



# Eldorado Community Improvement Association, Inc.

## Electronic Meeting Policy

Version: 08.08.2018

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## 1 Glossary

Acronym/Term	Description
ECIA	Eldorado Community Improvement Association, Inc.

## 2 References

Document	Document Location
Fifth Amended and Restated By-laws	<a href="http://Eldoradosf.org">Eldoradosf.org Website</a>

## 3 Electronic Meeting Types

Article II, section 8 of the Fifth Amended Bylaws of the ECIA allow for meetings where members may participate via an electronic medium. This policy sets guidelines for electronic meetings that allows remote participation to Board and Committee members or invited guests.

Electronic meetings that are open for public participation via an electronic medium are not covered under this policy. Public participation via an electronic medium is not yet supported and the ECIA will create a separate policy for this type of meeting at a later date.

## 4 Committee and Board Member Participation

The presiding officer of any meeting must physically be in attendance. If the normal presiding member is participating via a remote medium, the next ranking member or the officer's designee who is physically present will perform as the presiding officer.

Members are responsible for making sure they have access to all documentation required for the meeting.

Members of the Board or a committee will count towards a quorum when attending a meeting via an electronic channel. Once a quorum is established, the quorum is not lost if the remote member(s) lose the ability to participate in the meeting.

A majority of board or committee members that must be physically present at the designated meeting site. (Please see Article II, Section 8 in the ECIA fifth amended By-laws)

Members of the board or a committee may vote on issues electronically after their identity has been confirmed by the presiding officer. Voting must be done verbally, and the secretary of the board or committee must confirm the vote from the electronic participant. A quorum must have been established for the vote to occur.

Board and committee meetings are not required to be made available for members to participate via an electronic channel. The availability is up to the presiding officer of the meeting.

## 5 Equipment

The ECIA will not provide equipment to Board or committee members who request to participate in a meeting electronically.

All electronic participants are required to use their own devices when dialing into a meeting via an electronic communication channel.

It is the responsibility of the Board or Committee member(s) that wants to participate in a meeting via an electronic medium to ensure that the technology is in place and they have identified a board or committee member that will be responsible to manage the communication channel during the meeting. This is NOT the responsibility of the Board President, Committee Chair, or ECIA staff.

## 6 Technology

The minimum technology requirements to be present in the room of the meeting are:

- A phone, tablet, or computer with audio and, optionally video, capabilities
- Speakers (for larger meetings)
- (optional if using a computer) a microphone

## 7 Revision History

Revision ID	Description
V8-08-2018	<ul style="list-style-type: none"><li>• Initial version</li></ul>
	<ul style="list-style-type: none"><li>•</li></ul>

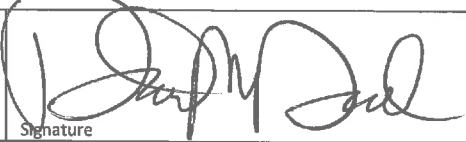
## 8 Approvals

Date of submission to ECIA Board of Directors: 9/27/18

Date of approval by ECIA Board of Directors: 9/27/18

Effective Date: January 10, 2019

### Signatures

DAVID McDONALD President Board of Directors	 Signature	1/10/19 Date
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