

SAMPLE ZOOM RULES FOR MEMBERSHIP MEETINGS

These rules are based on rules adopted by the Washington State Association of Parliamentarians. They are only a sample and do not constitute legal or business advice. Consult a qualified authority for your particular situation. Permission is granted to modify these rules as your organization prefers.

Contact our office if you would like a copy in Microsoft Word.

When a membership meeting is held via Zoom, the following rules apply:

1. GENERAL

- A. Members and guests will sign into the meeting using a name clearly identifying the person, if possible. If the person is unable to do so, they may be directed to provide their name in the meeting chat. Those failing to do so may be barred or ejected from the meeting.
- B. Each member is responsible for his or her connection to the Internet and electronic meeting; no action will 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, provided that at least a quorum of members was connected and adequately able to participate.
- C. The chair may direct the muting or temporary disconnection of a participant's connection if it is causing undue interference with the electronic meeting. The chair's decision to do so is subject to an undebatable appeal that can be made by any member, must be seconded, and is decided by majority vote. The results of the vote on an appeal will be announced during the meeting and recorded in the minutes.
- D. Participants will mute their microphone when not speaking.
- E. The chair or the assembly will determine whether participants are required to keep their video camera on or off, subject to their technical capability.

2. RECOGNITION AND DEBATE

- A. To seek recognition, a member will cause his or her hand icon to be raised. In a small membership meeting (up to 20), members may also seek recognition by [CHOOSE method you prefer] raising a physical hand, raising a card, or by voice.



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- B. A member who intends to make a motion that under the rules may interrupt a speaker, such as a Point of Order or Appeal, will cause the member's "No" icon (red-filled circle with an "X") to be raised. Use of this icon in this case does not indicate opposition. The administration team has the responsibility of being vigilant in alerting the chair to this action. If a member does not receive a prompt response, he or she may speak up by voice.
 - C. Debate will be limited to two minutes for each speech and fifteen minutes for each main motion [OR set other limits if you prefer]. Timekeepers will signal expiration of the time. These limits may be extended by a two-thirds vote of the members, taken without debate.

3. CHATBOX

- A. The use of meeting chat will be restricted during the meeting to purposes authorized by these rules, the chair, or the assembly.
- B. The chat box will be configured to allow chat to everyone. Direct personal chat may be used only to or from those running the meeting for administrative purposes as directed by the chair or the assembly. No direct personal chat among members is allowed.
- C. A member intending to make a main motion, amendment, offer a nomination, or any other motion as directed by the chair will, before or after being recognized, post such motion in writing to the chat designated for everyone.

4. VOTING

- A. Votes will ordinarily be taken by one of the following methods [CHOOSE best methods for your group]:
 - 1) using the Zoom "raise hands" feature by a show of hands, which is counted, or
 - 2) using the "Yes" and "No" icons, which is counted, or
 - 3) in a large meeting, using the Zoom polling feature, or
 - 4) unanimous consent.
- B. In a small membership meeting, votes may also be taken [CHOOSE method you prefer] by show of hands, by raising voting cards, by voice, or by roll call.
- C. A ballot vote will be taken as directed by the presiding officer.

5. DISRUPTION

Members are obligated to follow these rules, to observe proper decorum, and to refrain from disrupting the meeting. The chair may direct the muting of a member's connection or ejection from the meeting of any member who persists in disrupting the meeting by making dilatory or frivolous motions, speaking when not recognized, making inappropriate remarks, or otherwise failing to follow these rules. The chair's decision to do so is subject to an undebatable appeal that can be made by any member, must be seconded, and is decided by majority vote. The results of the vote on an appeal will be announced during the meeting and recorded in the minutes.

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