



UCWDC® ELECTRONIC MEETINGS PROCEDURE

Version 1.0

Date	Created by	Checked by	Approved by	Effective date
August 22, 2019	Keith Armbruster	P&P Committee	General Council	Feb. 21, 2020

REVISIONS					
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1. INTRODUCTION

The United Country Western Dance Council® is an international organization which promotes country western dance by producing festivals and competitions across the world. We host the annual Country Dance World Championships® for couples and line dancers and we advocate country dancing as a social activity for people of all ages and abilities.

1.1 Purpose

Most of Roberts Rules regarding face-to-face meetings can be carried over to Electronic Meetings or Web Conferencing. Electronic technology should normally be used to enhance, but not replace, face-to-face meetings.

The purpose of this policy is to clarify and regulate the role and use of technology in meetings of the UCWDC General Council and any Standing Committees that the Council charges.

1.2 Definition

Web Conferencing - provides live audio/video communication between two or more locations to conduct meetings, training, or presentations via the Internet. In a web conference, it is common for each participant to sit at their own computer and connect to the web conference via the Internet and a phone or VOIP (Voice Over Internet Protocol - which uses the Internet for real time audio communication and eliminates the need for a telephone).

1.3 Resource

The UCWDC maintains a subscription to **GoToMeeting Pro** as its choice of online meeting technology. If at any time the UCWDC choses a different provider, this policy will still stand as a guide to clarify and regulate the role and use of technology in meetings.

2. GENERAL COUNCIL MEETINGS

Electronic attendance of Members at Sanctioned Members Meeting (General Meeting) is an expectation under the current UCWDC Bylaws in order to fulfill Board or General Council responsibilities. The UCWDC expects all Event Directors to make attendance at the General Council meetings a priority and it recognizes that electronic meeting attendance may be required.

The UCWDC believes that attendance of all Member Directors at the General Council meeting is important for the UCWDC's governance.

2.1 Notification

1. Written notice of all Electronic Meetings shall follow the procedures outlined in the UCWDC Bylaws.
2. In the event of cancelation of a General Meeting due to unforeseen circumstances or natural disaster, the Board of Directors may elect to host the General Meeting via electronic means, in which notification will be provided to the Members with appropriate technology link.



2.2 Electronic Attendance

1. A Member Event which participates in a General Meeting through electronic means shall be deemed to be present at the meeting with all appropriate Proxy requirements being met.
2. An Event Director may elect to participate in a General Meeting of the UCWDC and the UCWDC Secretary shall provide the appropriate technology link ensuring that two-way communication is available to all participants in the meeting at the time of meeting notification.
3. The Event Director wishing to participate electronically must provide the UCWDC Secretary with a minimum of one (1) calendar days' notice prior to the meeting at which they wish to participate electronically and a telephone number from which contact can be made during the meeting if connection is lost.
4. If an Event Director is in attendance, voice capabilities are mandatory in order to effectively communicate within the meeting body, whereas video is recommended.
5. Roll call attendance for all General Meetings shall be taken verbally and duly recorded to ensure Member Events and Event Directors are recognized as in attendance.
6. Member Events participating in a General Meeting electronically shall notify the Chair of their departure (either temporary or permanent), before absenting themselves, in order to ensure a quorum is maintained.
7. All persons elected to a position as an Officer of the Council shall be required to attend all General Meetings identified under Article 26.1 of the current UCWDC Bylaws:

2.3 Quorum

1. Quorum shall be tallied and maintained as outlined in the UCWDC Bylaws, Article 6.1.

2.4 Proxies

1. Proxies shall be identified and maintained as outlined in the UCWDC Bylaws, Article 8.1. and 8.2

2.5 Procedure

1. **In the case of Members joining an in-person meeting;**
 - a. Administrator rights and privileges, within the approved Web Conferencing software will be assigned by the Chair (President) prior to the General Meeting to an Event Director in attendance to assist with the conduct of the meeting.
 - i. The appointed Event Director will be responsible for:
 1. all communication issues during the meeting.
 2. ensure the agenda is present and available on-screen share for all Member Directors in electronic attendance.
 3. ensure any documentation being discussed including but not limited to; Sanctioning documents or presentations and Officer or Committee reports is present and available on-screen share. Documents shall be provided electronically by the Secretary.



4. Assist in monitoring the Event Directors on-line while discussions are transpiring to ensure that all Event Directors are allowed to speak on a topic or comment on a motion on the table.
- b. The Chair (President) of the meeting shall ensure that all Member Events in sites connected to the designate site of meeting by electronic means are periodically called upon by name to ensure that a quorum is maintained.
 - c. **“Point of Identification”**: before speaking participants shall identify themselves verbally before commenting in order to assist the recording secretary.
Example: “Keith Armbruster [or Keith] here - ...”
 - d. In the event of an “Open Vote”, the Chair (President) of the meeting shall call upon each Member Event present by name to cast their vote accordingly. If by “Secret Vote” the procedures identified in the UCWDC Electoral Practices and Voting Policy shall be followed.

2. In the case of a fully electronic meetings;

- a. For all Electronic Meetings, Roberts Rules of order shall be followed.
- b. The above guidelines set the tone and pace of the meeting. The actual Rules dictate how certain situations should be handled. These are a few that can easily be put into place in an electronic meeting:
 - i. **“Point of privilege”**: When someone says, “point of privilege,” they do so when someone else is talking. Interrupting the speaker seems to contradict the rules, but in this case, it’s important for keeping order in the meeting. Someone can use “point of privilege” to note some noise or other distraction that is causing problems in the meeting. The Chair then decides what action to take.
 - ii. **“Point of information”**: This is another case where the speaker can be interrupted. When using the “point of information” rule, the individual does so to ask for more information or ask the speaker a question. It comes into play to help avoid confusion and aid decision-making.
 - iii. **“Point of Identification”**: before speaking participants shall identify themselves verbally before commenting in order to assist the recording secretary.
Example: “Keith Armbruster [or Keith] here - ...”
- c. Administrator rights and privileges within the approved Web Conferencing software will be assigned by the Chair (President) prior to the General Meeting to a Event Director in attendance to assist with the conduct of the meeting as identified under Article 2.5.1.a, of this Policy.

2.6 Meeting Minutes

1. Meeting Minutes shall be recorded and distributed as outlined in the UCWDC Bylaws, Article 5.5



3. STANDING COMMITTEE MEETINGS

Face-to-face Standing Committee Meetings are the preferred form of meeting. A committee should meet face-to-face once in the fall and once in the spring and may meet more often. Meetings only in writing, such as postal mail, e-mail and fax, do not normally constitute a deliberative assembly, and should be avoided.

Electronic technology can and should be used to make committee meetings more efficient. A committee may use such electronic technology to exchange information and communicate outside of a General Council meeting, provided reasonable efforts are made to ensure that all authorized members have access and unauthorized people do not. Taking a vote, rendering a final decision, or taking other actions via email is acceptable if the prior discussion on the issue has already been completed. Any such actions shall be ratified at the next regular meeting.

1. Ongoing meeting sessions have been assigned within the approved Web Conferencing software to the following Standing Committees:
 - a. UCWDC Executive Committee (President)
 - b. UCWDC Judge Certification Committee (VP Judge Certification)
 - c. UCWDC Rules Committee (VP Rules)

2. An Ongoing Meeting Session is a meeting session assigned within GoToMeetings Pro without a specified start and end date. Committee Chairs are encouraged to facilitate Web Conferencing Meetings as often as desired to effectively conduct the business of the UCWDC and/or assigned to their respected Committee between sittings of the General Council.

3. The Chair of a Standing Committee identified under Article 3.1 of this Policy shall have Organizational/Presenter rights assigned to them through the Web Conferencing software (GoToMeeting Pro) to call and convene meetings as required.

4. Convening a Web Conference (e-meeting) Committee Meeting includes:
 - a. The Committee Chair sends out an official start of meeting notice to all active committee members including the UCWDC President. The President's attendance is optional, unless formal attendance is requested by the Committee Chair.
 - b. That notice shall include:
 - i. A call to order
 - ii. Information about how to participate in the meeting, how members announce readiness to meet, and contingencies for technical difficulties
 - iii. Any rules or procedures not already provided in the UCWDC Bylaws
 - iv. An agenda
 - v. A time period for the meeting (begin and end date and time)
 - c. The Secretary of the Committee (as appointed by the Committee Chair) shall prepare minutes of a meeting.
 - d. Meeting minutes shall be communicated to Committee Members (present and absent) at the completion of the electronic web-conferencing meeting as follows;
 - i. summarized in point-form email format
 - e. Meeting minutes shall be completed within one (1) week of the conclusion of the Committee Meeting.



5. Taking a vote, rendering a final decision, or taking other actions via email is acceptable if the prior discussion on the issue has already been completed via Web Conference. Any such actions shall be ratified at the next regular meeting.
6. Voting at any Committee Meetings of the UCWDC when in attendance via electronic means shall be carried out in accordance with the UCWDC Electoral Practices and Voting Policy.

END OF PROCEDURE