



**LWVMA POLICY FOR HOLDING MEETINGS USING  
TELEPHONE, EMAIL OR OTHER ELECTRONIC METHODS**

Approved by LWVMA Board, October 24, 2011

The bylaws of the League of Women Voters of Massachusetts allow the board to hold regular and special meetings using methods other than meeting in person. This policy provides guidance for planning and holding board meetings using electronic methods. It should be used in conjunction with the provisions of Article V: Board of Directors, sections 6, 7 and 10 of the bylaws.

The purpose of this policy is to provide guidelines for holding regular and special board meetings using telephone, email and other electronic methods, referred to as e-meetings in this policy.

1. The provisions for calling regular and special board meetings in Article V, sections 6 and 7 of the LWVMA bylaws will be followed for both in-person and e-meetings.
2. All board members must be aware that meetings may be held both in person and using electronic methods.
3. The president will decide the method by which a meeting will be held for both regular and special board meetings. All members of the board must have access to the method by which the meeting will be held.
4. When notifying board members about an e-meeting, the president or designee shall include instructions on how to participate in the e-meeting. If the e-meeting will not be contemporaneous (see #7 below), this notification shall include when the e-meeting discussion will start and end and the voting procedures that will be used.
5. Local League presidents shall be included in the notification of a regular board meeting that will use electronic methods, and the president or designee shall include instructions about how to audit the meeting.
6. In the case of e-meetings using a method that facilitates contemporaneous discussion among board members, such as a conference call, board procedures for agendas, background materials, quorums, parliamentary procedures, minutes, voting and other meeting practices shall be the same as they are for in-person board meetings. Discussion may not begin until a quorum has been established.
7. In the case of e-meetings using a method that does not facilitate contemporaneous discussion among board members, such as email, board procedures for agendas, background materials, quorums, parliamentary procedures, minutes, and other meeting practices shall be the same as they are for in-person board meetings with the following additional provisions:
  - a. On the designated start date, the president will contact all board members to open the e-meeting. This contact will also state a date and time when the discussion will end. Discussion may not begin until a quorum has been established.
  - b. The president shall put all motions to a vote and after the end of discussion set a deadline for when members must cast their votes. The deadline for voting must be at least 24 hours after the end of discussion. Only those members who took part in the e-meeting shall be allowed to vote.
  - c. Individual board members shall transmit their votes to all those participating in the e-meeting, for example, by using "reply all." Once a vote is cast, it cannot be changed.



- d. The president shall promptly announce the result of all votes to the whole board.
8. The secretary or designee shall record minutes of all e-meetings. If the e-meeting is not a regular board meeting, the minutes shall be included as an addendum to the next regular board meeting minutes for review and approval by the board. If the e-meeting is a regular board meeting, then the usual procedure for minutes shall be followed.
9. The board will review and vote on this policy annually.

Note: The above policy is intended to provide guidance. To the extent any provisions of the policy conflict with applicable law or the bylaws of the LWVMA and League of Women Voters of the United States, such provisions shall be deemed void.