



<b>Section:</b>	2. Meetings
<b>Subpart:</b>	2.4. Management
<b>Policy No.:</b>	2.4.10.
<b>Title:</b>	Annual and Interim Meetings Held Entirely or In-Part by Internet Meeting Services
<b>Effective:</b>	November 17, 2020
<b>Revised:</b>	N/A

## Annual and Interim Meetings Held Entirely or In-Part by Internet Meeting Services

**Purpose:** The Board of Directors may declare an emergency prior to an interim or annual meeting allowing all of the meeting to be held electronically or for some to attend in-person and some to attend electronically. The rules below are established to ensure smooth operation of the meeting while allowing all participants an opportunity to fully participate in the presentations, discussions, and decisions as allowed at the normal in-person meeting.

**Background:** The 2020 global pandemic brought attention to NCWM's need for provisions to conduct business when the Board of Directors deems a significant number of members may not be able to participate at an in-person meeting. The NCWM Chair formed a task group to review bylaws and policies to address the needs of the association in such circumstances. This policy is a product of that effort.

### Policy:

- Login information.** The NCWM office shall send by e-mail to every registered member of the conference requesting electronic access, in advance of 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 NCWM office shall also include a copy of, or a link to, these rules.
- Login time.** The chair of the conference shall appoint a recording secretary for each session of the meeting. The Recording Secretary shall schedule Internet meeting service availability to begin at least 15 minutes before the start of each meeting.
- Signing in and out.** Members shall identify themselves as required to sign in to the Internet meeting service, and shall maintain Internet and audio access throughout the meeting when ever present, but shall sign out upon any departure before adjournment.
- Quorum calls.** The presence of a quorum shall be established by audible roll call of the in-person and electronic attendees 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 maybe made following any vote for which the announced totals add to less than a quorum.
- Technical requirements and malfunctions.** Each member participating electronically 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.

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. **Voting.** Voting shall be done by the most appropriate means which will be announced at least one week prior to the meeting. The votes by the House of State Representatives shall be displayed to both the in-person and electronic attendees