

STANDING RULES FOR UAGM 2020

Electronic Meeting

Members rights must be respected. Meeting rules are necessary to protect the rights of Members which are retained during electronic meetings. These rights include:

- a) to attend
- b) to make motions (including right to interrupt speaker)
- c) to speak in debate
- d) to vote

1. Login information. Each member shall be sent by e-mail the time of the meeting, the URL and codes necessary to connect to the Internet meeting service, and, as an alternative and backup to the audio connection included within the Internet service, the phone number and access code(s) the member needs to participate aurally by telephone.

2. Login time. Service availability will begin at least 15 minutes before the start of the meeting.

3. Signing in and out. Members shall identify themselves with first and last name to sign in to the Internet meeting service. No one shall be permitted in the meeting without a name assigned. A Credentials Committee shall verify their identity. People who are connecting via telephone shall identify themselves to the host who shall enter their name under the telephone connection. Members shall maintain Internet and audio access throughout the meeting whenever present, but shall sign out upon any departure before adjournment.

4. Quorum. Quorum shall be established by count of connected members listed in the "Participants List" at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members, unless any member demands a quorum count by "show of hands". Such a demand may be made following any vote for which the announced totals add to less than a quorum.

5. Technical requirements and malfunctions. Each member is responsible for his or her audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.

6. Forced disconnections. The Speaker may cause or direct the disconnection or muting of a Member's connection if it is causing undue interference with the meeting. The chair's decision to do so, which is subject to an undebatable appeal that can be made by any Member, shall be announced during the meeting and recorded in the minutes. This provision does not prevent the chair from keeping all participants muted during presentations or debate. Members shall ensure that they are self-muted, except when recognized by the Speaker.

7. Assignment of the floor. To seek recognition by the chair, a member shall click on the electronic "Raise Hand" button. The Speaker shall recognize Members in the order in which the signal is noted, to the best of their ability. There is no guarantee of priority based upon order of indicating a desire to speak. Each person shall be permitted 2 minutes to speak with an additional 2 minutes if asking a supplemental question. Members participating via telephone may obtain the Speaker's attention by pressing "**9" on their keypad.

- 8. Interrupting a member.** A member who, under the rules, may interrupt a speaker shall use the Chat feature for indicating such as well as physically raising their hand to get the Speaker's attention. They shall thereafter wait a reasonable time for the chair's instructions before attempting to interrupt the speaker by voice. This, and the submission of an amendment, are the only purposes for which the "Chat" function shall be used.
- 9. Motions submitted in writing.** No new resolutions may be introduced at the meeting. A Member intending to offer an amendment, or to propose instructions to a committee, shall, before or after being recognized, post the motion in writing in the "Chat" area of the meeting. The Members of the Steering Committee shall post the motion as a shared document when introduced by the Member, after they have been recognized by the Speaker. Note that routine or procedural motions need not be provided in writing but may be stated verbally after the Member has been recognized.
- 10. Display of motions.** The Steering Committee shall display the immediately pending question under consideration in the "Shared Documents" area. Steering Committee or any assistants appointed for this purpose, shall cause such questions, or any other documents that are currently before the meeting for action or information, to be displayed therein until disposed of. To accommodate Members accessing the meeting by telephone only, they may see the proposed motions on the Unit web page. Any amendments shall be repeated verbally to ensure they are clear.
- 11. Voting.** Votes shall be taken by the voting feature of the Internet meeting service. The chair's announcement of the voting result shall include the number of members voting on each side of the question. Members participating by telephone only will cast their vote by texting to the number provided for this purpose. These votes shall be counted only if they affect the outcome of the vote. Business may also be conducted by unanimous consent, and this will be the method used for routine or procedural votes.
- 12. Video display.** The chair, or their assistants shall cause a video of the chair to be displayed throughout the meeting and shall also cause display of the video of the member currently recognized to speak or report.