**RESOURCES & HELPS FOR CONDUCTING ELECTRONIC BUSINESS MEETINGS**

**ESSENTIALS**

Underlying principles and elements essential to an online business meeting;

* There must be a way to verify the number of members who are participating in the meeting to confirm that a quorum has been reached.
* It must be official members only who are able to participate in voting.
* Private balloting must be used for elections and important decisions.

**ONLINE TOOLS**

* The most commonly used video conferencing platforms include Zoom and Webex. These platforms also allow for members to connect by telephone.
* If video conferencing is not a suitable option, a telephone conference call can be made to work.
* Private balloting can be done through Monkey Survey, Google Forms, Simply Voting, or Election Runner. The video conferencing platform’s chat room or polling feature can be used when it is not for an election ballot or other kind of private ballot. When processing voting through one of the video conferencing polling options, each member must be logged in separately to be able to participate.

**A ZOOM MEETING TEMPLATE**

* Connect to Zoom and have 2 assigned individuals take attendance and note of members present as the allow each participant access into the virtual meeting room. This scenario is dependent on there being 2 members in the same physical room (church auditorium) as the pastor who is chairing the meeting. There must be WIFI access.
* Mute all participants mics when the meeting is to begin.
* Open with instructions & prayer
  + Instructions:
    - How the voting will be done (If using a voting program for elections).
    - How to raise a point of order or ask a question.
      * Using the chat feature, type in your question.
* Introduce Agenda with a mover and seconder
  + Wait 60 seconds and if no objections consider it passed by unanimous consent or general approval.
* Present report(s) and have motion of reception/approval (for financial report) moved and seconded.
  + Invite questions and explain again how to ask the question.
  + Wait 60 seconds and if no objections consider it passed by unanimous consent or general approval.
* For elections, such as the selection of Board Members, an online voting or survey program must be used.
  + The chat feature which is being monitored by the scrutineers or parliamentarians (who may also be the members moving and seconding motions) can be used to receive questions and comments which are to be forward to the Chair.
* When the scheduled order of business is completed and there is no further business for the assembly to consider at that time, the **chair** may simply **declare** the **meeting adjourned** without a motion having been made.

**SUPPORTING SUGGESTIONS**

* Have two members present in the same room as the Chair to move and second motions to get the motions on the floor for consideration. This would make the meeting a partially virtual member’s meeting as there is still a meeting place and everyone else attends electronically counting towards the quorum.
* Utilize “Unanimous Consent” which allows routine, minor, or less important motions to proceed without a counted vote to be taken.
  + Have the motion moved and seconded and then wait a reasonable amount of time (60 seconds) for any objections to be made. If no member indicates opposition to the motion, it can then be carried with unanimous or general consent.
* A designated person can also be responsible for advancing slides during presentation(s) of speakers.
* Make it as easy as possible for members to join the meeting. For example, sending a link by email which members can just click on to join the meeting and clearly identifying in the email any password or code that the member will need to access the meeting. Also have a back-up plan. For instance, if a participant’s computer audio is not working on the day of the meeting, consider if the platform your organization plans to use also provides an alternative call-in number so that participants can call in by telephone for audio.

* Prepare a script template that the speaker/moderator/chair of the meeting can use.
* Have a mock AGM with the speaker/moderator/chair and a few other volunteers/staff in advance of the AGM to ensure things will run as smoothly as possible on the day of the real-time AGM.”