



IAMAW
DISTRICT
142

Hybrid/Virtual Union Meetings

A guide for Local Lodges

IAM District 142 Communications

Why hybrid or virtual meetings?

- The membership in some local union lodges is spread out over such a large area that it is difficult for all members to have the opportunity to attend a meeting in person.
- Shift work, vacations, and illness can prevent members from attending meetings in person.
- Special called meetings, emergency executive board meetings, etc. When time is critical, meetings can be held quickly and efficiently.

Why now?

- A constitutional change was approved at the IAM Grand Lodge Convention in 2022, which authorizes local lodges to include a video conference option in conjunction with a standard in-person meeting upon approval by the General Vice President and as long as such meetings are not in violation of the local lodge by-laws.
- Article D, Section 4, lines 17-29, p. 113 (2023 IAM Constitution)
- Article XXII, Section 17, lines 13-25, p. 91 (2023 IAM Constitution)
- Official Circular 895 - August 1st, 2023

What equipment do you need?

- One or more webcams and microphones to enable your virtual participants to see and hear your executive board, presenters, and audience members.
- Related accessories such as stands and extension cords to enable the placement of cameras and microphones around the meeting room.
- A dedicated laptop/tablet used to control the cameras and microphones and monitor the video and audio feeds.
- A dependable, high-speed internet connection with enough bandwidth to handle high volumes of traffic during your meetings.
- Video Conference software, such as Zoom or Microsoft Teams



Who controls the equipment/feeds?

Your local will likely need to appoint, or nominate and vote on, a member who will be in charge of the video portion of the meeting.

This member will be responsible for such things as setting up the room before the meeting, starting the video and audio feeds, monitoring the feeds during the meeting to be sure everyone speaking and participating can be seen and heard, and making sure that everyone logged in to the virtual portion of the meeting has been verified as a member of the local and keeps their webcam on at all times, as this is crucial to maintaining the security and privacy of your local's business proceedings.



IAMAW
DISTRICT
142

Examples of Equipment



Meeting Owl 3

Center-of-room camera zooms in on speakers' faces for a face-to-face view.

\$1,049



Meeting Owl 4+

Our most advanced all-in-one video conferencing device, now with 4K Ultra HD 360° video.

\$1,999



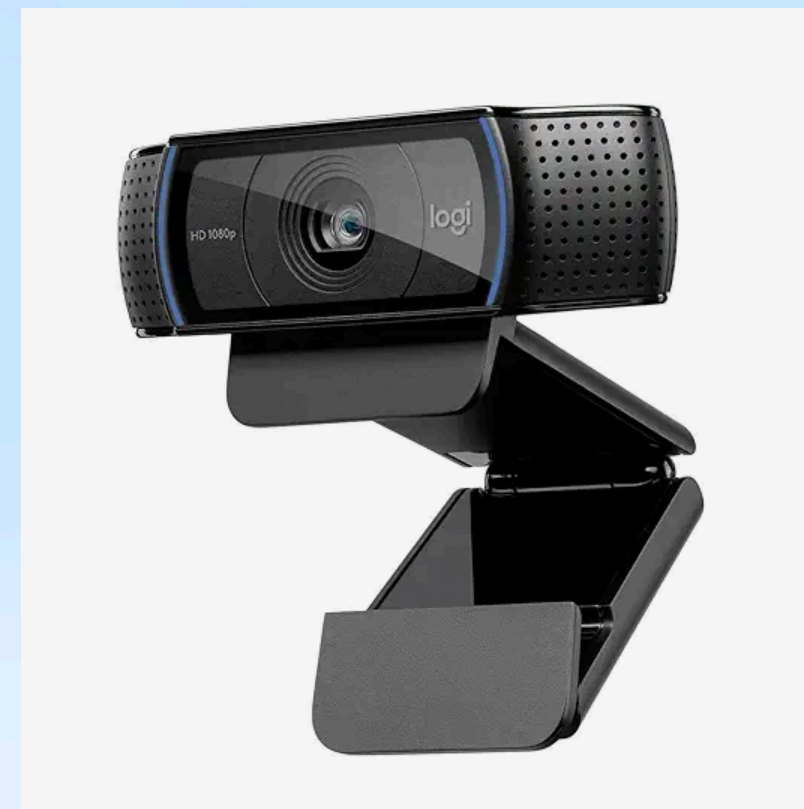
Expansion Mic

Hear everyone loud and clear, even at longer tables.

\$249

<https://owllabs.com/>

Examples of Equipment



Search terms: webcam, meeting camera, podcast microphone, room microphone

Key points to consider

- The same rules that apply to any in-person meeting also apply to hybrid/virtual meetings and those who are participating virtually.
- A member must be available to monitor the virtual meeting at all times to ensure the feeds are live and all participants cameras are on.
- Voting by virtual participants is performed by the “raised hand” icon in Zoom or Microsoft Teams and must be counted accordingly.
- Absolutely no recording is allowed by any member, whether in-person or virtual participant.
- Never share the login link on social media. Only share on local lodge websites or bulletin boards.

Key points to consider

- Your local lodge bylaws must allow for, and/or not prohibit, the addition of a virtual component.
- The GVP of your Territory must approve your local's request. For Air Transport Territory, that is Richie Johnsen.
- Procuring the necessary equipment can be expensive. When presenting as a motion to your membership, be sure they understand all the costs, benefits, and ramifications of adding a hybrid/virtual meeting.
- This is a great way to get your members involved. Seek out those who have special skills working with electronic equipment, computers, etc.
- Don't be afraid to ask for help from the district, HQ communications department, or the Wimpisinger Center.