



Sample Provisions for Electronic Meeting

The following items are recommended for authorizing and conducting electronic meetings. Samples of bylaw provisions and meeting procedures are given below. These are just examples. Each district should adapt them to suit their own needs.

What are the rules for electronic meetings?

- Bylaws provisions.
 - Authorize electronic meetings and votes.
 - Contain alternative method only in certain situations or all the time.
 - Identify who can call for an electronic meeting.
 - Identify if this pertains to all levels of the organization or only certain types of meetings.
 - Identify which meetings are subject to adopted rules.
- Standing Rules/Procedures.
 - Identify who will send out login information.
 - Determine how and when to log in.
 - Determine how to identify yourself.
 - Document the technical requirements and malfunctions.
 - Document what determines a quorum.
 - Determine who assigns the floor.
 - Document how motions are made.
 - Document how voting will be handled.

Sample Bylaw Provisions for Electronic Meetings/Votes

The following sample bylaw section is designed for district bylaws. It could be adapted for zone or group bylaws. The district board of directors, working with the district structure/bylaws committee, would need to decide which of the options is best suited for that district.

Article XX — Meetings

Section XX, Electronic Meetings/Votes

- a. The [board of directors, executive committee, all committees, subcommittees, district convention body] shall be authorized to meet through electronic means so long as all the members can simultaneously hear each other and participate during the meeting.
- b. The district president [board of directors] or committee chairman will determine if the district or committee meeting, respectively, will be held in person or electronically.

- c. Electronic meetings shall be held in conformance with Standing Rules [rules set forth in the Procedures Manual].
- d. Votes may be taken electronically outside of meetings but shall be ratified at the next in-person or electronic meeting.

LWML Structure Committee
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