

RULES AND PROCEDURES FOR VIRTUAL TRUSTEE MEETINGS

VIRTUAL TRUSTEE MEETINGS

A Virtual Trustee Meeting will be considered an official Trustee meeting. The platform will be determined by the Virtual Meeting Committee. Any changes from one platform to another have to be approved by the Board of Trustees with enough notice that all trustees can transfer to the new platform.

ALL PARTICIPENTS: Must have downloaded and installed the latest version of the software. They must be running the minimum internet speed for both hard wired and wi-fi recommended by the software app. If the participant is not, then we can not guarantee that the platform will function properly and our technicians will not be able to help individuals who are having issues with the platform

REGISTRATION:

All Trustees must register with the International Executive Secretary (IES) before the meeting takes place. Registration must take place no later than 1 week before the meeting. Payment must also be received before registration. Once registration takes place the IES will email the meeting information and an 8-digit identification number for each participant. The IES will give a listing of all persons who have registered including the 8-digit identification number, to the Virtual Trustee Meeting committee chairman to use during the meeting.

MEETING ROOMS:

On the day of the Virtual Trustee Meeting the host will create two meeting rooms. One room will be where all persons who have registered will wait until they are admitted into the Virtual Trustee Meeting. All individuals admitted will be muted and will not have the ability to unmute themselves unless given permission by the host or co-host of the meeting.

CHATS:

No private messages will be allowed between individuals within the meeting area, all conversations have to be able to be heard (seen) by everyone who is attending the meeting. The only exception is between members of the executive committee.

ROBERT RULES OF ORDER ITEMS:

Out of order, Withdrawal of item, Challenge of Chair, Point of Information, Point of Order, Motions, Motion to Commit, Move to Postpone, Table an Item, are items that each Current Trustee can make. In order to do so, the Current Trustee has to raise their coffee mug within the app. The Current Trustee must then write what they intend to do (ie point of order, point of information etc.) The meeting monitors will tell whoever is chairing the meeting that a Roberts Rule of Order has been raised. If the item has the power to stop all discussion, then that will happen and the item will then be taken care of.

MOTIONS:

All motions before they can be voted on will have to be submitted to the IES. A copy of the motion sheet will be available on the platform. The person who is making the motion will have to fill the motion sheet out and email the sheet to the IES.

VOTING:

Only current trustees are allowed to vote. Once a vote has been called for, and the IES has acknowledged that a motion sheet has been submitted, a poll will be taken. All eligible trustees will be able to vote at the same time, A third party app will be used for voting. All ballots have to be cast through the system. The password given you by the IES will allow all Trustees who are eligible to vote. The system records how all persons vote eliminating the need for a roll call vote.

TRANSLATION:

If a Trustee is in the need of a translation an app which is a plugin and can translate in real time for the individual who needs it. The app translates hundreds of languages both from English into the needed language and in reverse. For every language that needs translations from English into the needed language one trusted servant is needed for an individual who speaks that language back into the Trustee meeting. The cost of this service will be born by the number of people who are using the service.

TIMING:

With all area's that are timed, the timing function will be turned on. Either a clock or a timing element will appear with the time counting down until time either runs out or is extended.

TECHNICAL ISSUES:

Since this meeting platform will be held on a computer, the Virtual Meeting Committee will be taking every precaution available to make sure it is running smoothly. If an individual is having issues telephone numbers will be provided to contact to solve those issues.

MEETING DISRUPTION / BREAKING OF RULES

This is a reminder that this meeting will not be like an in-person meeting (although we will try to make it as close as possible). If any participant creates a disruption of the meeting in any form (ie inappropriate graphics, loud music, whatever,) That participant will be automatically moved to the waiting room for 10 minutes. If a second infraction happens the participant will be expelled from the meeting and will not be allowed to return until the next session.

ABSENTEE BALLOTS

If the timing between Trustee Meetings, either physical or virtual is 4 months or greater than all provisions for absentee ballots will be followed as physical meetings. If the timing of a Virtual Meeting is 2 months to 4 months than the timing of acceptance of absentee ballots will be at the discretion of the Chairman of The Board of Trustees. If the timing of the Virtual Trustee Meeting is less than 2 month than no absentee ballots will be accepted.

FORMING OF AGENDA / AGENDA ITEMS

If the timing between Trustee Meetings, either physical or virtual is 4 months or greater than all provisions for the forming of the agenda and or acceptance of agenda items will be followed as physical meetings. If the timing of a Virtual Meeting is 2 months to 4 months than the timing of acceptance of agenda items will be 2 – 4

weeks after notification of the Virtual Trustee Meetings date and time at the discretion of the Chairman of The Board of Trustees. If the timing of the Virtual Trustee Meeting is less than 2 month the agenda will be presented at the time the meeting is announced.

ATTENDANCE

Attendance of Virtual Trustee Meetings will be the same as physical meetings.