**CALS ELECTRONIC MEETINGS PROCEDURES**

As quoted from Robert’s Rules of Order Newly Revised 12th Edition (2020) (RRONW:12) “an electronic meeting must be provided for in the Bylaws”. For now, CALS will add this document to our policy and procedures manual.

According to RRONW:12, CALS uses Scenario A: Full featured internet meetings (with hybrid capabilities). In this scenario, the board makes use of Internet meeting services with integrated audio and video, with voting capabilities as per the usual meeting method (show of hands), with in-person meetings when ordered by the board or all its members.

Provisions for Scenario A:

Meetings of the Board shall be conducted through use of Internet meeting services designated by the President that support non anonymous voting and support visible displays identifying those participating, identifying those seeking recognition to speak, showing (or permitting the retrieval of) the text of pending motions, and showing the results of votes. These electronic meetings of the Board shall be subject to all rules adopted by the Board, or by the Society, to govern them, which may include any reasonable limitations on, and requirements for, Board members’ participation. Any such rules adopted by the Board shall supersede any conflicting rules in the parliamentary authority but may not otherwise conflict with or alter any rule or decision of the Society. A non anonymous vote conducted through the designated Internet meeting service shall be deemed a ballot vote, fulfilling any requirement in the bylaws or rules that a vote be conducted by ballot.

Each online participant, using his or her own computer or other device, can view the current list of all participants—with an indication of which member has the floor or which members are seeking recognition by the chair—and can seek recognition, submit motions in writing, view the text of pending motions, vote, and view the results of a vote.

Audio transmissions can be integrated directly via the Internet, so that participants listen and speak through microphones and speakers or headsets at their computers or other devices. If the participants have webcams for transmitting live video, this should be turned on and a portion of the screen might show their faces, or else (depending on the total number of participants) just those of the chair and/or the person speaking in debate or presenting a report.

The organizers of the meeting can also have access to a control panel for use by the chair, the Recording Secretary, and their assistants, which enables them to perform their duties during the meeting, such as ensuring that the text of the pending question is properly displayed, assigning the floor to a member, opening and closing the polls for taking a vote, controlling the camera view, etc.

The Corresponding Secretary or President shall send by e-mail to every member of the Board, at least two weeks before each meeting, the time of the meeting, the URL and codes necessary to connect to the Internet meeting service, and, as an alternative and backup to the audio connection

included within the Internet service, the phone number and access code(s) the member needs to participate aurally by telephone. The Corresponding Secretary shall also include a copy of, or a link to, these rules in the meeting invitation.

The Recording Secretary shall schedule the Internet meeting service availability to begin at least 15 minutes before the start of each meeting. Members shall identify themselves as required to sign in to the Internet meeting service and shall maintain Internet and audio access throughout the meeting whenever present but shall sign out upon any departure before adjournment.

The presence of a quorum shall be established by audible roll call at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members, unless any member demands a quorum count by audible roll call. Such a demand may be made following any vote for which the announced totals add to less than a quorum.

Each member is responsible for his or her audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member’s individual connection prevented participation in the meeting.

The chair may cause or direct the disconnection or muting of a member’s connection if it is causing undue interference with the meeting. The chair’s decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.

To seek recognition by the chair, a member shall raise their hand or use a raise hand function of the internet platform. Upon assigning the floor to a member, the chair shall clear the online queue of members who had been seeking recognition. To claim preference in recognition, another member who had been seeking recognition may promptly seek recognition again,

and the chair shall recognize the member for the limited purpose of determining whether that member is entitled to preference in recognition.

A member who intends to make a motion or request that under the rules may interrupt a speaker shall use the direct chat feature for so indicating and shall thereafter wait a reasonable time for the chair’s instructions before attempting to interrupt the speaker by voice.

Votes are non-anonymous and shall be taken by each member raising their hand on video or by using the hand raise function of the platform. The chair’s announcement of the voting result shall include the number of members voting on each side of the question and the number, if any, who explicitly respond to acknowledge their presence without casting a vote.

The chair, the Recording Secretary, or their assistants shall cause a video of the chair to be displayed throughout the meeting and shall also cause display of the video of the member currently recognized to speak or report.