



# American Legion Auxiliary Department of Oklahoma

## *Resolution*

If Bylaws Res 15 –  
Establishing Alternative  
Meeting and Voting  
Procedures – is Adopted

Date: May 28, 2021

Resolution Number: **38** SR New Article – Alternative Meeting Rules

Submitted by: The 2021 Governing Documents Committee for the Department of Oklahoma  
American Legion Auxiliary

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*Whereas* American Legion Auxiliary Department of Oklahoma's Standing Rules last adopted at its Annual Convention held in Shawnee, Oklahoma July 13-15, 2018; does not address the types of meetings the Department is authorized to utilize outside of in-person meetings; and

*Whereas* since March, 2020 the world has been dealing with a global pandemic, which has forced businesses and organizations to seek alternative methods to continue operations; and

*Whereas* the effects this global event has had on businesses and organizations prompted Roberts Rules of Order to revise its guidance to include how to establish methods of holding meetings and conducting business, as well as the rules governing such alternative meetings; then

*Be It Therefore Resolved* that according to Roberts Rules of Order Newly Revised, 9:32 followed by the sample rules for conducting virtual meetings beginning on page 639, that the American Legion Auxiliary Department of Oklahoma Standing Rules add a new Article XV wherein the rules for alternative meetings and voting are detailed to read, upon adoption as follows:

### **XV – MEETINGS**

**Section 1:** As provided in Bylaws Article XI, the American Legion Auxiliary Department of Oklahoma has authorized the use of alternative methods and technology to hold meetings and conduct business. Roberts Rules of Order Newly Revised, 9:32, advises that whenever electronic meetings are authorized, it is advisable to adopt additional rules pertaining to the conduct of such meetings.

Traditionally, business decisions are made by the Annual Convention Body; however, between Conventions, the Department Executive Committee is

authorized to make decisions. There are also situations that require a committee to meet. As experienced in 2020, there could be unsurmountable situations beyond the control of anyone that prevents in-person meetings making the ability to conduct business through virtual technology necessary; or it could be a matter of operational efficiency that would necessitate the use of virtual meetings.

**Section 2: ESTABLISH THE TYPE OF VIRTUAL MEETING:**

- A. Determine who needs to be present at the meeting.
- B. Determine how quickly the meeting needs to be held.
- C. Determine which type of meeting and/or technology best meets the needs of the meeting and its participants.
- D. Set the date, time, and how the meeting will be conducted.

**Section 3: SET UP THE MEETING AND NOTIFY PARTICIPANTS:**

- A. The Department Secretary/Office Director, or in the case of a Committee, the Committee Chair, shall send an e-mail to every person invited to the meeting.
- B. The notification should be sent at least thirty (30) days prior to the meeting, unless it is a dire emergency. In the event of a dire emergency, the e-mail should give as much notice as possible and followed up with a phone call to make sure everyone received notice.
- C. The notice should contain the following information:
  - i. The date and time of the meeting.
  - ii. The physical location of the meeting if a physical location is being utilized.
  - iii. The URL and codes necessary to connect to the internet meeting service.
  - iv. As an alternative and backup to the audio connection included with the internet service, the phone number and access codes the member needs to participate aurally by telephone.
  - v. A copy of, or a link to, these rules shall be included.
- D. Log-In Time: The Secretary/Office Director, or Committee Chair, shall schedule the internet meeting service availability to begin at least fifteen (15) minutes before the start of each meeting.
- E. Signing In or Out: Members shall identify themselves as required to sign into the internet meeting service, and shall maintain internet and audio access throughout the meeting whenever present, but shall sign out upon any departure from the meeting before adjournment.

- F. Quorum Calls: The presence of a quorum shall be established by audible roll call at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members. As established in these Constitution and Bylaws, a quorum shall be the number of members present at a meeting since they represent the membership at that time.
- G. Technical Requirements and Malfunctions: Each member is responsible for their own equipment, 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.
- H. 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.
- I. Assignment of the Floor: To seek recognition by the Chair, a member shall follow the internet meeting service's procedures to ask for the floor. Upon assigning the floor to a member, the Chair shall clear the online queue of members who had been seeking recognition. To claim preference in recognition, another member who had been seeking recognition may promptly seek recognition again, and the Chair shall recognize the member for the limited purpose of determining whether that member is entitled to preference in recognition.
- J. Interrupting a Member: A member who intends to make a motion or request that under the rules may interrupt a speaker shall use the feature provided by the internet meeting service for so indicating, and shall thereafter wait a reasonable time for the Chair's instructions before attempting to interrupt the speaker by voice.
- K. 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, post the motion in writing to the online area designated by the Secretary / Office Director, or designated Recording Secretary or their assistants, for the meeting, preceded by the member's name, office or Unit Number, and city/town of the Unit. There shall also be a number displayed corresponding to the number of written motions the member has so far posted during the meeting. (e.g. SMITH 3; FRANCES JONES 2). Use of the online area designated by the Secretary / Office Director, or designated Recording Secretary or their assistants, for this purpose shall be restricted to posting the text of intended motions.

- L. Display of Motions: The Secretary / Office Director, or designated Recording Secretary or their assistants, shall designate an online area exclusively for the display of immediately pending question and other relevant pending questions (such as the main motion, or the pertinent part of the main motion, when an amendment to it is immediately pending); and, to the extent feasible, the Secretary / Office Director, or designated Recording Secretary, or any assistants appointed by them for this purpose, shall cause such questions, or any other documents that are currently before the meeting for action or information, to be displayed therein until disposed of.
- M. Voting: Votes shall be taken by the anonymous voting feature of the internet meeting service, unless a different method is ordered by the Department Executive Committee, or the Committee holding the meeting, or that is required by the rules. When required, or ordered, other permissible methods of voting are by electronic roll call or by audible roll call. The Chair's announcement of the voting result shall include the number of members voting on each side of the question, and the number, if any, who explicitly respond to acknowledge their presence without casting a vote. Business may also be conducted by unanimous consent.
- N. Video Display: The Chair, the Secretary / Office Director, or designated Recording Secretary, or their assistants shall cause a video of the Chair to be displayed throughout the meeting, and shall also cause display of the video of the member currently recognized to speak or report.

#### **Section 4: Rules for Telephone or Speakerphone Meetings With or Without Internet Support**

- A. The Department Secretary/Office Director, or in the case of a Committee, the Committee Chair, shall send an e-mail to every person invited to the meeting.
- B. The notification should be sent at least thirty (30) days prior to the meeting, unless it is a dire emergency. In the event of a dire emergency, the e-mail should be followed up with a phone call to make sure everyone received notice.
- C. The notice should contain the following information:
  - j. The date and time of the meeting.
  - ii. The physical location of the meeting, if a physical location is needed.
  - iii. The URL and codes necessary to connect to the internet meeting service.
  - iv. As an alternative and backup to the audio connection included with the internet service, the phone number and access codes the member needs to participate aurally by telephone.
- D. A copy of, or a link to, these rules shall be included.

- E. Call-In Time: The Secretary / Office Director, or the Committee Chair, shall schedule a telephone conference call, using a free service that provides each user a unique access code, to begin fifteen (15) minutes before the start of each meeting. The Secretary / Office Director shall also establish accounts with a free online survey tool that supports anonymous surveys, and with a free file-hosting service.
- F. Technical Requirements: For the purposes of electronic ballot voting and file sharing, members shall maintain internet access during the meeting.
- G. Arrival Announcements: Members shall announce themselves at the first opportunity after joining the telephone conference call, but may not interrupt a speaker to do so.
- H. Departure Announcements: Members who leave the telephone conference call before adjournment shall announce their departure, but may not interrupt a speaker to do so.
- I. Quorum Calls: The presence of a quorum shall be established by a roll call at the beginning of the meeting and on the demand of any member. Such a demand may be made following the departure of a member. As stated in these Constitution and Bylaws, a quorum shall be the number of members present at the meeting since they represent the membership at that time.
- J. Obtaining the Floor: To seek recognition by the Chair, a member shall address the Chair and state their name, Unit number and town in which the Unit is located.
- K. Motions Submitted in Writing: Members may submit motions to the Chair in writing by uploading them to the file-hosting service and notifying the Chair of the URL or download link needed to access the file.
- L. Voting: All votes shall be taken by roll call, unless required under the rules or ordered by the Committee to be taken by ballot. When a vote is taken by roll call, only the number of votes on each side and the number of members present but not voting shall be entered in the minutes, unless the Committee requests a fully recorded roll-call vote. Ballot votes shall be taken electronically, as follows:
  - i. The Secretary / Office Director, or the designated Recording Secretary and their assistants shall post the question using the online survey tool.
  - ii. Additional information shall be provided upon a member's request.
  - iii. The Chair shall notify the members that the polls are open, providing any additional information that members need to cast their votes online.

- iv. The polls shall be closed not less than two (2) minutes after they have been opened by the Chair. Business may also be conducted by unanimous consent.
- M. Technical Malfunctions: Each member is responsible for their own connection to the telephone conference call and to the internet; 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.
- N. Forced Disconnections: The Chair may order the Secretary / Office Director, or the designated Recording Secretary or their assistants to disconnect or mute a member's connection if it is causing undue interference with the telephone conference call. 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.

#### Section 5: Some Members Participate By Phone In An Otherwise Face-To-Face Meeting

- A. The Department Secretary/Office Director, or in the case of a Committee, the Committee Chair, shall send an e-mail to every person invited to the meeting.
- B. The notification should be sent at least thirty (30) days prior to the meeting, unless it is a dire emergency. In the event of a dire emergency, the e-mail should be followed up with a phone call to make sure everyone received notice.
- C. The notice should contain the following information:
  - i. The date and time of the meeting.
  - ii. The physical location of the meeting, if a physical location is needed.
  - iii. The URL and codes necessary to connect to the internet meeting service.
  - v. As an alternative and backup to the audio connection included with the internet service, the phone number and access codes the member needs to participate aurally by telephone.
  - vi. A copy of, or a link to, these rules shall be included.
- D. Call-In Time: The Secretary / Office Director, or the Committee Chair, shall schedule a telephone conference call, using equipment provided by a free service to begin fifteen (15) minutes before the start of the meeting.
- E. Meeting Room Equipment: The American Legion Auxiliary Department of Oklahoma shall provide a speakerphone at each meeting, which the Secretary / Office Director, or Recording Secretary or their assistants shall connect to the telephone conference call at least five (5) minutes before the start of the meeting.

- F. Location of the Chair: The Chair of the meeting must be present in the meeting room.
- G. Arrival Announcements: Members who participate in the meeting by phone shall announce themselves at the first opportunity after joining the telephone conference call, but may not interrupt the speaker to do so.
- H. Departure Announcements: Members who leave the telephone conference call or the meeting room before adjournment shall announce their departure, but may not interrupt a speaker to do so.
- I. Quorum Calls: The presence of a quorum shall be established by roll call at the beginning of the meeting and on the demand of any member. Such a demand may be made following the departure of any member. As so stated in these Constitution and Bylaws a quorum shall consist of the number of members present since they represent the entire membership at that time.
- J. Obtaining the Floor: To seek recognition by the Chair, a member shall address the Chair and state their name, Unit number and town in which their Unit is located.
- K. Motions Submitted In Writing: Members who participate in the meeting by phone may not submit motions in writing during the meeting, but are entitled to make motions orally. Members may, however, submit motions in writing by e-mail to the Secretary / Office Director, or the Committee Chair, and received not less than twenty-four (24) hours prior to the convening of the meeting. The Secretary / Office Director, or the Committee Chair, shall then send any such pre-submitted motions by e-mail to all members in advance of the meeting and shall provide copies to the members present in person at the meeting.
- L. Voting Methods: All votes shall be taken by roll call. Unless the Body orders a fully recorded roll-call vote, only the number of votes on each side and the number of members present but not voting (including members participating by phone) shall be entered into the minutes. Business may also be conducted by unanimous consent.
- M. Loss of Meeting Room Connection: Any business transacted while the meeting room speakerphone is disconnected from the telephone conference call is null and void, except that the members present in the meeting room at such a time may take those actions that are in order in the absence of a quorum.
- N. Other Technical Malfunctions and Requirements: Each member is responsible for their own connection to the telephone conference call; 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.

0. **Forced Disconnections:** The Chair may order the Secretary / Office Director, or the Recording Secretary or their assistants to disconnect or mute a member's connection if it is causing undue interference with the telephone conference call. 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.

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Signed by Chairman:\_\_\_\_\_ Approved ☐ Rejected ☐ Revised ☐

Member:\_\_\_\_\_ Approved ☐ Rejected ☐ Revised ☐

Member:\_\_\_\_\_ Approved ☐ Rejected ☐ Revised ☐

Contact Information:\_\_\_\_\_

Convention Action:	Approved <input type="checkbox"/>	Rejected <input type="checkbox"/>
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Date:_____
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