

The logo for QEXCA, with the letters in a bold, white, sans-serif font.

Your Community Association

Queen Elizabeth • Exhibition • Haultain



## Policy – Electronic Meetings

### Purpose

To ensure all residents of the Community are informed of the need and advantages of holding electronic meetings, from time to time, to provide access, information and participation and to conduct the business of the QEXCA (the Association) in a timely manner.

To provide guidance for the Association when holding and participating in these meetings.

### Policy

This policy provides for the holding of electronic meetings of the Members, Board of Directors and all iterations of Committees of the Association.

Where in person meeting are unavailable or impractical, electronic meeting format(s) may be used to hold meetings of the Association to conduct business of all types, subject to due notice requirements for any such meeting being met.

Wherever possible, all participants should have access to the necessary equipment for participation. A right of membership is to participate. Therefore, the technology used should be accessible to all members to be included in the meeting.

All rules pertaining to in-person participation at a meeting, such as meeting attendance, quorum, minutes, pre-meeting packages, confidentiality and in-camera sessions, will be maintained.

Individual meeting spaces should be private to maintain the conversation only by meeting participants and attendees.

At no time will meeting participants record any portion of the meeting, including chat messages. The only exception to this is by the Secretary or other approved Board Member for the purpose of taking Minutes. In the event meetings are being recorded, this must be noted at the beginning of the meeting. All recordings must be destroyed once official minutes are approved. Chat messages must be kept open to all.

### Procedures

The Chairperson of the meeting shall be the President or designate.

Any technology employed will enable every participant to hear, and be heard by, all other participants at the meeting.

Attendance will be taken and duly recorded to recognize all in attendance. Participants must notify the Chairperson of their entry or exit of the meeting for quorum purposes.

To avoid undue disruption and support seamless dialogue and debate, all participants will keep their microphones on mute unless speaking.

Participants will identify themselves to the Chairperson for permission to speak and recording purposes for the minute taker. They shall also note the end of their speaking.



Wherever possible, a resolution (Motion) coming forward should be prepared ahead of the meeting, including the person moving and seconding the motion, and forwarded to the Chairperson of the meeting. Prior to the vote, the Chairperson shall read each motion and indicate who is moving and seconding the motion.

Voting at electronic meetings shall be carried out as follows, to ensure accurate records.

- a) When motion is called, opposition to the motion is called first.
- b) If no opposition is noted the motion carries.
- c) If there is opposition, a roll-call vote is held and the Chairperson will announce the number of votes cast in favor or against the motion. The Chairperson shall cast the last vote.
- d) When the technology does not allow for those votes requiring secret ballot, a confidential email or other approved process should be in place, between meeting participants and the scrutineer, to facilitate secret votes. The results shall be reported in the meeting minutes and made available to meeting participants upon request.

The Chairperson shall close the meeting portal immediately after the meeting is declared closed.

*This Policy was approved by the Board of Directors and ratified by the Association on the **first** day of **December 2020**.*

\_\_\_\_\_  
*Office*

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Signature*

