# IEB Policy governing local union electronic meetings

(1) A Local board, committee or other assembly that is established by the Local's bylaws may conduct its meetings by electronic means only if the Local's bylaws expressly permit it. [*NB – During the pandemic, the IEB's pandemic waiver policies satisfy this requirement.*]

(2) An ad-hoc subordinate Local body may conduct its meetings by electronic means only if so authorized by the Local's executive board.

(3) A meeting held by electronic means must utilize a technology that permits simultaneous aural communication amongst the participants, e.g., telephone, videoconferencing, Skype, etc. (email, for example, does not meet this test).

(4) The members of the body must unanimously agree to the conducting of a meeting by electronic means. Absent such agreement, the meeting may not be held electronically.

(5) With unanimous agreement as provided for, above, (a) all members of the body must have reasonable access to and comfort with the technology utilized, and (b) any member of the body who agrees to let the meeting take place without that member's full participation agrees to abide by any decisions and actions that take place in that meeting.

(6) Each body desiring to conduct a meeting electronically must first adopt special rules for the conduct of the meeting, e.g., how participants are recognized and obtain the floor, how motions will be entertained (including subsidiary and incidental motions), how discussion will be moderated (the rules must permit each participant the opportunity to speak at least twice on each agendum item), and how voting will be conducted. Secret ballot or absentee voting is not possible or permitted in an electronic meeting.