

Some Suggested Rules for Conference Telephone Meetings

1. A quorum shall be established through a roll call.
2. Members shall always state their names when beginning to speak.
3. At the chair's discretion discussion shall take place on a rotating basis.
4. Votes are taken by roll call or by general consent.

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The Complete Idiot's Guide to Robert's Rules by Nancy Sylvester, PRP, CPP-T

Some of the rules that you might consider including in a set of rules written for conference calls include ...

1. A conference meeting must be arranged at least 48 hours in advance of the call and all members notified of the meeting.
2. Each member should seek recognition from the chair before beginning to speak.
3. Each member should identify himself or herself prior to speaking.
4. Motions will be voted on by voice vote. If the chair has a problem determining the vote, he or she may call for a roll call vote. The roll call vote is for determination of the outcome of the vote and shall not be recorded in the minutes.
5. The minutes of the meeting shall be approved at the next in-person meeting.

Point of Information—Because it might be very difficult to determine a majority of two-thirds vote by voice during a conference call, groups might need to rely on the roll call vote more frequently in those situations. However, it is only appropriate to record each member's vote in the minutes when each member represents a constituency, and even then it's not always appropriate.

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The Standard Code of Parliamentary Procedure by Alice Sturgis, 4th edition

Telephone And Electronic Meetings

A regular meeting, a special meeting, or a continued meeting may be held by telephone or electronic means, provided that the procedural rules associated with such meetings are adhered to and that such meetings are authorized in the bylaws and in state law. Minor variations in meeting

procedures are required because voice recognition cannot always be ascertained by telephone. These variations are:

- A quorum is established through a roll call
- Members always state their names before speaking
- At the chair's discretion discussion takes place on a rotating basis
- Votes are taken by roll call or by general consent

Meetings held by videoconferencing are similar to meetings held by telephone, and the same rules apply.

Internet technology, including text chat lines, voice chat lines, video chat lines, and electronic mail, may also be used. Voice and video chat lines are similar to meetings held by telephone and video, and the same procedural rules apply.

As is the case with postal mail or exchanges of facsimiles, in which members are unable to communicate simultaneously with all other members, e-mail discussions cannot be easily substituted for traditional meetings, and are not meetings in the true sense. Nevertheless, e-mail is useful for rapid exchange of information and ideas, and some organizations develop special procedures to permit some decisions to be made by e-mail.

In any meeting in which the participants do not all meet in a physical location, but communicate through various technologies, the right of absentees must be carefully protected. These include quorum requirements and the right to reasonable notice. Organizations may need to develop procedures by which members will confirm their identities in cases where visual or voice identification of each participant is not possible. The rigidity of such procedures will depend on the technology available and the level of identification that meets the needs of the organization.