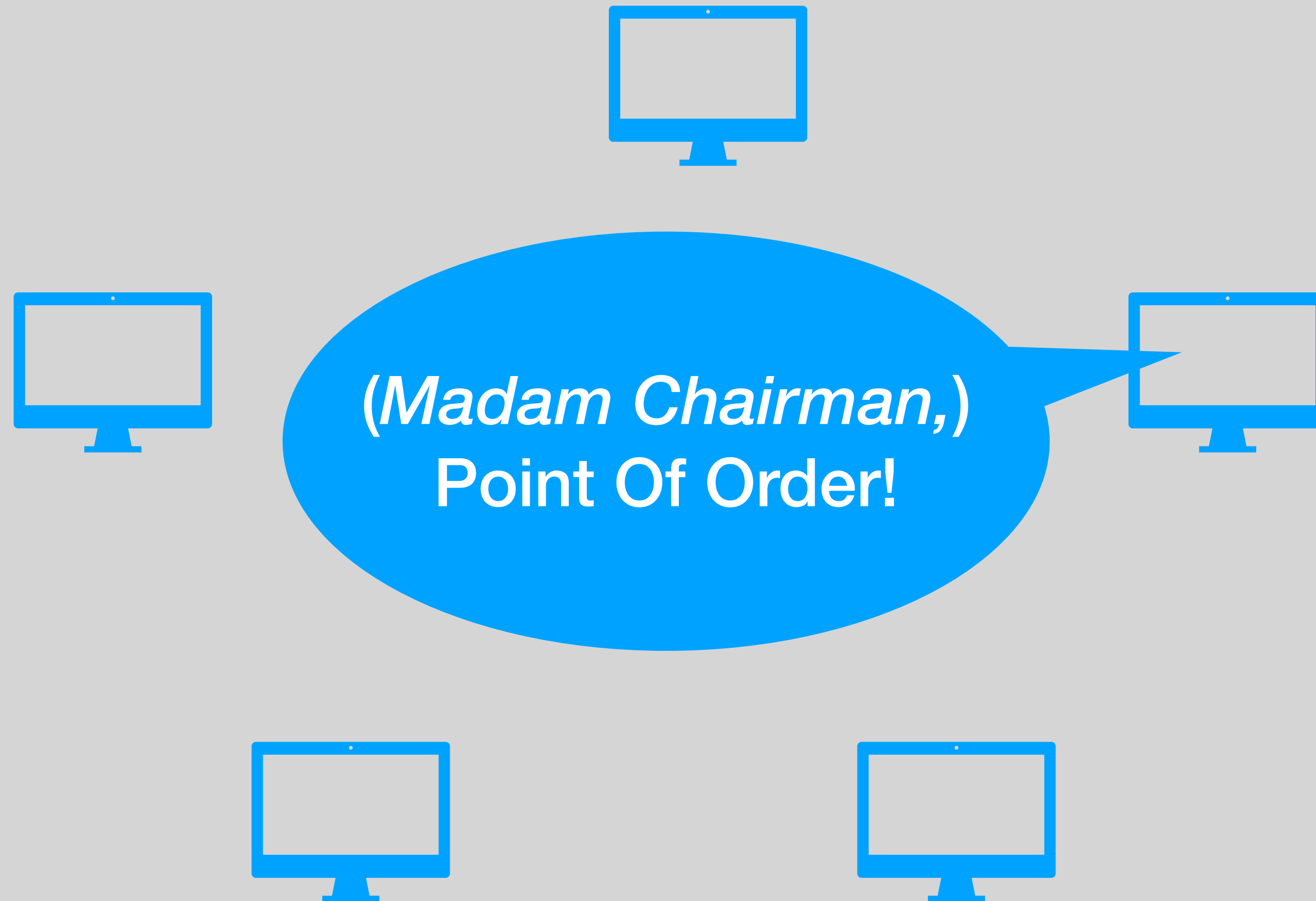
Making Motions

Small Meeting



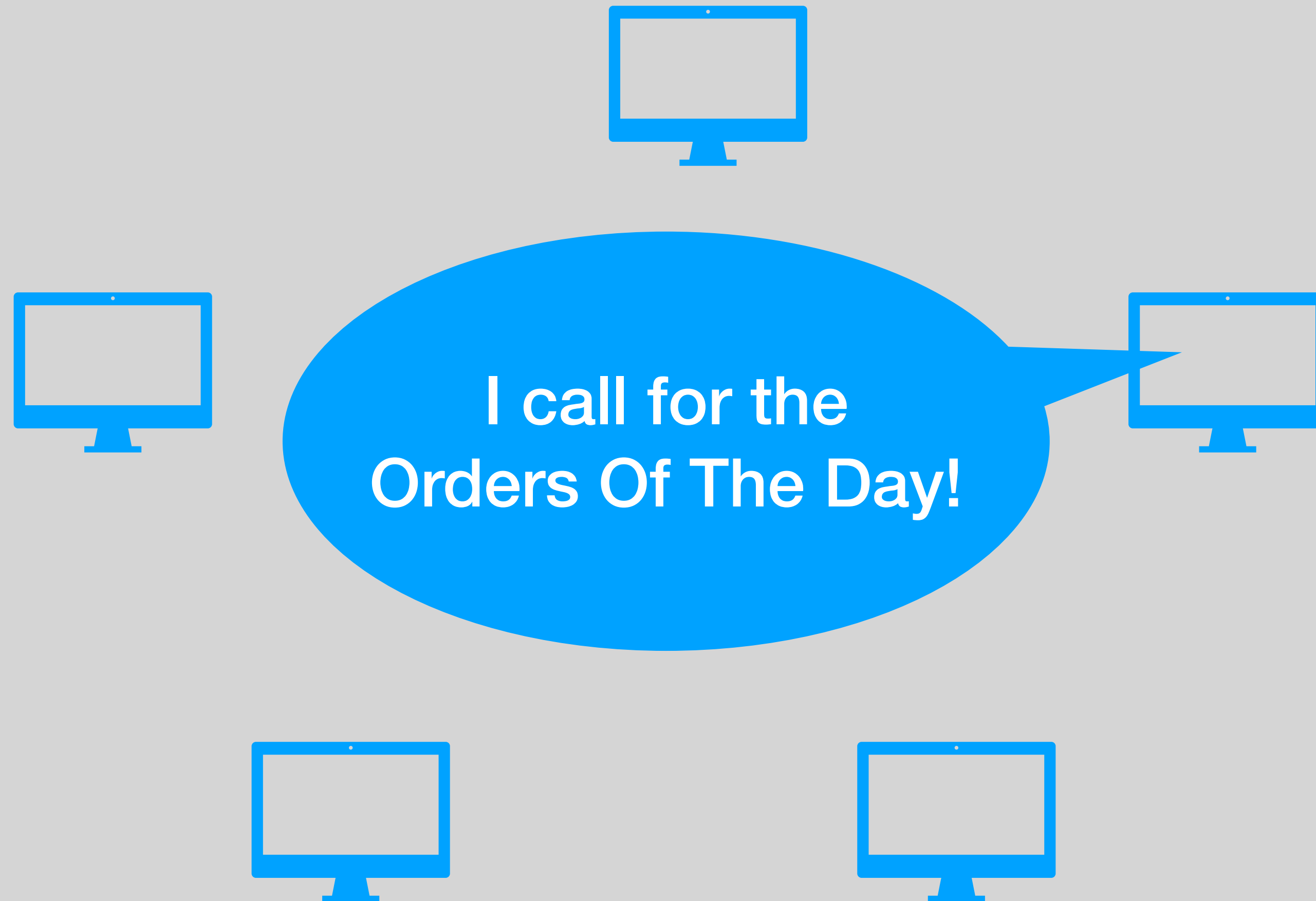
Making Motions

Small Meeting



Making Motions

Small Meeting



Voting

Voting

Voting

Small / Medium Meeting

Voting

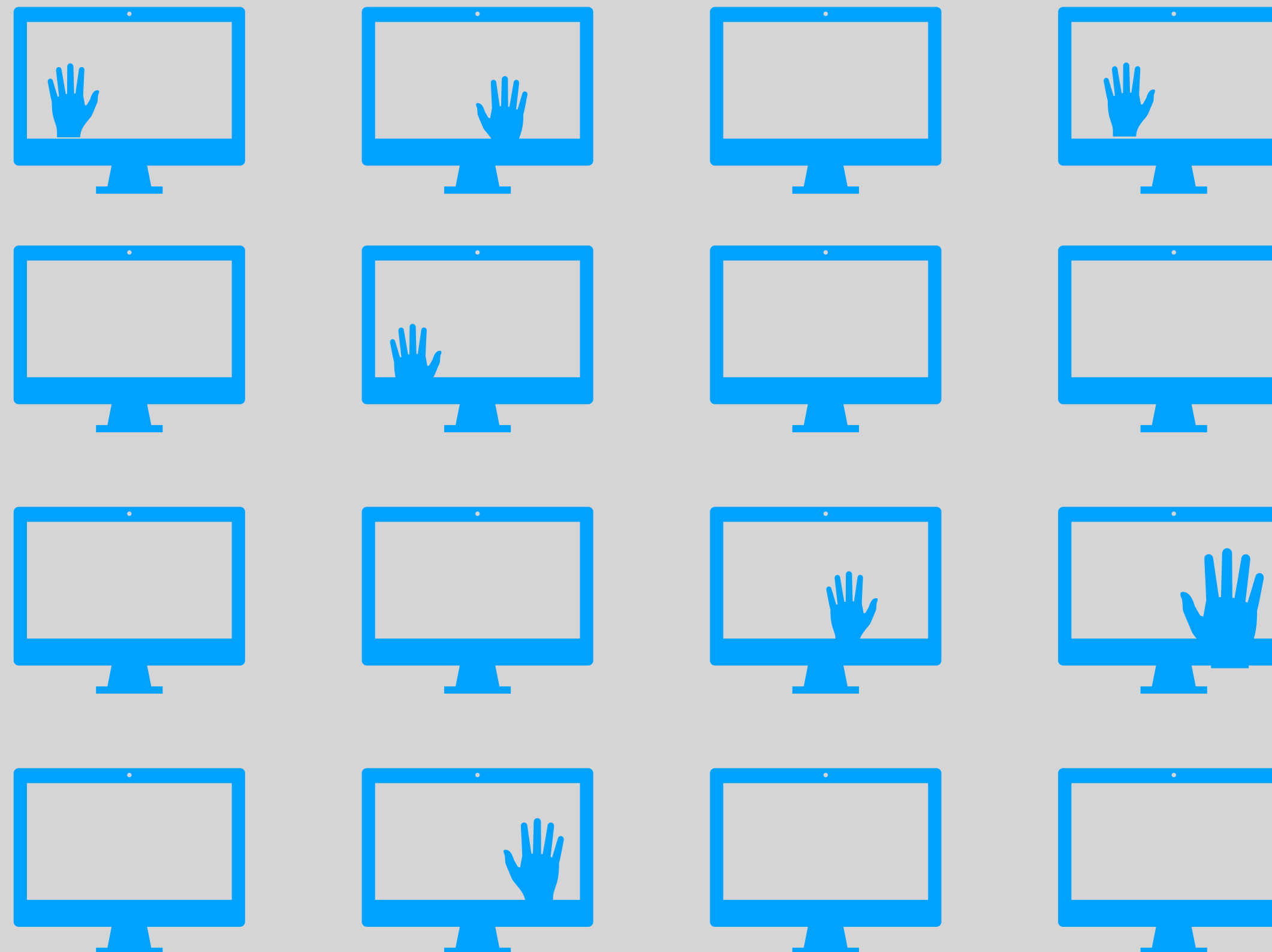
Small / Medium Meeting

Gallery View

Voting

Small / Medium Meeting

Gallery View



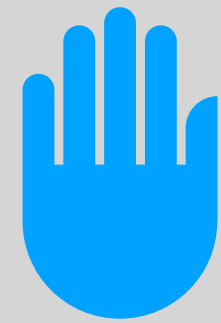
Voting

Large Meeting

Voting

Large Meeting

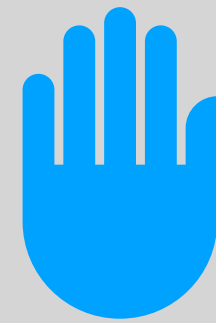
Features Of The Platform



Voting

Large Meeting

Features Of The Platform



Text Box

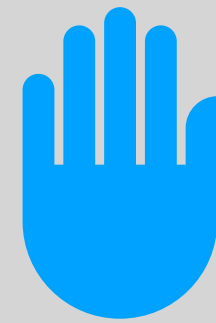
Yes

No

Voting

Large Meeting

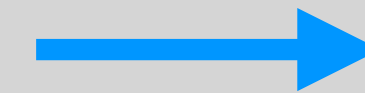
Features Of The Platform



Text Box

Yes

No



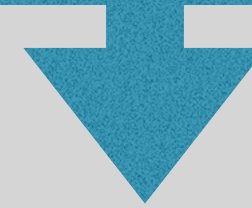
Difficult To
Calculate

Voting

All Meetings

Voting

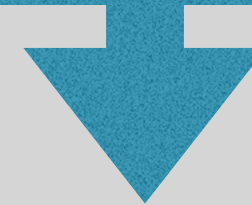
All Meetings



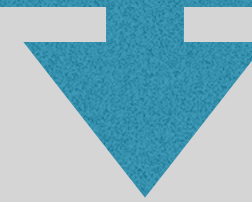
**Method For
Secret Balloting**

Voting

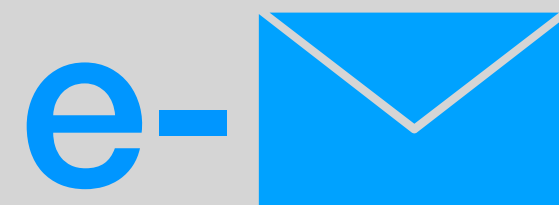
All Meetings



**Method For
Secret Balloting**

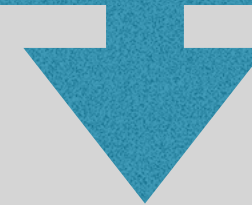


**Electronic
Voting Service**

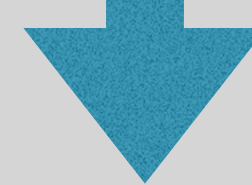


Voting

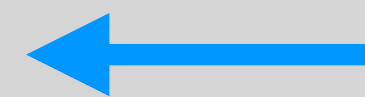
All Meetings



Method For
Secret Balloting



Electronic
Voting Service

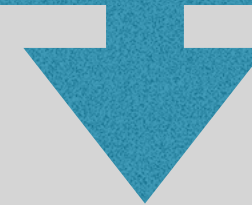


Have A Tech
Who Is Familiar
With The Service

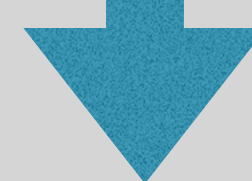


Voting

All Meetings

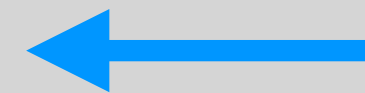


Method For
Secret Balloting

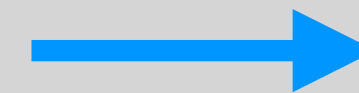


Electronic
Voting Service

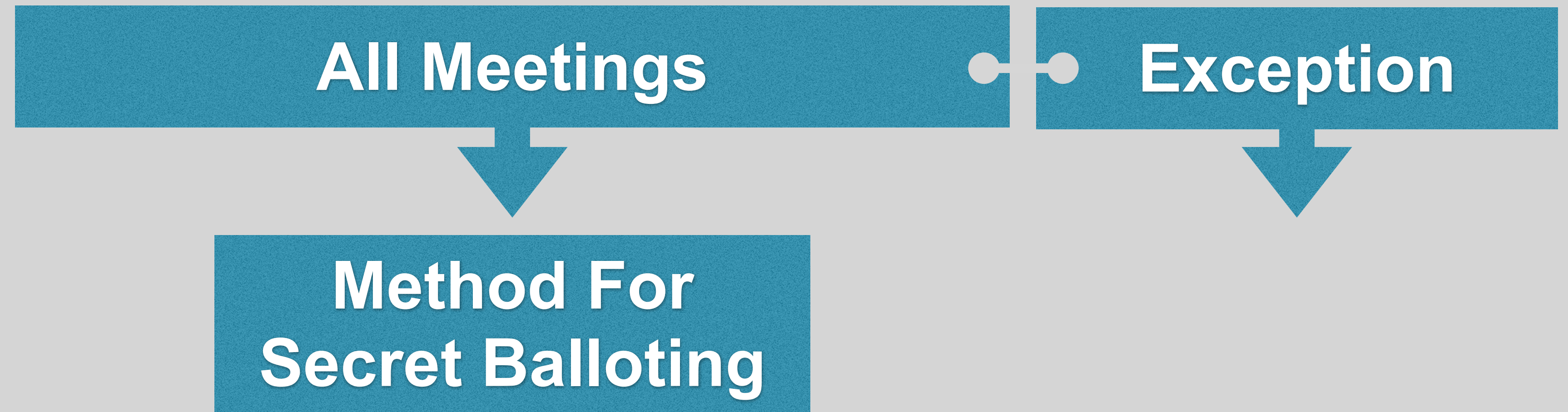
Have A Tech
Who Is Familiar
With The Service



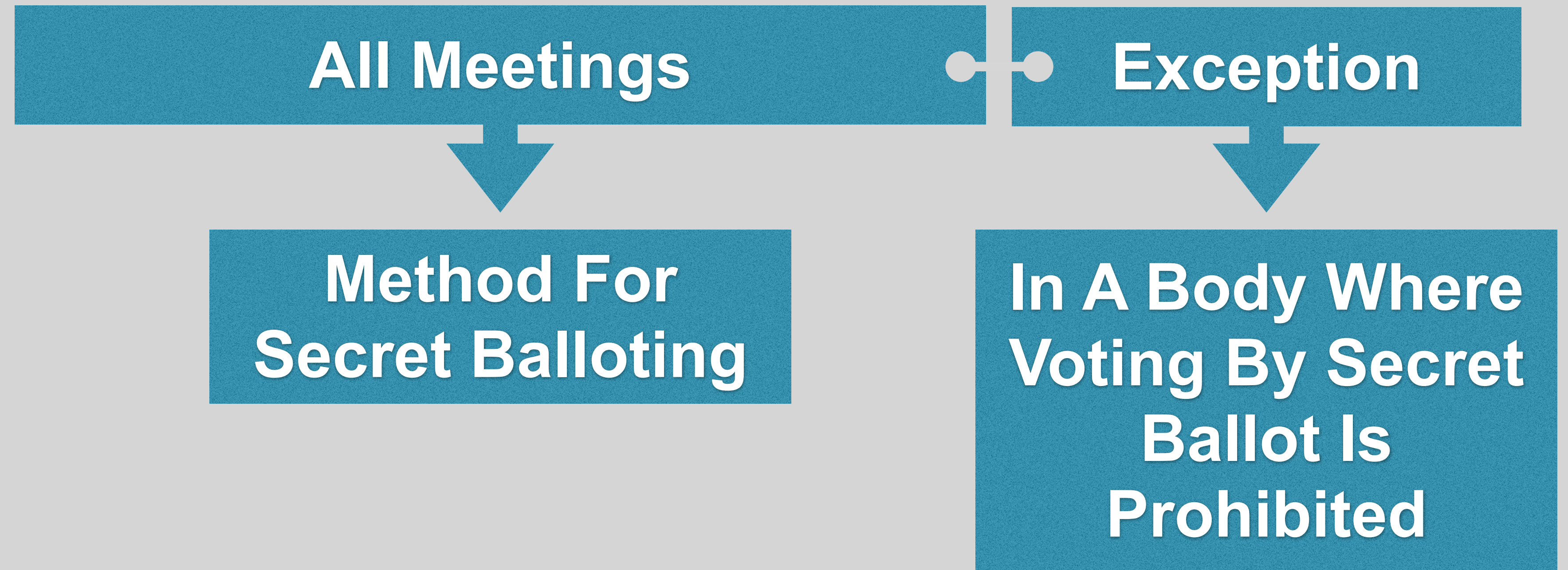
Report The Totals
in Numbers, Not
Percentages



Voting



Voting



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

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

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

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

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**

**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**

The Virtual Parliamentarian

By Tim Wynn, PRP

Tim@PerfectRules.com



PerfectRules.com