

Appendix - _____

(Logo goes here)	POLICIES & PROCEDURES TITLE: Electronic Meetings
Pacific Heights Community Association	DATE Enacted: Oct 7, 2020 DATE Revised _____ DATE Effective: _____

Purpose

To ensure all members of the _____ Community Association (herein called the Association) are informed on the need and advantages of holding electronic meetings from time to time to provide access, information and participation and to conduct Association business in a timely manner. This policy and procedures are intended to provide guidance for the Association when holding and participating in these meetings.

Policy

This policy provides for the holding of electronic meetings of the Members, Board of Directors and all iterations of Committees of the Association.

Where in person meeting are unavailable or impractical, electronic meeting format(s) may be used to hold meetings of the Association to conduct business of all types, subject to due notice requirements for any such meeting being met (or waived by 2/3 majority consent in special circumstances).

Where ever possible, all participants should have access to the necessary equipment for participation. A right of membership is to participate, therefore the technology used should be accessible to all members to be included in the meeting.

All rules pertaining to in-person participation at a meeting are maintained such as meeting attendance, quorum, minutes, pre-meeting packages, confidentiality, in-camera sessions, etc.

An individual's meeting space for should be private to maintain the conversation only by meet participants.

At no time will meeting participants record any portion of the meeting, including chat messages. The only exception to this is by the Corporate Secretary or other approve officer for the purpose of minute taking. All recordings must be destroyed once official minutes are approved. Chat messages should be kept open to all.

Procedures

1. The Chair of the meeting shall be the President or their designate.
2. Any technology employed will enable every participant to hear or be heard by all other participants at the meeting.
3. Attendance will be taken and duly recorded to recognize all in attendance. Participants must notify the Chair of their entry or exit of the meeting for quorum purposes.
4. To avoid undue disruption and support seamless dialogue and debate, all participants will keep their microphones on mute unless speaking.
5. Participants will identify themselves to the Chair for permission to speak, and recording purposes for the minute taker. They shall also note the end of their speaking.
6. Wherever possible, a resolution (Motion) coming forward should be prepared ahead of the meeting including the person moving and seconding the motion, and forwarded to the Chair of the meeting. Prior to the vote the Chair shall read each motion and indicate who is moving and seconding the motion.
7. Voting at electronic meetings shall be carried out as follows, to ensure accurate records.
 - a. When motion is called, opposition to the motion is called first.
 - b. If no opposition is noted the motion carries.
 - c. If there is opposition, a roll-call vote is held, and the chair will announce the number of votes cast in favor or against the motion. The Chair shall cast their vote last.
 - d. When the technology does not allow for those votes requiring secret ballot, a confidential method should be in place between meeting participants and the scrutineer(s) to facilitate secret votes. The results shall be reported in the meeting minutes and made available to meeting participants upon request. (e.g. For a secret ballot vote the person to person chat message in the Zoom meeting could be used as a confidential means of balloting).
8. The Chair and or designate shall closed and close the meeting portal immediately after the meeting is declared adjourned.