

Handout from Kay's Preparing for an Electronic Meeting Presentation

Sample Standing Rules

1. Notice of electronic meetings must include description of how to participate. Call-in numbers may be either toll or toll-free numbers.
2. Members shall state their names when they join the meeting or depart the meeting
3. All phones shall be on mute unless the member is speaking.
4. No participant shall put the conference call on "hold."
5. Reports shall be limited to five (5) minutes each, with the exception of reports from the ____.
6. Main motions and complicated amendments shall be submitted by email when required by the chair.
7. Motions shall not require a second.
8. No member shall speak more than two (2) minutes on any question, or more than twice on the same question.
9. Members shall seek recognition from the chair by sending a text message to the Vice President. The Vice President will maintain the speakers list.
10. Members without text-messaging capability will be called on after completion of the SMS speaker's list, and will seek recognition by stating their name.
11. If a member has an interrupting motion, they may add an "I" to their text. Members without SMS messaging may state their name and "interrupt" on the audio call.
12. Debate on all main motions including secondary motions shall be limited to fifteen (15) minutes, after which the question shall be put to a vote.
13. Votes shall be taken either by unanimous consent or roll call, except that only the number of votes on each side and the number of members present but not voting shall be entered in the minutes unless the Board orders a fully recorded roll-call vote. If a secret ballot is required, votes shall be sent to the parliamentarian, who shall act as teller.
14. Concurrent web presence is (not) required for conference calls, but may enhance the ability to participate.
15. Each member is responsible for his or her connection to the telephone conference call; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented him or her from participating in the meeting.