

Regulations Governing Electronic Participation in Meetings

The following rules shall govern electronic participation in meetings of the USFA and USFA Executive Committee:

a. Registration for electronic participation

The Chair of the Executive Committee shall ensure that notice of the meeting to all regular members of the Association is provided by e-mail with a link to register for the meeting and a copy of these rules.

b. Meeting information for electronic participants

Registration will remain open until the end of the meeting. Upon successful registration members shall be provided a link 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.

c. Quorum

The presence of a quorum shall be established at the beginning of the meeting from the number of participating members on the online list added to (when applicable in the case of hybrid meetings) the number of participants who have signed into the meeting in person. Thereafter, the continued presence of a quorum shall be determined by the number of participating members on the online list added to the number present in person, unless any member demands a quorum count by audible roll call.

d. 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.

e. Forced disconnections

The Chair 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. No member shall be disconnected from a meeting before having a chance to appeal.

f. Assignment of the floor

To seek recognition by the Chair, a member attending in person shall raise a hand; a member attending remotely shall use the "raise hand" button. After assigning the floor to a member, the Chair shall alternate between the queues of in-person and remote participants.

g. Interrupting a member

A member who intends to make a motion or a request that under the rules may interrupt a speaker shall address the Chair by calling out "Mr. / Madam Chair" and shall wait to be recognised by the Chair before speaking further.

h. Motions submitted in writing

A member intending to make a main motion, to offer an amendment, or to propose instructions to a committee, shall, before or after being recognized submit the written motion to the designated staff member (when participating in person); or shall post the motion in writing to the online Chat area designated solely for the purpose of communicating with staff and technical support (when participating remotely).

i. Display of motions

Staff and technical support shall share a screen to display to all members the immediately pending question and other relevant pending questions or any other documents that are currently before the meeting for action or information, to be displayed therein until disposed of.

j. Voting

Votes are normally taken by show of hands (when participating in person) or by using the "raise hand" button (when participating remotely).