

**Virtual Meetings**

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 **KSDAR**  
Kansas State Society

KSDAR State September Meeting 2020

My name is Lyn Patterson and I currently serve as KSDAR Parliamentarian

(Laura) and I'm Laura Kaiser, serving as the KSDAR Bylaws Chair.

(Lyn) – We're so glad you're visiting our Virtual Meetings presentation.

(Laura) We'll first go over bylaw considerations and then the ins and outs of virtual meetings

## Virtual Meetings



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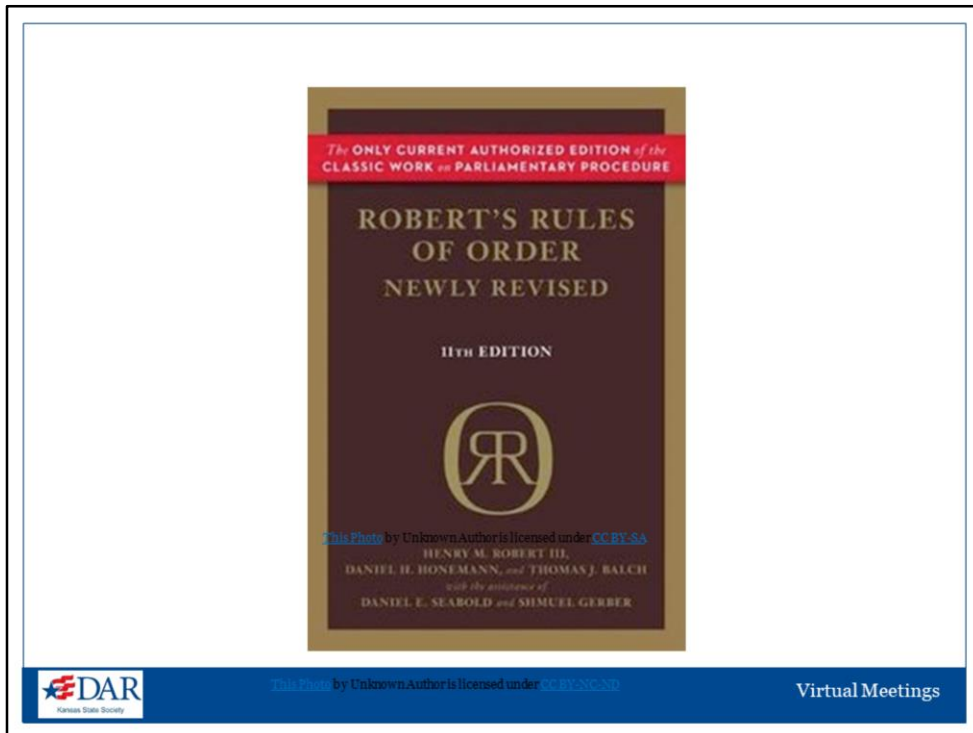
Virtual Meetings

1. Lyn - Does “Virtual Meeting” or “Electronic Meeting” sound scary to you? Or does it sound like something exciting? Hopefully, the latter. During this presentation we will attempt to dispel any “scary” feelings or trepidation you may have.

These are uncharted waters we’re in. Don’t be intimidated – we are all here to help each other and we are all learning as we go along.

But, we also want to do things as correctly as we can.

I know chapters are struggling during this pandemic trying to find ways to meet, and to change their bylaws, and for some chapters this is the year to choose a new Nominating Committee and elect new officers.



#### ELECTRONIC MEETINGS:

Many chapters are wanting to hold “electronic meetings. The authority to hold electronic meetings must be in your bylaws. 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. This is stated in Robert’s Rules of Order at: RONR (11th ed.), p. 97, ll. 27-30

“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 on pages 81-82, a single official gathering in one room or area—of the assembly of its members at which a quorum is present.” RONR (11th ed.), p. 97, ll. 9-14

If an organization is not authorized to hold electronic business meetings, it may not do so. However, the members can participate in informal electronic “gatherings,” so long as no business is conducted. This will allow members to informally plan activities that would normally be handled officially by the organization.



NSDAR President General, Denise Doring VanBuren said in March “Please know that your meetings may be canceled or postponed due to the current situation if necessary.”



Virtual Meetings

While it can be helpful for organization leaders to gain input from members in this informal manner, it should be understood that any actions taken by officers or members beyond their scope of authority is not the act of the organization, unless it is later ratified in a valid business meeting.

Most chapters had not thought of including anything about virtual meetings in their bylaws. If your chapter did, that’s great but as our President General said in March, “Please know that your meetings may be canceled or postponed due to the current situation if necessary.” You can wait past the date in your bylaws to handle action and you can postpone your meeting for a number of months, and wait to have elections and make bylaw amendments until you are able to safely meet again.

- **Decide which items of business are urgent and which can wait.**
- **Our National Parliamentarian says, “Look at language setting dates. In some instances, just because a date by which action is taken doesn’t necessarily invalidate an action that is taken beyond that date.”**



Your chapter needs to decide which items of business are urgent and which can wait. Focus on the most pressing items first and if there are some items that can wait, let them wait.

Our National Parliamentarian says, “Look at language setting dates. In some instances, just because a date by which action is taken doesn’t necessarily invalidate an action that is taken beyond that date.”

This is so in the election of officers. Most chapter bylaws state that, “Officers shall be elected by ballot for a term of (number) of years or until their successors are elected.” So, if the meeting is postponed, the current officers remain in office until it is safe to call a meeting and their successors are elected.

You do not need to worry about officers who have served the maximum number of terms at the time of the scheduled election. The officers continuing in office are continuing in the same term - so they are not advancing into a new term. The term is not over until their successors are elected.

# Suspending the Rules

## RULE VIOLATED - CONSEQUENCE



### SUSPENDING THE RULES –

A question being asked is (and this is an example)- The Bylaws Require Next Year's Budget to Be Adopted at the April Meeting. Since we won't have an April Meeting, can we Suspend the Rules To Adopt The Budget at the May Meeting?

Bylaws cannot be suspended – only standing rules, special rules and rules like that.

Here are examples of possible rules in one's bylaws and the consequence if violated during this unusual situation

#### Wording in Bylaws

#### If violated - consequence

Minutes Are Approved At The Next Regular Meeting

Minutes Are Approved At A Subsequent Meeting

Treasurer Shall Obtain Surety Bond Within 15 Days Of Being elected

Treasurer Must Still Obtain The Surety Bond

Following Year's Budget Shall Be Adopted At Regular Meeting In April  
Following Year's Budget Must Still Be Adopted

Here's another example: If the chapter is not able to adopt a budget at the time prescribed in the bylaws, it has the duty to adopt it at the next possible meeting.

These are extraordinary times and you may not be able to do everything in your bylaws within the time prescribed. But, you should do the best you can – and follow the intent of your bylaws.

## Things to Look For in Your Bylaws

- **INCLUDE EMERGENCY MEETINGS?**
- **EXECUTIVE BOARD AUTHORITY?**



### THINGS TO LOOK FOR IN YOUR BYLAWS –

Look at your bylaws to see if there is an alternative way in which decisions can be made. Do the bylaws include “emergency meetings?” Maybe they give authority to the Executive Board to make decisions for the chapter between meetings and if so, do they have “general” supervision or do they have “all” supervision between meetings? Some bylaws authorize an executive board or committee to conduct business outside of a meeting, such as by postal mail, e-mail, or telephone conference?

Another idea, coming from National, was to look at your state’s nonprofit statutes containing emergency powers and emergency temporary bylaw amendment provisions during catastrophic events.



## Examples of **discussion** items if meeting virtually is not in your bylaws

AT A VIRTUAL “GATHERING” OR “SOCIAL” **YOU  
MAY DISCUSS (NOT TAKE OFFICIAL ACTION ON):**

- **PROPOSING AMENDMENTS TO YOUR  
BYLAWS;**
- **CHOOSING A NOMINATING COMMITTEE;**
- **ELECTING NEW OFFICERS, OR;**
- **APPROVING A BUDGET FOR THE NEW YEAR.**



If meeting virtually is not in your bylaws, you may hold virtual “gatherings or socials,” rather than meetings, where you can discuss the items that you are wanting to accomplish such as:

- A. proposing amendments to your bylaws;
- B. choosing a nominating committee;
- C. electing new officers;
- or;
- D. approving a budget for the new year.

This is discussing those items mentioned above – NOT taking action on them.

# Combination Meeting



**A COMBINATION OF AN “IN-  
PERSON” MEETING AND A  
“VIRTUAL MEETING.”**



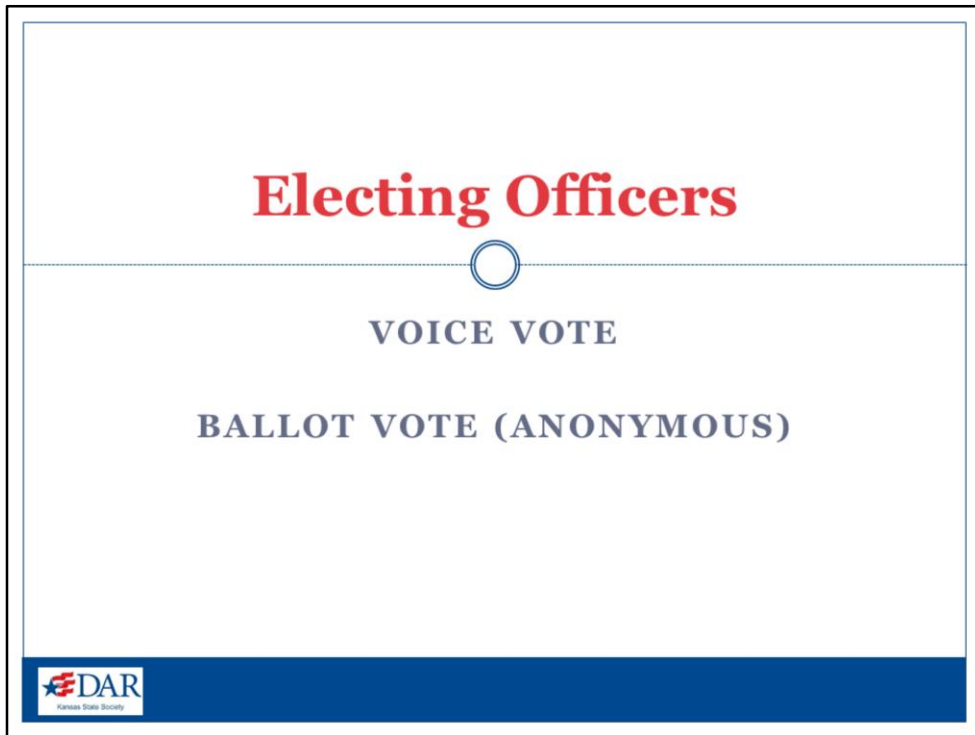
Committee Name

An idea which could work for chapters that need to get these items accomplished would be to have a combination of an “in-person” meeting and a “virtual meeting.” This would be a meeting with “Electronic Participation.” There is a difference between “Electronic Participation” in a meeting and “Meeting Electronically.” With electronic participation the meeting is held at a physical location and members may participate either in person or electronically. In an electronic meeting there is no location for members to meet in person. All participation is electronic.

For an electronic participation meeting, the Regent and Recording Secretary and other officers would usually be at the physical location. Those members meeting in-person need to meet the quorum set in the bylaws.

The meeting would be called, as it is stated in your bylaws. That could be by the regent or maybe your bylaws say by a (number) of members of the board. Notice would be given as stated, with the (number) of days required. A number of members, meeting the quorum, will meet in-person, with social distancing and wearing masks. The rest of the members would join the meeting virtually. **All members would be able to discuss the issues on the agenda.** It’s important that all voices are heard.

Only the members, actually present would be able to vote. The members who are meeting virtually might raise awareness of an issue with the item being discussed and a person who is meeting in-person could follow up on this with a motion - if they agree. In this way all members will be able to be at the meeting, either in person or electronically, and will know what the chapter will be doing. I believe this will work for executive boards as well as chapter meetings.




#### ON ELECTING OFFICERS -

If only one person is nominated for an office and your bylaws authorize that - it may be by voice vote, you will be able to do that in the electronic participation meeting with a quorum present in person. If you need to elect officers by ballot (which requires anonymous voting), you will probably need to use a different platform for ballot voting, which may have a cost associated with it.

I know some chapters have gone ahead and had virtual meetings without the authority to do so in their bylaws. For the decisions made at those meetings, be sure to ratify the actions made during those meetings as soon as your chapter is able to have a general, in-person meeting again. It would be a good idea for the recording secretary to add a list at the end of the meeting minutes of the actions from the meeting that will need to be ratified.

# Ratification and Other Considerations

- LIMITATIONS ON RATIFICATION
- THINGS TO CONSIDER WHEN AMENDING BYLAWS

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## LIMITATIONS ON RATIFICATION –

From Roberts Rules of Order - “An assembly can ratify only such actions of its officers, committees, delegates, or subordinate bodies as it would have had the right to authorize in advance. It cannot make valid a voice-vote election when the bylaws require elections to be by ballot; nor can it ratify anything done in violation of procedural rules prescribed by national, state, or local law, or in violation of its own bylaws, except that provision for a quorum in the bylaws does not prevent it from ratifying action taken at a meeting when no quorum was present.” RONR (11th ed.), p. 125, ll. 6-14

When you are able to meet again in-person be sure to get the bylaws amended so that the chapter has the authority to conduct virtual meetings. Some of the things to consider when preparing the bylaw amendments would be:

1. The meetings to be virtual – if so, who can determine that the meeting will be virtual
2. Allow others to join an “in-person” meeting virtually
3. Allow virtual meetings only in emergencies
4. How you will deal with ballot voting

Sample Rules or  
Special Rules for  
Virtual Meetings

Thank you

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Additional rules may be placed in the bylaws, adopted as special rules of order or standing rules, or contained in instructions from a superior body, such as the Executive Board or Committee. These additional rules depend on many factors, such as the number of members in the chapter, the complexity of the business to be transacted, the need for confidentiality in the proceedings, and the funds available.

And now Laura will talk about virtual meetings.



I'm going to cover the "ins" and "outs" of virtual meetings.

Virtual meetings can be dynamic, fun and inclusive, but you must always remember to protect the rights of the members.

Virtual meetings are a great way to involve those who might not be able to attend in person. You can also have presentations outside of meetings for added training and knowledge. Virtual meetings also give you the ability to engage out of town speakers.

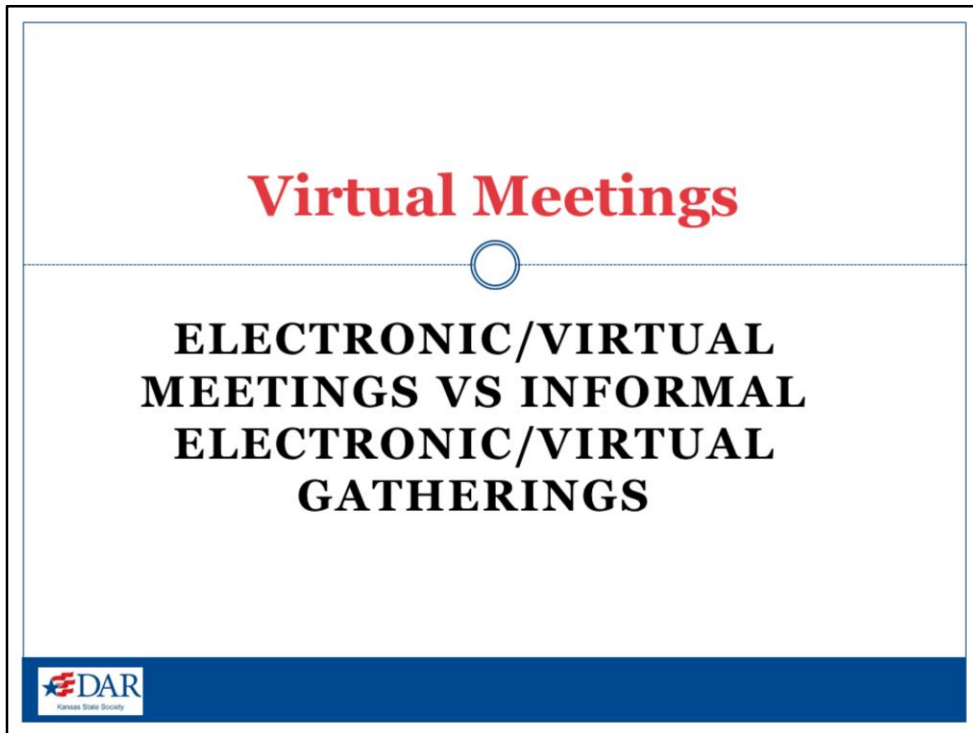
As mentioned previously, they must be in their bylaws or else the meeting is a "gathering" not an actual "meeting" and any actions taken must be ratified when you have your next in-person meeting.

There is no "end date" at to when items adopted unofficially can be ratified.

Note to chapters – Lyn mentions and I want to repeat - make sure you are keeping a list of any actions that need to be ratified later. These should be in your minutes.

This does not limit you from having presentations and updates from officers and committees (informational things).





What is the difference between an authorized electronic/virtual meeting and one that is not authorized and what feature are required?

Robert's Rules of Order Newly Revised (RONR) states:

“A group that holds such alternative meetings does not lose its character as a deliberative assembly 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 (11th ed.), p. 97, ll. 22-27

“Simultaneous aural communication” means they have to be able to hear each other at the same time.

“a Deliberative Assembly” means, the group is authorized to make decisions on behalf of the organization)

“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 (11th ed.), p. 97, ll. 27-30

**Those are the requirements for an electronic meeting, authorized in your bylaws, to be considered a “deliberative assembly.”**

If not authorized in the bylaws, it is an “INFORMAL ELECTRONIC GATHERING” –

While it can be helpful for organization leaders to gain input from members in this informal manner, it should be understood that any actions taken by officers or members beyond their scope of authority is not the act of the organization, unless it is later ratified\* in a valid business meeting.

\*Note – the Assembly Can Only Ratify What It Could Have Authorized In Advance

## Some Considerations for Selecting a Platform

- Everyone needs to be able to hear each other simultaneously
- Some call-in features may be long distance
- Zoom is very easy to use and the 40-minute version is free. The Pro version is about \$16 a month (with taxes)
- Cost
- Can members without computers use the platform
- Think about voting
- Zoom also has recording capabilities.
- Security



Next, you will need to select a platform (the type of electronic meeting or the software used).

Here are some considerations for selecting a platform:

### **Considerations for selecting a platform:**

Everyone needs to be able to hear each other simultaneously

Some call-in features may be long distance and members may incur a cost

Zoom is very easy to use and the 40 minute version is free. The Pro version is about \$16 a month (with taxes) and provides unlimited time and call-in phone numbers with same time zone.

Think about voting – if your bylaws require ballot voting for something that means it has to be anonymous. If you’re strictly taking a non-ballot vote you can use Zoom’s “raising hand” feature or its “poll” feature.

Zoom also has recording capabilities.

Additionally, some people like to use a PowerPoint Presentation to use with their Zoom meeting/“gathering.”

Security – making sure only those authorized are participating



Here are some platforms for a virtual/electronic meeting from a NAP webinar by David Whittaker, PRP 4-17-2020:

Adobe Connect- the gold standard. Can be costly and cumbersome

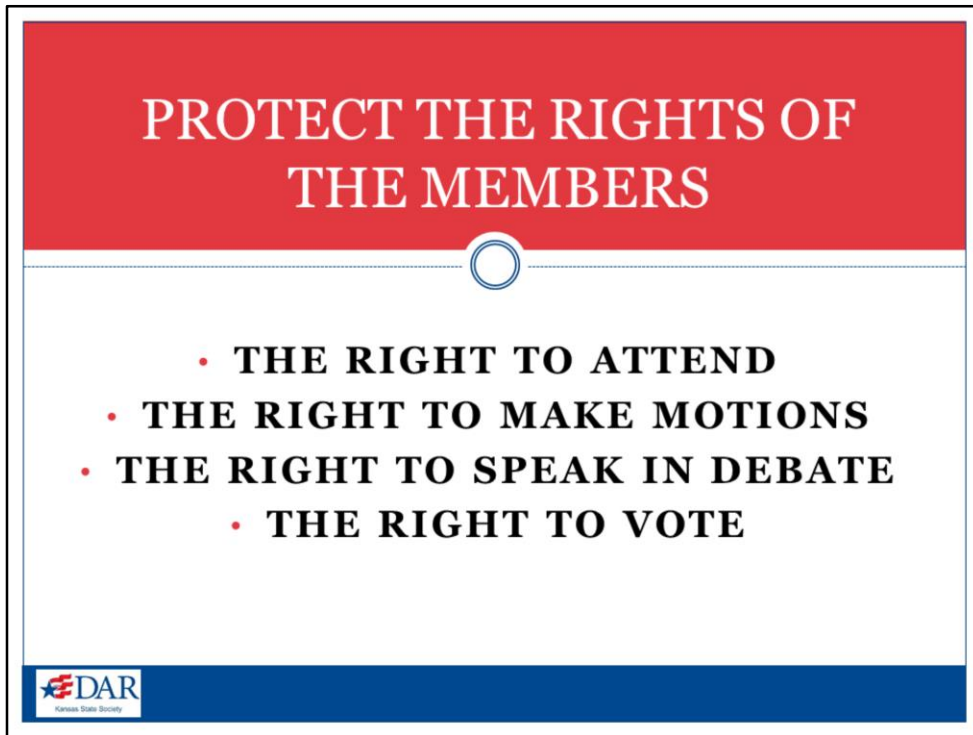
Go To Meeting – very user friendly

Zoom – I am very familiar with. You can share your PowerPoint Presentation, videos, & it's interactive. Free version has 40 minute time limit. Pro version – unlimited time – Around \$16 per month. Telephone call-in options (free if user isn't charged for long distance).

Free Conference Call.com – for telephone only.

Skype – been around for a long time. Very easy.

Microsoft Teams – Microsoft is turning Skype into this. Has good security. Limit of 250 people. It is integrated with Microsoft Suite.



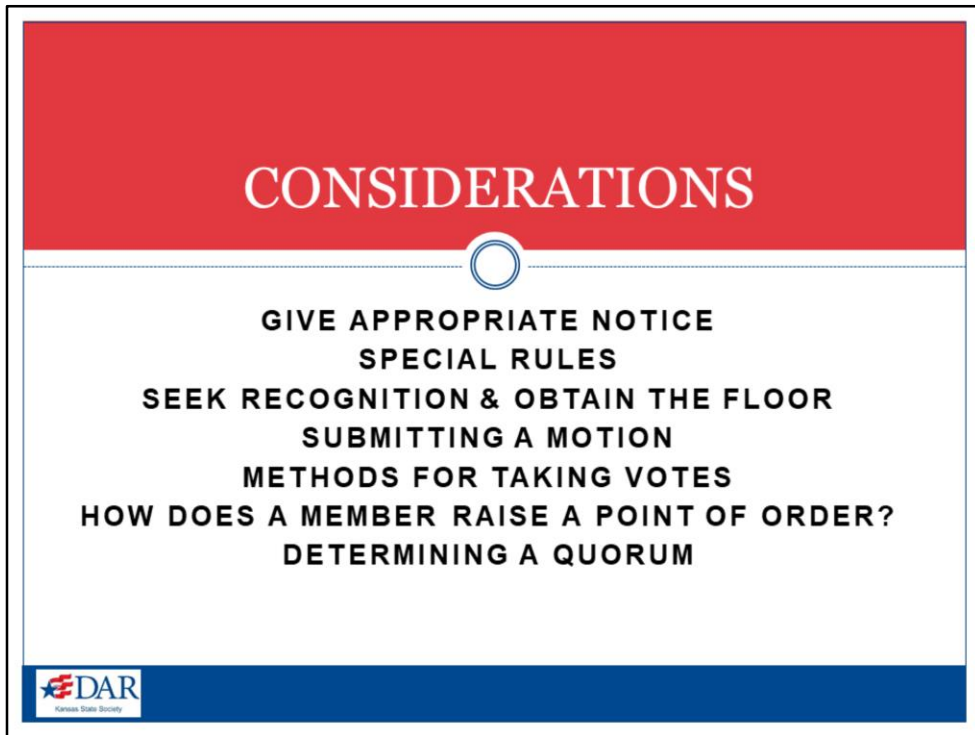
**You must ALWAYS protect the rights of the members** (members must agree to anything that might restrict their rights)-  
some examples of those rights are:

The right to attend

The right to make motions- this needs to be carefully considered. If a member is calling in and not on their computer, how will they see the motion – will it be aural only. You might want to use a different platform for voting (some options might be Simply Voting & VoxVote). There is also a free platform called e-ballot.

The right to speak in debate

The right to vote



**Here are some considerations when preparing for a virtual meeting:**

Give appropriate notice – how to participate

Adopt special rules for the conduct of the meeting

How to seek recognition & obtain the floor- The means for submitting a motion (in chat room or some other way)

Methods for taking votes (if your bylaws call for ballot voting – that mean anonymous)

How does a member raise a point of order?

How will you determine if a quorum is present?

Lawrence Taylor, NAP Presenter, said that 50% of internet users use their mobile device. Make sure whatever platform you use, that those users will see things presented properly.



I'm going to share a few etiquette tips that came from a NAP (National Association of Parliamentarians) webinar

**M.U.R.I.C.A.**  
ETIQUETTE TIPS

**M** = Mute your microphone


**U** = unmute your microphone when ready to speak. Then mute when finished.

**R** = remain ready to check if you are muted by platform or other

**I** = I am ready (you ran audio Wizard, etc. to make sure you are ready to participate)

**C** = Can you hear me now? Make sure you can be heard. Use chat option if problems

**A** = Always remember "M" – Mute your microphone

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They used the acronym M.U.R.I.C.A.:

M = Mute your microphone

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I = I am ready (you ran audio Wizard, etc. to make sure you are ready to participate)

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A = Always remember "M" – Mute your microphone



## **TIPS**

- 1. Offer test times for participants to practice**
- 2. Suggest members sign-on early**
- 3. Close other programs while on the virtual meeting to conserve CPU**
- 4. Give members a complete list of instructions**
- 5. Assign an assistant to monitor chat room and raising of hands during meeting.**
- 6. Keep your meeting visually interesting.**
- 7. As the Chair or presenter – practice, practice**
- 8. Only have one speaker at a time**
- 9. Consider sitting during Pledge of Allegiance to the Flag of the United States of America.**



### Tips

1. It's very important to make sure your members feel comfortable with whatever platform is selected. Offer several "test" times for them to practice and work out the kinks.

Suggest members sign on early to have time to correct any problems they may have – audio problems are the most common.

2. Realize that many platforms use up a lot of your computer's CPU. Close other programs during this time so they are not running simultaneously (such as your email account). Mention this to your members.

3. Give your members a list of instructions for the chosen platform and if any members are joining entirely by phone, give them instruction specific to phone use (how do they "raise" their hand during a meeting).

4. Have an assistant help you during the meeting – especially monitoring any "hands" that are raised or comments typed in the chat room.

5. Keep your meeting visually interesting. Some chapter regents might use a PowerPoint Presentation or you could use a Word document with all items embedded.

6. As the Chair or presenter -practice how your computer, script, etc. will be set up ahead of time. What will your background look like? Where are your eyes focused.

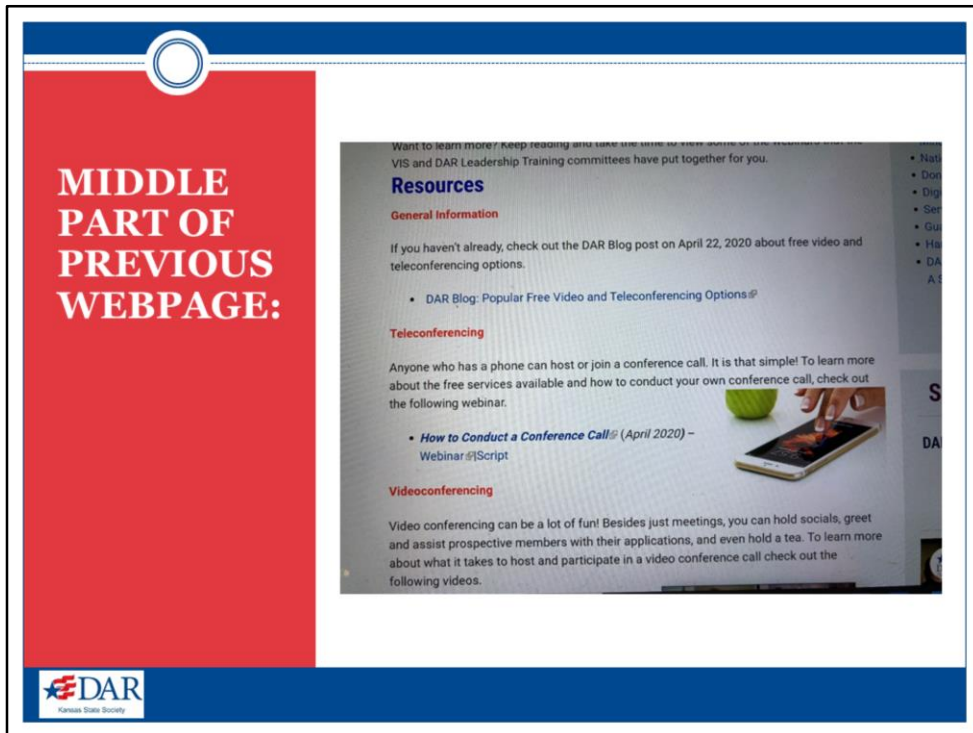
7. Don't have your entire group try to recite anything together and ask permission for members to sit with respect during the Pledge of Allegiance to the Flag of the United States of America.

The image shows a screenshot of a web browser displaying the DAR website. On the left, there is a red vertical banner with white text that reads "DAR MEMBERS' WEBSITE:" followed by the URL "https://www.dar.org/members/committees/remote-meetings-and-socials-video-and-teleconferencing". The main content area of the browser shows the DAR logo at the top left, with navigation links for "Member Resources", "Committees", "Forms & Publications", "Genealogy", "Giving", and "Shopping". The page title is "Remote Meetings and Socials - Video and Teleconferencing". The main text discusses remote meeting options and lists activities like chapter meetings, book clubs, and museum visits. A "Resources" section is visible at the bottom of the main content. On the right side, there are two sidebars: "DAR Leadership Training & VIS" with buttons for "Back To DAR Leadership Training" and "Back To VIS", and "Frequently Visited" with a list of links including "The DAR Insignia Store", "President General's Message", "National Defender", "NIP Forms", "Chapter Master Report", "e-Membership", "National Board of Management Minutes", "National Committee Websites", "Donate Online Now", and "Digital Magazine Archive". The browser's taskbar is visible at the bottom of the screenshot.

**Online Resources:**

<https://www.dar.org/members/committees/remote-meetings-and-socials-video-and-teleconferencing>

This is the top part of that page- I have slides that depict the other part of the page with embedded links to resources.



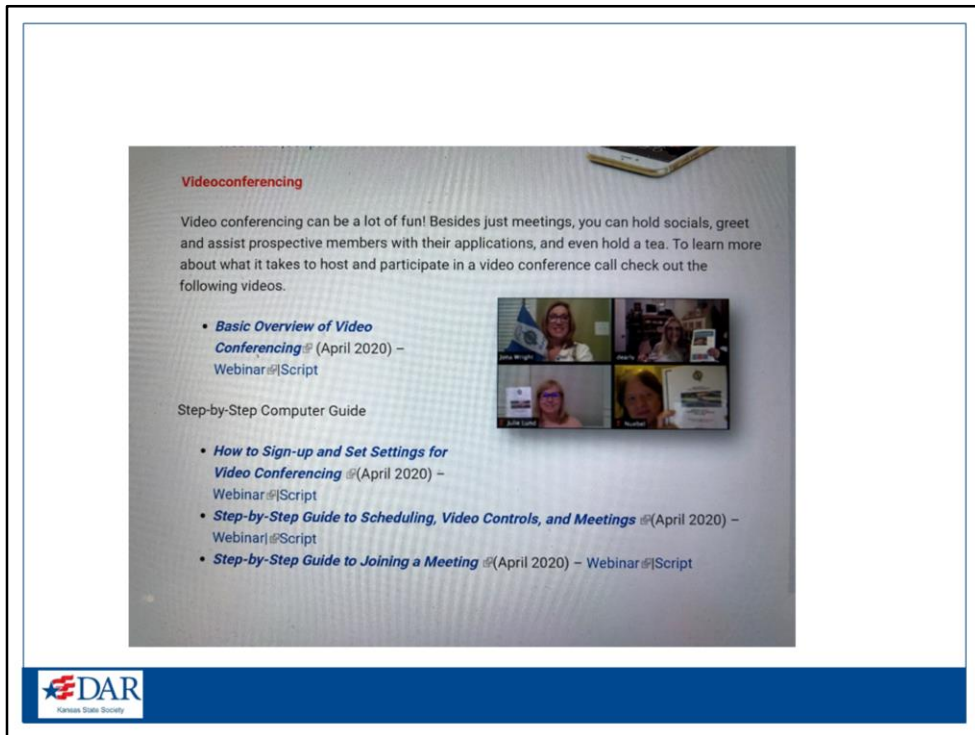
**Online Resources:**

<https://www.dar.org/members/committees/remote-meetings-and-socials-video-and-teleconferencing>

This slide shows the middle part of the page-

There are links to the DAR blog about free video and teleconferencing options

And, How to conduct a conference call



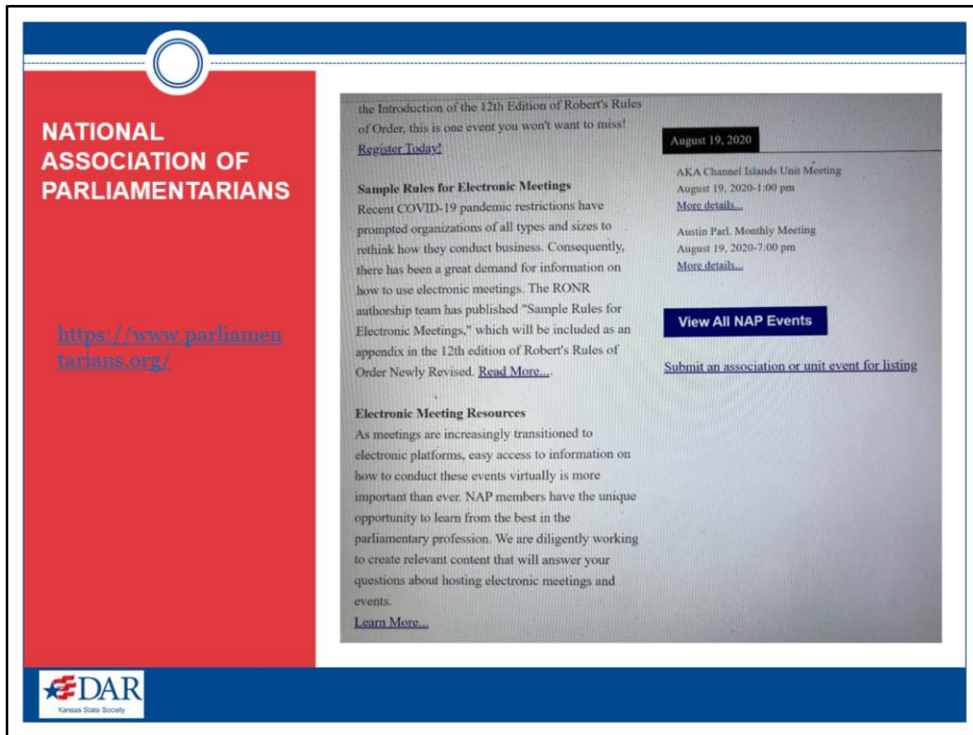
**Online Resources:**

<https://www.dar.org/members/committees/remote-meetings-and-socials-video-and-teleconferencing>

This shows the Lower part of of the page:

Basic Overview of Video Conferencing

And, several Step by Step Guides- many would be good to share with your members

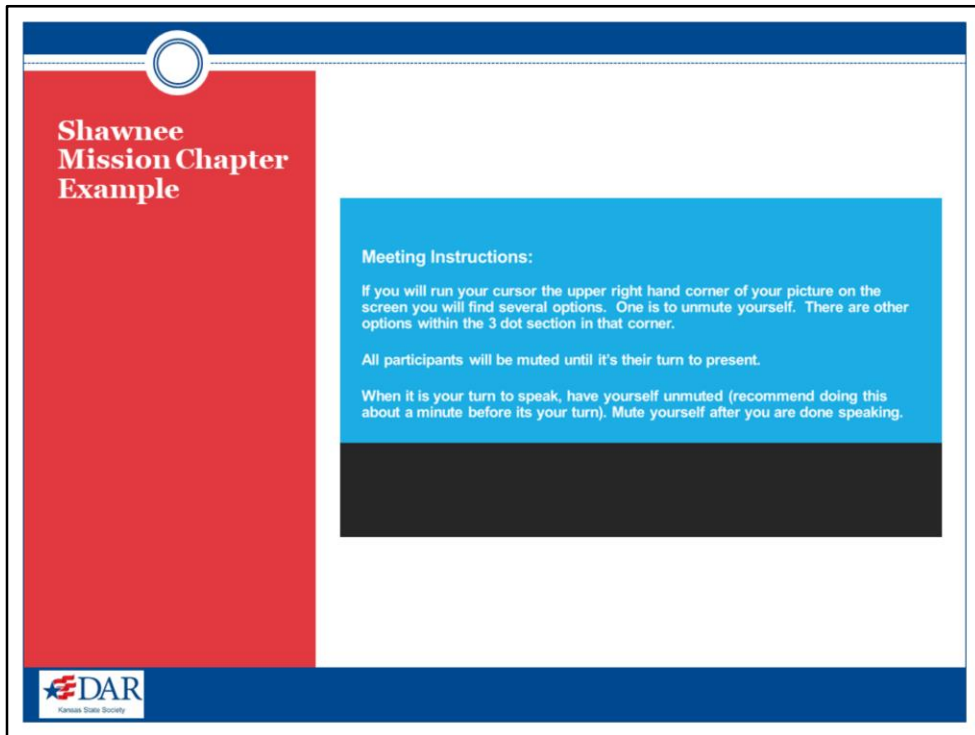


If you are on FaceBook, there is a DAR FB Parliamentary group- it has lots of great resources

National Association of Parliamentarians: <https://www.parliamentarians.org/>

link will give you an excellent document with sample bylaw language and sample special rules

Highly suggest you go to this website and print this off – the KSDAR Bylaws Committee used this document extensively. It was written by the authors of Roberts Rules of Order Newly Revised.



I'm going to share the PowerPoint Presentation I used for our chapter's May "gathering" I must say the Power Point slides really helped add visual interest to the "gathering."


Our chapter's bylaws do not provide for electronic meetings yet. But we had a May Zoom "gathering" and were able to do the opening ritual, we had our program and could hear reports. We just will have to approve minutes at another time

This screen was visible before the start of the "gathering"

Lyn Patterson will be monitoring the "Participants" section for raised hands – which indicates you wish to seek recognition from the Chair.

To raise your hand go to "Participants" at the bottom of your screen. Below the list of participants will be a variety of actions you can do. The first one listed on the left is "raise hand." When you click on this a raised hand will show by your name on the participant list.

INSTRUCTIONS

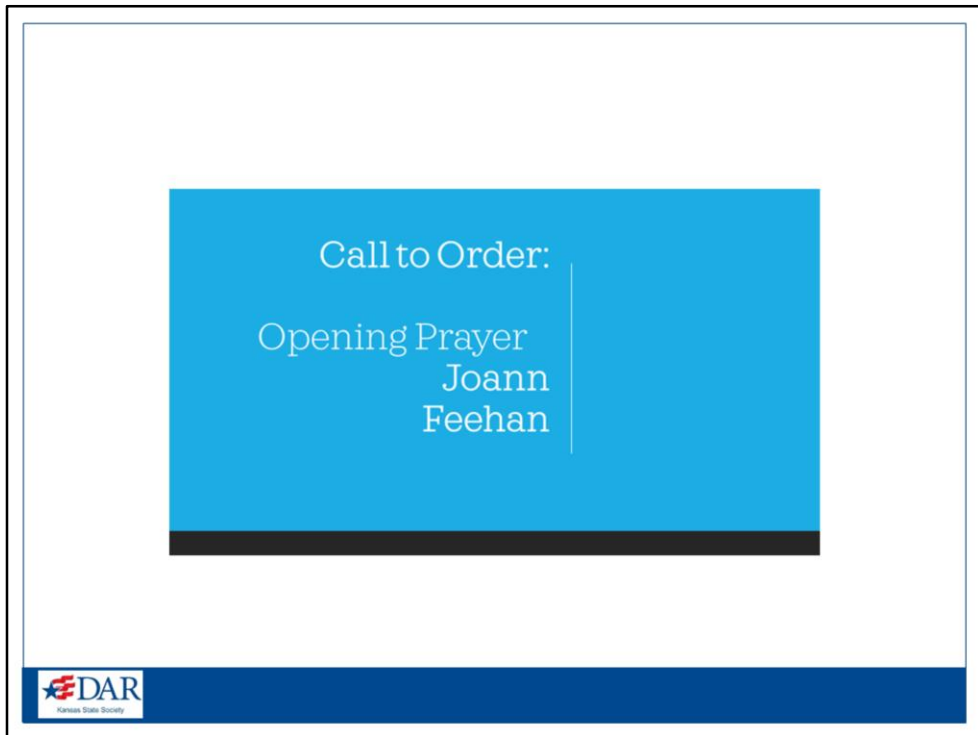


Participants were given further instructions before the start of the "gathering." Lyn monitored the participants section for raised hands and she monitored the chat room. The participants were given instructions in how to participate.






This screen appeared just before the meeting started.




Call to Order:

Opening Prayer

Joann  
Feehan

 DAR  
Kansas State Society


Our “gathering” started its normal way with an opening prayer



"I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

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PLEDGE OF ALLEGIANCE TO THE FLAG OF THE USA  
MARY ANNE MCDOWELL



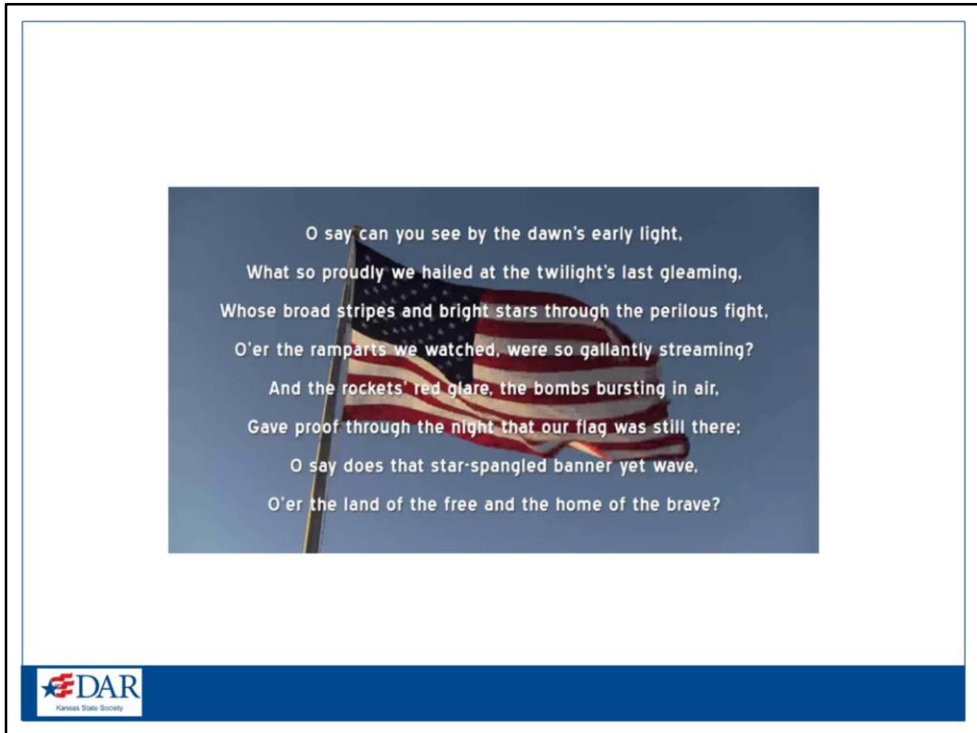
All participants were muted, except the speaker, during the Pledge to the Flag of the United States of America

Claudia Noakes –

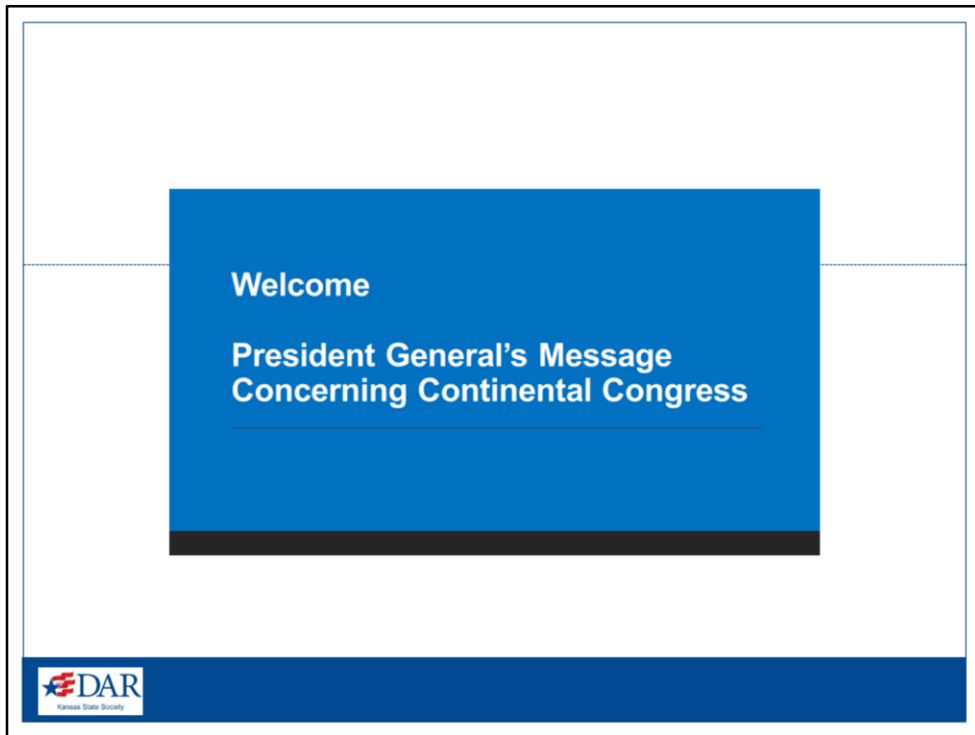
I believe in the United States of America as a government of the people, by the people, for the people; whose just powers are derived from the consent of the governed; a democracy in a republic; a sovereign Nation of many sovereign States; a perfect union, one and inseparable; established upon the principles of freedom, equality, justice, and humanity for which American patriots sacrificed their lives and fortunes. I therefore believe it is my duty to my country to love it, to support its Constitution, to obey its laws, to respect its flag, and to defend it against all enemies.



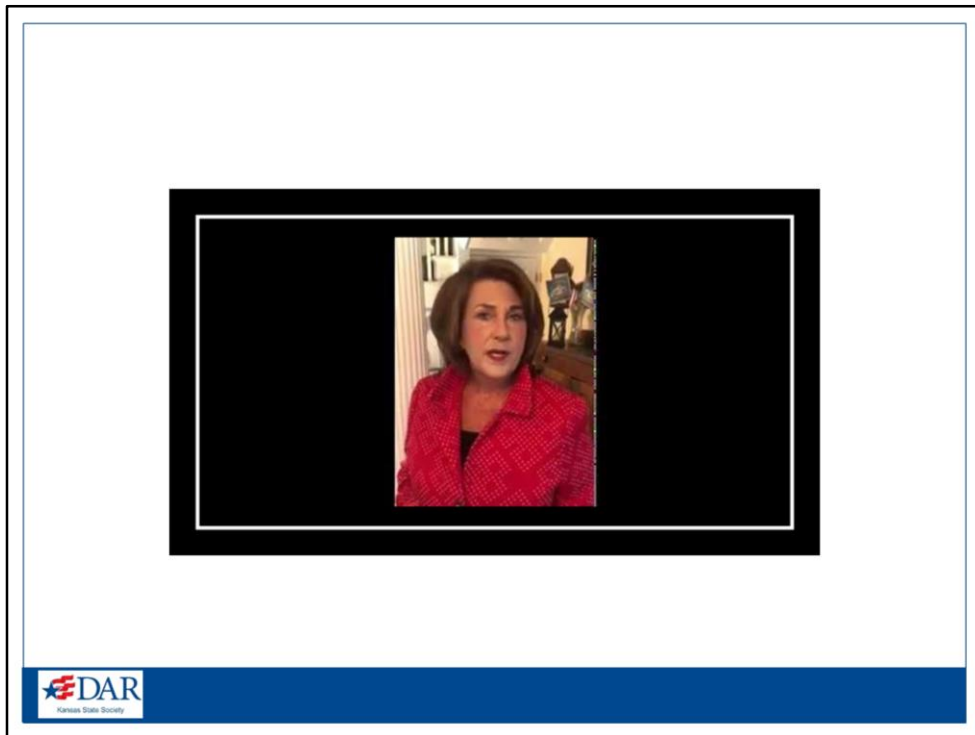
The American's Creed was read by Claudia Noakes



National Anthem – everyone was muted except the member singing



We then had our President General's message



I was able to embed a video of our President General in my PowerPoint slide and play the presentation during the Zoom “gathering.” It was wonderful for our members to actually hear from her.

Presenter took over and shared his screen

Our “Did you know moment” was presented by our DAR Museum outreach chair who is a DAR Museum docent & lives in Virginia. She was able to show wonderful pictures of our beloved DAR headquarters and museum and pictures of the docents in action.

I think our members enjoyed this “gathering” and the presentation.

We hope you feel more confident now!



A special note – at the time this presentation was put together Lyn and I only had the 11<sup>th</sup> edition of RONR. The 12<sup>th</sup> edition has now been released and that is the version you should use.

We hope you feel more confident now. We are in uncharted waters, but we're in this together.

AND – We Can Do It!!!



Thank you  
for joining  
us for this  
overview of  
Virtual  
Meetings!



Lyn Patterson, KSDAR Parliamentarian  
[Patterson4091@sbcglobal.net](mailto:Patterson4091@sbcglobal.net)  
Laura Kaiser, KSDAR Bylaws Chair  
[LauraKaiserDAR@gmail.com](mailto:LauraKaiserDAR@gmail.com)



KSDAR State September Meeting 2020

Laura

Thank you so much for joining us.