

## Electronic Meeting Policy

Version 5.0 (reviewed and reconfirmed without further amendments 15 May 2016)

To minimise the cost of meetings and to provide timely responses to matters that require attention, meetings may be held using audio or video conferencing, email or web based forums

### Meetings via Video or Audio-conferencing

Any video or audio-conference meetings will be conducted in accordance with the Board meeting provisions outlined in the Constitution. For the purpose of transacting business, including Special Business as defined by the Constitution, such meetings will be deemed to be equivalent to a meeting in person, provided that there is a quorum of voting members actively participating in that meeting,

All voting Board members must be given a reasonable opportunity for access to the electronic meeting.

Anyone listening or watching shall acknowledge their presence to the meeting.

Meetings may not be electronically recorded unless approved in advance by a majority vote of Board.

All conversations are confidential and the property of the meeting. However, the minutes may record a summary of the major points of discussion.

Any right of the President or Chairperson to invite others into a meeting applies to such meetings only if approved in advance by a majority vote of Board.

### Meetings via Email or Web-based Forums

An electronic meeting may take place by email or web-based forum at any time to facilitate NZIFSA business between video/audio conference or face-to-face meetings.

No Special Business, as defined in the Constitution, shall be dealt with via email or web-based forum unless 14 days' notice of such business has been given to each member of the Board.

All forum and email discussion and other internal Board conversations are confidential and the property of the meeting. However, a summary of the major points of discussion may be recorded in the minutes of the next Video/audio conference or face-to-face meeting of the Board.

### Voting via Web-based Forum or Email

Between Board meetings, to facilitate urgent matters, votes may be taken by any electronic means including, but not limited to web forum and email.

For urgent issues voting may take place via web-based forum or by email at any time when the President puts forward a motion on the NZIFSA Board Motions Forum or emails the Board mailing list or otherwise directs to the email addresses of all the voting members of Board.

Board members may propose a motion on the NZIFSA Board Motions Forum or email the Board or the President and ask for a motion to be put. Where email is used the word MOTION (in all capitals) shall appear in the subject line.

All motions must be seconded. If the mover was not the President, then only the President may second the motion unless the President has declared a conflict of interest. The President may choose not to put forward (or second) a motion in the case that the issue is not urgent and can be

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dealt with at a later time. If the President chooses not to put forward (or second) a motion, then a reason shall be given. If a motion is not seconded within 72 hours, then the electronic meeting is adjourned without any business taking place.

There must be some time set aside for (further) discussion, and possible amendment, after a motion is seconded before voting can begin.

Voting is open for no longer than 5 clear days, but may close earlier if the President calls the result at an earlier time when enough votes have been cast that further votes could not change the result.

Once cast, votes may not be changed.

The President shall call the result. The names or initials of those who voted in favour and those who opposed the motion must be included in the email calling the result.

The date of the electronic meeting shall be the date that the result was called.