

## **USE OF TECHNOLOGY FOR SOCIETY MEETINGS AND COMMUNICATIONS**

### **1. Meetings Using Communication Technology**

For the effective functioning of the Society, meetings other than the Annual General Meeting, may be held in alternative formats such as video conferencing or a blend of video, phone, and in-person attendance.

A meeting held using technological means will observe the same protocols as regular in-person meetings.

### **2. Electronic Voting Procedures**

When matters arise that must be dealt with promptly, the Executive Committee [Chair, Vice-chair, Treasurer and Secretary] has the authority under PRALS Bylaws to act on behalf of the Society.

However, for the wellbeing of the Society and to promote transparency, participation and inclusivity in decisions affecting the functioning of the organization, the Chair [or designate] may request a general vote by email. In the interests of that transparency, participation and inclusivity, responses to a vote request will be made using <Reply All> to share all information and facilitate discussion as would happen at a meeting.

Email permits the discussion and decision making to happen between regular meetings, without all Members participating at the same time. (i.e. when it is not possible to convene a full meeting)

#### **Email Voting Procedure**

1. Raising an issue for electronic decision making may occur to provide immediate action between meetings:
  - a. Staff requesting direction or authorization shall notify the Chair of the situation
  - b. The Executive Committee identify a need for decision to the Chair
  - c. A Standing Committee requests decision/authorization by forwarding to the Chair
  - d. A Member wishing to raise an urgent issue will bring it to either the Executive Committee/Chair or to the appropriate Standing Committee
2. As at a full meeting, quorum will consist of 5 members participating in the process.
3. The Chair will disseminate a description of the issue and request a motion and seconder.
4. One member makes the motion, another seconds the motion
5. Members share discussion
  - a. It is possible that during discussion the motion could be amended as in a regular meeting.
6. The Chair calls for a vote. Unless a secret ballot has been requested, voting is also done using <Reply All> for email votes.
7. A record of the decision will be included with the minutes of the next meeting.