

Robert's Rule 9:31 (12th Edition) (for 8/19 business):

Among some organizations, there is an increasing preference, especially in the case of a relatively small board or other assembly, to transact business at *electronic meetings*—that is, at meetings at which, rather than all participating members being physically present in one room or area as in traditional (or “face-to-face”) meetings, some or all of them communicate with the others through electronic means such as the Internet or by telephone. A group that holds such alternative meetings does not lose its character as a deliberative assembly (see 1:1) so long as the meetings provide, at a minimum, conditions of opportunity for simultaneous aural communication among all participating members equivalent to those of meetings held in one room or area. Under such conditions, an electronic meeting that is properly authorized in the by is treated as though it were a meeting in which all the members who are participating are actually present.

Robert's Rule 9:32 (12th Edition) (for Legal Committee):

If electronic meetings are to be authorized, it is advisable to adopt additional rules pertaining to their conduct (see *Additional Rules for the Conduct of Electronic Meetings* 9:36).

Robert's Rule 9:36 (12th Edition) (for Legal Committee):

If an organization authorizes its assembly, boards, or committees to hold electronic meetings, such a provision should indicate whether members who are not present in person have the *right* to participate by electronic means, or whether the body may choose to allow or disallow such participation; and, conversely whether there is required to be a central location for members who wish to attend meetings in person. The notice of an electronic meeting must include an adequate description of how to participate in it (for example, the telephone number to call for a teleconference must be provided). Various additional rules (in the bylaws, special rules of order, standing rules, or instructions to a committee, as appropriate) may also be necessary or advisable regarding the conduct of electronic meetings, such as rules relating to:

- The type of equipment or computer software required for the participation in meetings, whether the organization must provide such equipment or software, and contingencies for technical difficulties or malfunctions;
- Methods for determining the presence of a quorum;

- The conditions under which a member may raise a point of order doubting the presence of a quorum, and the conditions under which the continued presence of a quorum is presumed if no such point of order is raised;
- Methods for seeking recognition and obtaining the floor;
- Means by which motions may be submitted in writing during a meeting; and
- Methods for taking and verifying votes.

In addition, depending on the character of the organization, it may be advisable to adopt provisions for ensuring that non-members cannot participate in meetings (unless properly invited to do so), especially during any meeting or portion of a meeting held in executive session. (For examples of rules for electronic meetings designed to meet various needs, see the appendix *Sample Rules for Electronic Meetings*.)