

Electronic Meeting Policy

Version 1.1 (9 February 2008)

Email

An electronic meeting for urgent issues may take place by email at any time when the President puts forward a motion on the NZISA Council mailing list or otherwise directed to the email addresses of all the voting members of Council. Council members may email Council or the President and ask for a motion to be put. If the President puts forward the motion, then it shall be moved by the author and seconded by the President. 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 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.

All email discussion and other internal Council email is 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 electronic meetings only if approved in advance by a majority vote of Council.

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.

Web-based Forums

Meetings may be held using web-based forums. Such meetings will use the same rules as for email, with the following exceptions:

- 1) if a specific forum for motions is available, then the motion shall be moved within this forum;
- 2) if there is a specific forum for motions, MOTION does not need to appear in the subject line; and
- 3) voting may take place through the use of special web-based facilities, approved by Council, to record votes.

Tele-conferencing and Video-conferencing

Meetings may be held using telephone, audio or audio/video links between Council members. In such cases, all voting Council members must be given a reasonable opportunity for access to the electronic meeting.

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

New Zealand Ice Skating Association Electronic Meeting Policy

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

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 Council.