

## **GUIDELINES FOR KSDAR EXECUTIVE COMMITTEE TO DEVELOP SPECIAL RULES GOVERNING ELECTRONIC MEETINGS IN EMERGENCY SITUATIONS\***

\*Based on NAP's "Sample Rules for Electronic Meetings" by Henry M. Robert III, Daniel H. Honemann, Thomas J. Balch, Daniel E. Seabold, and Shmuel Gerber, authors of *Robert's Rules of Order Newly Revised*.

1. The Corresponding Secretary will schedule and send out notice of the meeting making sure the time of the meeting; the URL and codes necessary to connect to the virtual 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.
2. Login/Call-in time. Determine how many minutes before the start of the virtual meeting, the meeting service will be available or call-in ability will be available.
3. Signing in and out. Members shall identify themselves as required to sign into the virtual meeting service, and are responsible for maintaining Internet and audio access throughout the meeting whenever present, but shall sign out upon any departure before adjournment.
4. Quorum calls. Determine how a quorum will be verified. 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.
5. Technical requirements and malfunctions. Each member is responsible for her computer software, 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 Executive Committee shall select virtual meeting services that support anonymous voting and support visible displays identifying those participating, identifying those seeking recognitions to speak, showing (or permitting the retrieval of) the text of pending motions, *telephone capabilities* and showing the results of votes.
6. Forced disconnections. The chair may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.
7. Assignment of the floor. To seek recognition by the chair, a member shall ... **[specifying the exact method appropriate to the virtual meeting service and/or phone service being used]**.
8. Interrupting a member. A member who intends to make a motion or request that under the rules may interrupt a speaker, shall use **[the designated feature]** for so indicating, and shall thereafter wait a reasonable time for the chair's instructions before attempting to interrupt the speaker by voice.
9. Motions submitted in writing. A member intending to make a main motion, to offer an amendment, or to propose instructions to a committee, shall, before or after being recognized, post the motion in writing to the online area designated by the \_\_\_\_\_ for this purpose, preceded by the member's name and a number corresponding to how many written motions the member has so far posted during the meeting (e.g., "SMITH 3:"; "FRANCES JONES 2:"). Use of the online area designated by the \_\_\_\_\_ for this purpose shall be restricted to posting the text of intended motions. If

For use by KSDAR Executive Committee to develop special rules governing virtual emergency meetings.

the member is calling in, the member will state her intention and the \_\_\_\_\_ will record it in the designated area. The Chair shall clearly state any information that appears in writing so that attendees joining by phone will have that information.

10. Voting. Ballot votes shall be taken by the anonymous voting feature of the virtual meeting service, unless a different method is ordered by the Board or required by the rules. The chair's announcement of the voting result shall include the number of members voting on each side of the question, total number of votes cast, illegal vote(s) and why illegal and number of votes necessary for adoption. For members joining via telephone additional provisions need to be established for them to participate in ballot voting. Business may also be conducted by unanimous consent.

11. Video display. [For groups using video, but in which the number of participants is too large for all to be displayed simultaneously:] 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.

12. The Executive Committee shall research and identify virtual/electronic platforms annually in case such a platform is needed that year.