



## **NCPTA State of Emergency Virtual Meeting Policy**

***In the event of an emergency; such as natural disaster, war, or epidemic, the board of directors by two-thirds (2/3) vote of the board members then in office, shall have the authority to modify the meeting requirements, as needed.***

1. The president, or upon the request of three (3) board members may call for a virtual conference call meeting.
2. All participants must have access to the necessary equipment.
3. All participants must be able to simultaneously communicate with each other during the meeting.
4. The president or secretary will provide notification and instructions for video and teleconference calls.
5. The president or secretary will schedule a virtual conference meeting and provide to all participants a virtual conference meeting notice that includes the time of the meeting and access information needed to participate.
6. The number of days notice shall be the same as required in the bylaws for a regular membership (5 days notice) and/or special meeting (3 days notice). Notice shall be provided to all participants via email, social media, website, newsletter, etc. as you normally communicate with the membership.
7. The presence of quorum shall be established by roll call at the beginning of a virtual meeting. Members are deemed present when they respond to the attendance roll call cross referencing the membership roster. If arriving after the roll call, a member shall announce him/herself at the first opportunity. If early departure is necessary, the member shall announce his/her departure before disconnecting.
8. Members shall state their name when seeking recognition or before speaking during the meeting, making a motion or seconding a motion.

9. The president shall call the meeting to order at the designated time and the secretary shall call the roll of attendees. The president shall state if there is a quorum met.
10. Members shall mute their microphone when not speaking to eliminate background noise and disturbance during the meeting. The chair may mute a member's connection if it is causing undue interference during the meeting.
11. The president shall announce each agenda item in order. Each member shall be called upon in a predetermined order on the agenda to speak.
12. Members shall not submit motions in writing during the electronic meeting but are entitled to make motions orally. Members may; however, submit motions in writing to the secretary at least 24 hours prior to the meeting. The secretary shall send any such pre-submitted motions by email to all members in advance of the meeting. Each member is responsible for his or her connection to the conference or virtual call, no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented him or her from participating in the meeting.
13. When a vote shall be taken the president will use the Roll-Call Vote process.  
*Roll-call vote (yeas or nays as it is also called) shall be taken by the secretary actually calling the roll of members in attendance using the unit's membership roster on file. This has the effect of placing on the record how each member votes in the minutes therefore it has the exact opposite effect of a ballot vote.*
14. Secretary shall record all communication, motions, and votes as if it was a face-to-face meeting.

*Adopted by the Board of Director 4/20/20*