

Handout from Kay's Preparing for an Electronic Meeting Presentation

Sample Bylaws Provisions – Authority For Electronic Meetings

Section 3. *Special Meetings*

- a. Special meetings may be held by teleconference, at the discretion of the National President, including granting members the right to participate in an otherwise face-to-face meeting via telephone.
- b. Members of the National Executive Committee shall each pay their own costs associated with participating in a teleconference.
- c. Notice of a teleconference may be delivered electronically.
- d. Standing rules specific to meetings held by teleconference may be adopted by the National Executive Committee.

Sample Bylaws Provisions – Quorum

- The quorum for a telephonic meeting, once established by roll call, shall be assumed present until the meeting is adjourned.

OR

- The quorum for the meeting may be questioned by any member, and shall be established by roll call.

Sample Bylaws Provisions – Committees

- Committees may meet via electronic meetings as provided for in the Article on the National Executive Committee. Committees shall be bound by the Standing Rules adopted by the NEC.

Other Bylaws Questions

- Should officers/board members/committee chairman be required to have certain minimal computers skills?
- What are those skills?
 - Send and receive email? Attachments?
 - Save to a PDF?
 - Save things to and retrieve them from Drop Box?
 - Edit documents using “Track Changes”?
- Should there be a bylaw qualification that they accept notice via email?