

Electronic Meeting Administrative Policy

The purpose of this administrative policy is to state the adopted procedures for conducting electronic meetings with Sunrise Bay POA members.

1. **Pre-Meeting:** In addition to in-person membership meetings, Sunrise Bay POA membership meetings may be conducted electronically to include annual and special meetings.
 - a. Members are notified at least ten (10) but not more than forty (40) days before the electronic meeting date. Notice of Meetings follow Article II, Section 3, of Sunrise Bay *ByLaws*.
 - b. Zoom is the communication platform for electronic/virtual meetings.
 - c. The Zoom meeting link is sent to all members via email NLT 24 hours prior to the meeting date.
 - d. For one (1) week prior to the meeting date, members may schedule a time to test their Zoom connection by reaching out to sunrisebaylka@gmail.com.
 - e. Members are encouraged to test their microphone and speaker functions directly prior to joining the live meeting.
 - If a member's microphone fails during the meeting, using the chat function is an alternative.
 - If a member's speakers fail during the meeting, dialing into the meeting using another device (e.g., cell phone) is an alternative
2. **Electronic Meeting:**
 - a. The Zoom meeting session opens at least 15 minutes prior to the start time. The host designates a co-host for the meeting.
 - b. At the start of the meeting the host will show members the functions (e.g. chat, polling) that will be used during the meeting.
 - c. To capture participation and establish a quorum, members enter their lot number and name(s) in attendance using the chat or audio functions. The Board Secretariat is responsible for capturing attendance.
 - d. If slides are used, the host will share their screen.
 - e. Members participate by:
 - Having cameras ON whenever possible
 - Using the Raise Hand function and unmuting audio when called upon
 1. From a computer, in the meeting control bar, tap Reactions, then Raise Hand
 2. From a phone, dial *9 to raise or lower hand
 - Utilizing the chat function
 - f. The co-host is responsible for monitoring and answering the Chat during the meeting.
 - g. Member motions are made by audio or chat functions.
 - h. When required, the Zoom Poll function is used to capture member votes anonymously ("secret ballot").
 - i. All or part of the meeting may be recorded.
3. **Post Meeting:**
 - a. If all or portions of the meeting were recorded, the recording will be posted to the Sunrise Bay website along with the meeting minutes.

This administrative policy resolution was duly adopted by the Board of Directors on May 23, 2025, by:

- ☐ Majority vote at a Board meeting, or
- ☒ Unanimous written consent through an action without a meeting.

A copy of the above-referenced policy was posted to our website on May 24, 2025 and all property owners notified.