

Beit Am Policy on Meeting Participation and Use of Electronic Communications

Absent specification to the contrary in the bylaws, this policy governs participation in Beit Am meetings or notification of meetings as noted in the bylaws. This policy is designed to promote productive interaction among Beit Am members, while allowing for effective alternative means of communication for the purposes specified. This policy is summarized in the following table. Note that those participants participating in a meeting by electronic means as specified in this table and this policy shall count towards a quorum for that meeting.

“Electronic means” includes phone, teleconferencing or email. Phone and teleconference include, but are not limited to landlines, cellphones, VOIP, satellite phones and modes which also include visual communication such as Skype, FaceTime, Zoom, and comparable teleconferencing technology. The determination about the sufficiency of the connection shall be made by the chair of the meeting. The minutes of the meeting shall note the remote participation of members.

“Email” means any mode of electronic communication that provides for written transmission. The specific means shall be determined by the President of Beit Am or the chair for committee meetings.

“Opting in to accepting such notification” means that members will be contacted by mail unless they have chosen, for example in their annual membership application, to accept email as a substitute form of communication for meeting notification. When emails are authorized in the bylaws, the date of email transmission shall be counted from the date the email is sent using the email address provided by the member when they opt in to accepting such communication.

In the case of Regular Meetings of the Board, remote participation is permitted in the following manner:

- Board members may regularly participate in meetings by phone or teleconference, by arrangement with the President, to accommodate circumstances where they are unable to attend meeting in-person. These circumstances may include, but are not limited to: residing outside of reasonable driving distance to Corvallis, access to transportation during meeting times, or disabilities or medical conditions which preclude driving or in-person attendance
- Members participating by phone or teleconference conferences must have a sufficient audio contact to participate in the meeting and vote.

In the case of the Executive Committee and Special Board Meetings, electronic participation is permitted by all members in accordance with the urgency of the situation as determined by the President or the Presiding Officer.

| | Convening meetings via electronic means | Conducting Meetings via electronic means? | Making motions and voting at meetings via electronic means |
|--|---|---|---|
| Executive Committee Meeting | Yes. Via email or phone. | Yes. Via teleconference. | Yes. Via teleconference. |
| Regular Board Meetings | Yes. Via email or phone. | Yes. Via teleconference not via email except as described in the email voting policy. | Yes. Via teleconference. |
| Special Board Meetings | Yes. Via email or phone. | Yes. Via teleconference. | Yes. Via teleconference. |
| Annual Membership Meetings | Yes. Via email or phone for those opting in to accepting such notification. Otherwise mail. | No | No |
| Special Membership Meetings Called by the Board | Yes. Via email or phone for those opting in to accepting such notification. Otherwise mail. | No | No |
| Special Membership Meetings Called by the Membership | Yes. Via email or phone for those opting in to accepting such notification. Otherwise mail. | No | No |
| Committees | Yes. Via email or phone. | Yes. Via teleconference. | Yes. Via teleconference. |
| Community notification of proposed policy change. | Yes. Via email or phone for those opting in to accepting such notification. Otherwise mail. | Not applicable. | Not applicable. |

Revised April 15, 2021

Revisions proposed February 28, 2021