

Videoconference & Local Lodge Meetings

Winpisinger Center
Spring 2024

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Constitutional Change

- Article D, Section 4, lines 17-29, pp. 113 (2023)

Sec. 4. Upon approval of the G.V.P., and consistent with their By-Laws, the L.L. Executive Board may decide to include a video conference option in conjunction with a standard in-person meeting and provided proper notice of the video option is given to the membership. Special care must be taken to ensure that only members in good standing and invited guests participate in the video conference option.

The L.L. is permitted to conduct votes on properly offered motions during the hybrid in-person/video meetings and provided all members in attendance, including those participating by video, have an equal opportunity to vote.

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Constitutional Change

- Article XXII, Section 17, lines 13-25, p. 91 (2023)

Sec. 17. Upon approval of the G.V.P., and consistent with their By-Laws, the D.L. Executive Board may decide to include a video conference option in conjunction with a standard in-person meeting and provided proper notice of the video option is given to the membership. Special care must be taken to ensure that only members in good standing and invited guests participate in the video conference option.

The D.L. is permitted to conduct votes on properly offered motions during the hybrid in-person/video meetings and provided all members in attendance, including those participating by video, have an equal opportunity to vote.

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Official Circular 895

- August 1, 2023
- Addresses both videoconference meetings AND electronic voting for non-Constitutional offices.
- Authorizes and describes “satellite” and “hybrid” meetings.
- Ignore the satellite stuff. If you’re going to do this, you’re going to do hybrid meetings.

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State of Play

- Pre-covid LL 2018 satellite meetings under dispensation.
- During covid, many meetings entirely by video conference, again by dispensation.
- Some LLs/DLs still operating hybrid or videoconference meetings by dispensation waiting for bylaw approval.
- Many bylaws changes have been approved, more pending.
- Some LLs/DLs have changed bylaws to authorize, but not yet adopted hybrid meetings.
- Several LLs/DLs have changed bylaws and adopted hybrid meetings.
- Several more LLs/DLs have submitted proposed bylaws changes.

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Should you do this?

- Will the lodge benefit from it?
- Do you miss quorums regularly?
- Is it impossible for some/many of your members to participate in person?
- Do members complain about meeting access?
- Have members asked for more on-line resources?
- Will/can members use this? What's the general comfort level with technology?
- Can you afford it?
- Can you manage the technology?

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Overview of Constitutional/OC Requirements

- Make sure only members in good standing participate.
- On-line members must have web cam – laptop, smartphone, or tablet. No phone only participation.
- On-line members must have web cam ON.
- On-line members must display first and last names.
- In-person members must be able to see and hear on-line members and vice-verse.
- No recording.
- Must tell members how to participate on-line.

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Overview Continued

- Must get link to members who want to participate on-line.
- Must use waiting room feature to verify identity.
- Must take roll and keep attendance records for on-line members.
- On-line participation counts for any meeting attendance requirements.
- On-line members count for quorum.
- On-line members must have right to speak and vote like in-person members.
- On-line members can be required to raise hand and be recognized to speak just like in-person members.

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Overview Continued

- Information handed out to in-person members must be made available to on-line members.
- Voice votes on motions during meeting can be conducted as usual.
- Votes during meetings that require secret ballots must allow on-line members to participate by secret ballot as well.

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Bylaws

- Range of bylaws have been approved.
- Go ahead and put the authorization in place whether you intend to immediately use it or not.

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Bylaws Best Practices

- Keep it simple. Bylaws should provide general authorization to Executive Board to provide for videoconference meetings consistent with IAM Constitution and Official Circulars. This will give you the flexibility you'll need to do what works for your lodge and give you room to adapt should Constitution or OC change in the future.
- Put details in a policy that is communicated to the members.

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Internet

- You cannot do hybrid meetings unless you have adequate internet connection at in-person meeting space.
- Need .6-1 Mbps upload speed and 1.4 Mbps download for Zoom and most other videoconferencing apps.
- Ethernet reliable, but wifi can vary widely within a building. Need to test.

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Pick a Platform

- What videoconference service are you going to use?
- Most lodges are using Zoom and a few using Teams.
- Primary considerations are familiarity and ease of use as well as cost.
 - Zoom - Most familiar to most people, good tutorials, easy to use on either browser or app but will need Zoom Pro account (about \$150/year)
 - Teams – Familiar to people who use it at work, integrated with MS Office, unlimited and free with Microsoft 365 account (60 minute/100 person limits on free personal account with Microsoft)

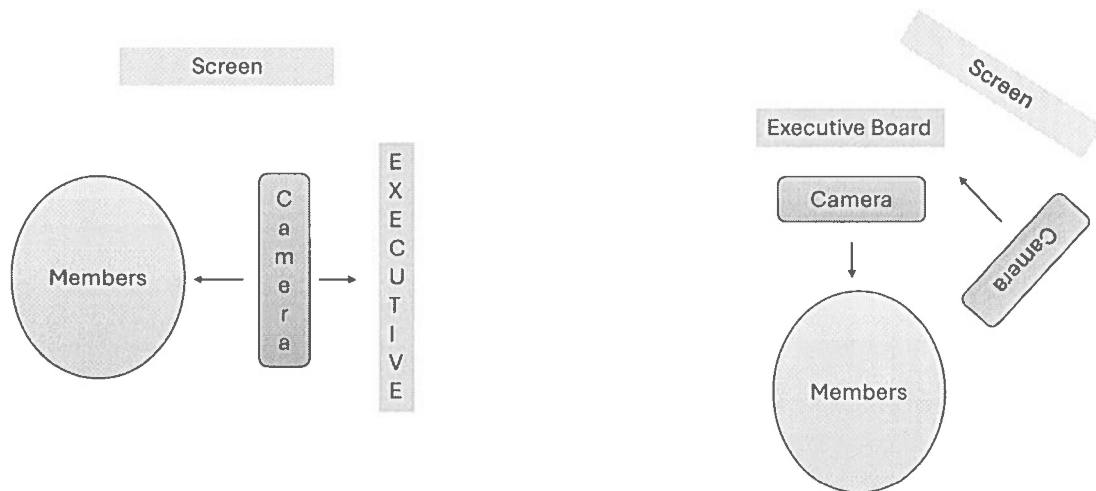
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The Meeting Space

- Need projector and screen or smart tv so that in-person members can see the on-line members.
- Need camera(s) so that on-line can see in-person and President/Executive Board.
 - Helpful if President can see the projector or smart tv without too much turning around.
- Need speaker/mic configuration so that that everyone can hear the President/Executive Board and that so on-line members can hear in-person members and vice verse.

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Some Configurations



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Cameras

- Need external cameras – how many and how fancy depends on what you can afford and how big your meetings are.
 - Standard webcams
 - Two or more; possibly one for a very small meeting
 - Cell phone or laptop cams?
 - Conference room webcams – panorama or 360
 - Wider scope
 - Often integrated systems
 - Meeting Owl 3 very popular at the moment; runs about \$1,000
- You'll need to experiment with placement – tripods often very helpful.

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Audio

- Single biggest technological issue lodges have identified – how to make sure that the in-person and on-line members can hear each other.
- Generally, you'll want to use combined speaker/mic technology. One well-positioned decent speaker/mic is usually enough for a small meeting.
- Picking up members speaking in a bigger meeting is the challenge.
 - Extend/link multiple mics – but background noise still a problem
 - Use handhelds linked to larger sound system or conference (but watch feedback)
 - Require speakers to go to podium or just get closer to mic
- Feedback avoidance is critical – only one mic connected to the conference unmuted at a time!

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Best Practices

- Don't expect to get it to be perfect on the first run ... or the fifth. Adjustments will be necessary.
- Practice! Do one or more run-throughs BEFORE the first hybrid meeting.
- For bigger lodges, consider professional help.

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Getting Members to the Hybrid Meeting

- Members have to know about the hybrid meeting and know how to participate on-line in order to take advantage of it.
- Lodges have done many things to publicize hybrid meetings
 - Snail mail to all members announcing – letters or postcards
 - Facebook and other social media postings
 - Newsletters
 - Websites
 - Email
 - Snail mail to stewards with posters for bulletin boards

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Sharing the Link

- Lodges with good email lists email out meeting notice and meeting link to all on the list.
- Some lodges share info about meeting, but members must call or email the lodge office for the meeting link.
- A few lodges post a new link or recurring link on the lodge website.
- A small lodge emails invites to members and then emails link to those who RSVP on day of meeting.
- A few lodges are using a scannable QR code on all notices (email, posters, social media, etc.) which allows members to register for the meeting (meeting link generated by registration).
- One lodge sent snail mail to everyone requiring pre-registration with the local if they wanted to participate by videoconference (name, email, photo).
- One lodge is moving towards an app which they will use to push meeting notices and links to members.

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Best Practices

- Don't just post the link to the meeting itself on open websites, social media, or bulletin boards.
- Use registration feature in platform so that you can better control who gets the link.
- Consider using QR code to get registration link.
 - Considering recurring meeting or manageable bitly so that same QR code works.
- Ok to post a link to register for the meeting on open websites or social media, or bulletin boards.
- Ok to require email or call to lodge to request the link.
- For large lodges, consider email manager like mailchimp for meeting notices and links. Manage your email lists.
- Don't send links to work email addresses.

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Registration Rocks

- Makes meeting more secure.
- Can gather important information (email, cell, address).
- Facilitates text or email blast meeting reminders.
- Helps check attendance.

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Security

- What is a secure meeting?
 - Members only - no company, no non-members, no random trolls
- Take reasonable, prudent steps, but don't over-think it.
- Biggest challenge is for large or amalgamated locals in right-to-work situations.

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Best Practices

- Use registration to get ahead of the waiting room. Manage the registrations and cancel any non-members.
- Don't publicly post the meeting link.
- Edit email/invite text to emphasize to not share the link.
- Use the waiting room
- Have current membership list available to those monitoring waiting room or responding to requests for link.

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Best Practices

- Consider having early sign-in policy (15 minutes) so that you can adequately check the waiting room.
- Police full name and video requirement.
 - Designate a co-host to police in the waiting room and during the meeting.
 - Consider putting members who are just having tech problems in a breakout room until can resolve.
 - Edit invitation/link text to remove audio only alternative.
- Consider policy prohibiting use of company equipment or sending link to company email.

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On-line Member Participation

- Goal is to give on-line members equivalent experience to in-person members.
 - Access to information
 - Opportunity to speak – questions, reports, motions
 - Opportunity to vote
- Keep the lag in mind – slow down and explain what is happening

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Members May Need Help with Tech

- Reality is that members may need some help managing the tech.
 - Use auto-mute feature when admitting members from the waiting room.
 - Have an officer monitor chat for any tech problems – post email or number in chat to contact if have problems.
 - Consider a breakout room for tech problems, rather than immediately booting them out.
 - Offer a test session with members before the first meeting – or provide some Zoom/Team basics.
 - Have a policy on how to deal with tech problems.

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Sharing Information

- Use share screen feature for reports or documents.
 - Moderator should have scanned in, open, and ready to share.
- Communications
 - Summarize verbally or read in entirety.
 - Have scanned in and ready to share if requested OR email in advance OR post doc or link in chat.

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Voting

- Almost all voice votes and usually not particularly contentious in lodge meetings.
- Options
 - Continue to do a voice vote. Could consider telling members about to vote and unmute to participate.
 - President can call for a show of hands vote instead of a voice vote
 - If call for division, can still do rising vote with in-person, but must be show of hands for on-line
 - If large on-line attendance, consider setting up polls for motions known in advance

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Voting

- Limited number of secret-ballot votes in lodge meetings
 - Polling features allow anonymous votes. Combine with in-person votes.
 - Use IAM Ballot or other voting app.

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Managing it all

- Requires all hands on deck by lodge officers
- Don't be afraid to go beyond the elected eboard for help
- Need clearly delineated roles
 - Monitor to run the meeting
 - Manage the waiting room
 - Take attendance (not CS if substantial in-person attendance as well)
 - Monitor chat and raised hands
 - Share docs
- Need back-ups; cross-train

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Managing it All

- Set expectations – things will go wrong so everyone needs to be patient
- Remind members about the on-line rules
 - At beginning of meeting
 - In link text

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Best Practices

- On-line tutorials can be really helpful
- Reach out to other lodges for advice
- Observe some hybrid meetings
- Practice!

**INTERNATIONAL ASSOCIATION OF
MACHINISTS AND AEROSPACE WORKERS**



OFFICIAL CIRCULAR NO. 895
Virtual Meetings and Electronic Voting
ISSUED: August 1, 2023

9000 Machinists Place, Upper Marlboro, MD 20772

TO THE MEMBERSHIP EVERYWHERE, GREETINGS:

➔ **SUBJECT:** To establish the procedural requirements for:

- Holding virtual Local Lodge and/or District Lodge meetings; and
- Conducting voting electronically for non-constitutional offices, such as for committees, shop stewards, and contract ratification (where appropriate).

➔ **PURPOSE:** To update and replace Official Circular 890.

➔ **INFORMATION/INSTRUCTIONS:** IAM policy has always required in-person meetings in order to protect the sanctity of our membership meetings and to enhance the bond between members. IAM policy has also required physical paper-ballot voting or other in-person voting for non-constitutional issues, such as electing committees, shop stewards, and for holding contract ratification votes.

However, the delegates to the 40th Grand Lodge Convention have determined that the time has come to permit hybrid in-person and virtual meetings, and voting, in order to increase participation and to meet the demands of our members in the 21st Century when approved by the GVP and adopted in the bylaws.

Accordingly, this Official Circular sets forth the IAM policy concerning holding hybrid virtual and in-person meetings through video conferencing such as Skype, Zoom, Bluejeans, or other on-line means. This Official Circular also outlines the IAM policy for electronic voting for non-constitutional offices, such as for committees, for shop stewards, and for contract ratification (where appropriate).

Remember: Electronic voting can only occur for non-constitutional offices, motions posed at Lodge meetings, and for contract ratification purposes, and NOT for IAM Constitutional officer positions.

1. Virtual Meetings

a. Requirements for Holding Virtual Meetings:

When approved by the GVP and adopted in the Local or District Lodge Bylaws, Lodges may establish hybrid in-person and virtual meetings. When the membership is spread out over large geographic areas, the Lodge may establish several in-person satellite meeting locations whereby smaller groups of members can meet to participate with the other satellite locations. In those circumstances, at least one Business Representative or one Local Lodge officer should be present at each location to verify only members are in attendance and to maintain decorum. Sign in sheets must be made available at each location. The Local Lodge officer and/or Business Representative will be responsible for ensuring there is internet connection and a screen sufficient for viewing and participating in the meeting and they will be responsible for connecting to the main meeting location.

Where multiple in-person satellite meeting locations are not possible due to COVID-19 or other pandemic issues, or where the Lodge bylaws permit, members may participate individually from their personal computers or other internet-capable devices. Every participant must have video capability so that the Conductor-Sentinel can note attendance and verify that only members are listening.

Regardless of the approach (satellite locations or individual participation), the meeting must be conducted by a technology that allows all participating members to see each other, as well as to hear each other, at the same time. The Lodge officers are responsible for ensuring:

- that all members receive adequate notice of how to participate virtually,
- for providing the virtual link, and
- for establishing the connection at the primary location so all members can participate.

b. Security of Meetings:

If Satellite locations are established, only the Local Lodge officer and Business Representative who will preside at each satellite location shall have access to the “dial-in” number or link for the video conferencing.

At all meetings, members shall be instructed that recording of the meeting in any manner is strictly prohibited. This applies to in-person meetings as well as virtual meetings. Recording shall also be disabled within the platform being used to host the virtual meeting. Persons found to have violated this provision may be subject to discipline pursuant to Article L of the Constitution.

Steps should be taken to ensure that non-members are not able to hear the contents of the meeting. For example, satellite locations should not be set up in a public venue, like in a restaurant or open meeting area where passers-by can overhear.

When the bylaws permit individual participants, meeting invitations will be distributed to members only. The video platform must have a virtual “waiting room.” The Conductor-Sentinel, working with the Business Representative and/or Local Lodge officer, will attempt to identify those to be admitted from the waiting room. Those who cannot be readily

identified can be sent to a separate “breakout” room, where the Conductor-Sentinel or other union officer can speak with them to determine their identity before allowing them admission into the meeting.

Participants must ensure their on-screen identification information reflects their first and last name, to allow the officers to identify members as well as to allow for meeting attendance to be noted. The Conductor-Sentinel can also question participants if any doubt remains as to their identities, and should also determine whether anyone else is in the room with the participant. Members may be asked to move their computers throughout the room to verify that no non-members may listen in.

Under no circumstances may an individual member participate only through audio.

c. Official Meeting Requirements:

The members must be notified of meetings in the same manner as they are provided notice for other meetings.

Each participant at every satellite location and/or each individual logged in shall be counted for the purposes of the meeting quorum requirements. In addition, participation shall count towards any meeting attendance requirements, provided that the participant has “signed-in” with the Local Lodge officers.

Participants must be able to “raise their hand” or be viewed by the President of the Lodge so that they can participate in the normal manner of Lodge meetings, such as being able to make motions, seek recognition, and obtain the floor.

In the circumstance where there are multiple sites, the Local Lodge officer or Business Representative on site can monitor those presenting themselves at microphones and the President can maintain order by allowing the different locations the opportunity to take turns and be heard. The rooms should be arranged so that there is a microphone the members can use in order to be seen by the President and to ask their question.

The President must ensure that every member is given an opportunity to participate in the normal order of business whether they are present at the meeting or attending virtually.

If transmission is interrupted at any one location, the meeting shall be paused until the transmission is repaired and all members can once again participate in the meeting. In extraordinary circumstances for satellite locations, if the video transmission cannot be repaired, the Local Lodge officer or Business Representative may obtain audio through their phone so the meeting can resume. This is not an option for individual participants.

Any flyers or materials to be handed out to the members shall be distributed to the Local Lodge officers ahead of time to print and distribute to the members who attend the meeting

at each satellite location or shall be distributed electronically for those participating individually.

Other than adjustments for virtual participation, the meeting shall otherwise comply fully with the meeting requirements set forth in the Constitution.

d. Voting Requirements (For Votes During Lodge Meetings)

There may be matters requiring a vote during virtual Lodge meetings. **Electronic voting can only occur for non-constitutional offices, motions posed at Lodge meetings, and for contract ratification purposes, and not for IAM Constitutional officer positions.**

For voice votes or where “ayes” and “nays” are required, individuals participating virtually may use the online meeting platform’s built-in hand-raising or polling features to be able to cast their votes, while those attending in person or at satellite locations may vote as normal.

When a matter at a Lodge meeting needs to be voted upon by secret ballot, satellite locations will allow votes to be taken on paper ballots and the Business Representative and Local Lodge officer at each site shall count the number of votes at their site and transmit that information to the Recording Secretary, who shall tally the total votes of all locations and report on the results of the vote.

For meetings with individual participants, voting shall be conducted through a separate link shared with those attending. Online meeting platforms like Zoom and BlueJeans have built-in polling features that allow for anonymity of individual votes. External services such as SurveyMonkey have similar features, and a link to the poll can be shared with the participants in the Chat function of the meeting. Lodges utilizing this approach must ensure that the President or other presiding officer cannot see how individual members voted.

2. Electronic Voting for Non-Constitutional Officers or Ratification Votes

a. Implementing Electronic Voting Systems

First, the Lodge must review the IAM Constitution, the Local or District Lodge’s bylaws, rules, and any other election/voting-related procedures that may apply. They will outline requirements for elections that the Local or District would need to comply with regardless of the medium for voting. Depending on the language of the bylaws or other guiding documents, amendments and changes may need to be made to allow for electronic voting to occur at a given Lodge.

The IMAW Grand Lodge’s Information Systems department has a ballot application (IAM Ballot) that Lodges can use to conduct electronic voting. Lodges can contact the Information Systems department, where the staff will assist the Lodge in setting up access to the system for officers, who can then create the appropriate ballot. IAM Ballot requires identifying

information, such as member book number, which helps assure the individual voting is who they claim to be.

Third-party providers are also an acceptable method of conducting online elections, assuming the Lodge can ensure they are legitimate providers. This can be assured by asking questions, carefully reviewing the documentation they provide outlining their processes, and carefully reviewing any agreements/contracts for services. Some questions include:

- In the United States, do they aim for compliance and protocols that meet the requirements of the Labor-Management Reporting and Disclosure Act wherever possible?
- Does the system allow for identifying information to verify a person's ability to vote, such as by requiring the individual to use their book number to log on?
- Does their system offer the opportunity to view the list of members and make eligibility challenges prior to the distribution of voter credentials?
- Does their system offer a technological process that maintains both the secrecy and security of the ballot in transit and in storage?
- Can their system's accuracy be tested prior to the election in a way that provides transparency into how it is working?
- Is there a way to allow for an independent verification of the software and its accuracy?

In addition, the third-party provider must be willing to sign a confidentiality agreement before the membership department will provide our membership lists.

b. Requirements for Utilizing Electronic Voting

In-person voting is preferred, unless determined to be not feasible given time constraints, geographic distribution, or other circumstances.

Having the ability to vote in-person or online, based on the member's preference, is preferable to exclusively online voting wherever possible. In circumstances where a Lodge uses both online and electronic voting, the vote should occur simultaneously. When votes are to be tabulated, a cross-check between members who voted online and members who voted in person should then occur—and if a member has voted using both methods, the in-person ballot should be counted, and the electronic vote should be discarded.

Voting such as for committees or other non-constitutional offices that requires a secret ballot must be done either through the IAM Ballot app or other such software that allows for anonymity of votes (so that no one can tell how a member voted), or in person using secret ballots. Emojis or “raised hand” features on meeting platforms do not provide secrecy of votes and therefore should not be used for this purpose.

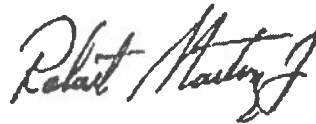
Electronic voting can only occur for non-constitutional offices, questions posed at Lodge meetings, and for contract ratification purposes, and not for IAM Constitutional officer positions.

The members must be notified of voting opportunities in the same manner as they are provided notice for other votes.

In Solidarity,

A handwritten signature in black ink, appearing to read "Dora Cervantes", with a long horizontal flourish extending to the right.

Dora Cervantes
GENERAL SECRETARY-TREASURER

A handwritten signature in black ink, appearing to read "Robert Martinez, Jr.", with a stylized, cursive script.

Robert Martinez, Jr.
INTERNATIONAL PRESIDENT

Bylaw Examples for Videoconference Meetings

1. Local Lodge 97

Article II, Section 5: The President of the lodge shall have the authority to conduct and authorize meetings via electronic means with approval from the General Vice President and in compliance with the IAM Constitution and applicable Official Circulars. However, members are required to attend meetings in person to cast a vote for the election of officers and changes to these bylaws.

2. Local Lodge 141

Article I, Section 2: [...] This lodge may also provide video conference options that are in conjunction with our standard in-person meeting. During these meetings, the Lodge is allowed to conduct votes on properly offered motions as outlined in Article D, Section 4 of the IAM Constitution. This Local Lodge may also conduct elections for non-constitutional offices and ratification votes electronically as outlined in Article D, Section 4 of the IAM Constitution.

Article I, Section 2 (d) The Conductor-Sentinel will facilitate admittance into this Lodge's video conference meeting option. If the Conductor-Sentinel is unavailable, the Local Lodge President will assign an Ex3ecutive Board member to facilitate.

Article I, Section 2 (3) To facilitate a timely start of the Local Lodge meeting, members of this lodge who wish to attend virtually must log in 15 minutes prior to the start of the meeting to allow for verification of member status.

3. Local Lodge 289

Article A, Section 4 Hybrid General Membership Meetings will be allowed as per the IAM Constitution. Meaning both live in-person and virtual General Membership Meetings can be held. Membership shall be notified as to how to attend virtually.

4. Local Lodge 519

Article 1, Section 2 [...] All meetings of this Lodge (e.g., executive board meetings, regular general membership meetings, emergency meetings, ratification meetings, etc.) may, in accordance with the IAM Constitution and Official Circulars, be conducted in a hybrid method to allow for virtual participation via videoconference.

By Majority vote, the Executive Board may authorize all reasonable and necessary expenditures for the purchase and maintenance of all hardware, software, and subscriptions necessary to initiate and maintain virtual hybrid meetings.

5. Local Lodge 601

Article IV, Section 1 [...] Lodge meetings shall be conducted in a hybrid format with both in-person and individual virtual participation in accordance with Grand Lodge policy.

6. Local Lodge 1101

Article A, Section 2 [...] Meetings will be in-person and by video conference in accordance with the IAM Constitution.

7. Local Lodge 1751

Article IV, Section 4 The Local Lodge Executive may decide to seek approval from the GVP to include a video conference option and may also conduct elections for non-constitutional offices and ratifications electronically in accordance with IAM Constitution Article D, Section 4, and circulars.

8. Local Lodge 1903-M

Article 1, Section 4 The Local Lodge Executive Board may decide to include a video conference option in conjunction with a standard in-person meeting and provide proper notice of the video option is given to the membership.

9. Local Lodge 2018

Article II, Section 1 [...] Local Lodge 2018, with the approval from the International, may conduct in-person and/or virtual meetings as set forth in the IAM Constitution and IAM Circulars.

10. Local Lodge 2202

Article II, Section 3 Lodge meetings shall be conducted in a hybrid format with both in-person and individual virtual participants. Voting on questions posed at Lodge meetings shall be administered electronically for individual virtual participants. Electronic voting shall not be used for IAM Constitutional officer positions.

11. Local Lodge 2559

Article II, Section 1 [...] Any virtual meetings will be held in accordance with and following the official IAM circulars and the Grand Lodge Constitution.

Local Lodge 1751 Virtual meeting requirements and expectations in accordance with official circular 890

1. The setup for virtual meeting shall consist of having a screen where members in the hall can see the members who have joined virtually.
2. ALL members of the executive will be required to attend the in-person meeting and not be able to join virtually unless They are running a satellite location (YQB) or special permission was sought from the president.
3. All request to participate in a virtual meeting must be made within 24 hours before meeting date time.
4. When registering or requesting attendance for a virtual meeting. NO COMPANY email will be accepted. Non-compliance with this will result in no link being sent for the virtual meeting.
5. The local lodge will send you a confirmation and acceptance of request to join the virtual meeting.
24 hours prior to the commencement of the Monthly meeting a Link will be sent to the approved list of attendees. ***Come back to it***
6. ALL members who have received the link are required to log in BEFORE the meeting start time. The member will be placed in a waiting room until 5 minutes before the start of the meeting. All attendees must have their full name displayed and Person visible at all times. The VP may question those attending if they have doubt of their identities.
7. The cut off for admitting members into the meeting will be 18h30 (6:30pm) for qualifications purposes
8. Membered attending virtually MUST have cameras on for the entire meeting. ANY Person not visible for a duration of greater than 5 minutes will be removed form the meeting and attendance removed (not credited).
9. For individual meeting no member, be allowed to participate with or through Audio only.
10. All rules apply virtually as would in a in person attendee.
11. ALL microphones will be muted by the VP// moderator of local lodge during the meeting.

12.
NO recording of the meeting will be permitted if the attendee is caught to be recording, they will be removed from the meeting and will not be allowed permission to attend virtually for one year. Attendance will not be counted.
13. A member wishing to speak must “raise their hand icon and be recognized by the chair before speaking.
14. In the event of power failure or loss of signal of the live feed. The executive member moderating said meeting will Rise and advise the chair and attendees that the signal was lost and pause will be started until the feed is back and members are allowed to rejoin the meeting (a reasonable time frame will be established). In the event a participant loses their feed no pause will be granted they will be allowed to rejoin once they have re-established their feed. If they can not re-establish the feed they will STILL be credited as attending.
15. In the event voting is required at the meetings Member’s will raise their hand icon at the appropriate time. The chair shall wait for confirmation from the executive member moderating the link of a count on the motion (for xxx. Before moving onto the Against vote and vis versa).

For a closed ballot vote a separate link will be shared with the participants in the chat room for the purpose of the vote. When utilising this approach, we must ensure that no one may see how an individual voted.
16. All hands raised at appropriate time will and shall be visible to the members in person attendance on the screen in front.
17. If nominations are required the member attending virtually may raise his hand and once recognized by the chair speak his nomination. The VP// moderator will then rise and speak when called upon and state the nomination and proposer.
18. Nominees may accept virtually via the same manner as stated above.

19. A motion may be submitted virtually in the same manner as above, however for clarification an email copy of the motion must be received to make sure the motion is read and recorded as was intended by the proposer. Subject to Local Lodge Bylaws.

LG 01/23/2023