

# IAM LOCAL 16 VIRTUAL MEETING POLICY

*As per the IAM constitution our Hybrid virtual/in-person GM meeting shall follow Roberts Rules of Order and Official Circular 895.*

1. Only members in good standing can participate from anywhere as long as no management is present or has access to the meeting.
2. All participants must have their cameras on at all times, **no filters or blurred background.**
  - a. If your camera is off you will be removed from the meeting and you will not be counted as attending.
  - b. Members may be asked to move their computers throughout the room to verify that no non-members may listen in.
  - c. Under no circumstances may an individual member participate only through audio.
  - d. On-screen identification information must reflect your first and last name
  - e. Absolutely no recording of the meeting is allowed. Members violating this may face article L charges.
3. Steps should be taken to ensure that non-members are not able to hear the contents of the meeting. For example, satellite locations should not be set up in a public venue, like in a restaurant or open meeting area where passers-by can overhear.
4. All participants will be muted during the meeting until they are recognized by the chair and it is their time to speak.
5. All Members must be registered by 9 am on the previous day of the meeting.
6. Members that do not receive a registration confirmation and link to the meeting must notify the Executive Board by 11am of the day of the meeting.
7. All online participants must be logged in by 1515 of the meeting date.

8. Virtual participation shall be counted towards meeting quorum and attendance requirement.
9. Raise your hand or use chat feature to be recognized to participate in the normal manner of the meeting, such as being able to make motions, seek recognition, and obtain the floor.
10. All Online participants must speak in front of the camera.
11. All in-person participants who would like to speak must stand in a designated speaking area close to the camera so online participants can see and hear the speaker.
12. All Members shall speak not more than 3 minutes, and shall speak more than twice on a subject unless granted permission by the membership.
13. All Members questions/comments will be contained to the topic/report at hand
14. Can vote; Individuals participating virtually can use the platform's built-in hand-raising or polling features, while those attending in person or at a satellite location may vote as normal.
15. Secret ballot: For satellite location you may vote on paper after that Local Officer at each site will count the votes, then transmit the total to the recording secretary to tally all location's results.
  - a. For individual online participants voting will have to be done separately through zoom's polling built-in features or other means of technology that allows for anonymity of individual votes.
16. Electronic voting can only occur for non-constitutional positions.
17. If video is interrupted at a satellite location the meeting will pause to fix the problem. In cases where video cannot be fixed the Local Officer or Business Rep will use their phone through audio only so the meeting can resume. This is not an option for individual participants.