IEEE SA STANDARDS ASSOCIATION

ELECTRONIC MEETING GUIDE

This guide has been developed to provide IEEE SA groups conducting electronic meetings with best-practice suggestions for their consideration.

1 MEETING PREPARATIONS

- Confirm who will be the presiding officer in attendance prior to the meeting.

- Confirm or assign a meeting Secretary to take the meeting minutes. (Note: the meeting can be recorded by an officer for developing minutes only; see *IEEE SA Standards Board Operations Manual*, subclause 5.3.3.2.)

- Assign a Meeting Administrator (depending on the platform this may be referred to as host, moderator, facilitator, etc.)
  - » Confirm that the Meeting Administrator has all of the file(s) to be displayed readily available including the IEEE SA Copyright Policy slides and the IEEE SA Patent Policy slides.
  - » Confirm that the Meeting Administrator can display the content and has the necessary application(s) downloaded.
  - » Confirm that the Meeting Administrator has the functionality to mute all participants.

- Assign a Chat Monitor
  - » Capture attendance, voting, or questions.
  - » Receive attendee requests to be placed in the chat queue, maintain the queue so that the presiding officer will be able to read it from the chat.
  - » Update the group of straw poll results.
  - » Receive attendee messages about technical difficulties, late arrivals, or early meeting departures.

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2 GENERAL TELECONFERENCE AND MEETING PARTICIPATION

- Include a reminder in the meeting notice for participants to include their affiliation(s) in parenthesis after their name when signing in to the web conferencing system.

- Include a reminder in the meeting notice for participants to join the call at least 5 minutes prior to the meeting start time, if possible.

- Inform participants if the meeting is being recorded for the sole purpose of minute taking per the *IEEE SA Standards Board Operations Manual*, subclause 5.3.3.2.

- If participants are not using computer audio, they should follow the instructions provided to call in via a landline or mobile device.

- Remind participants to mute themselves if not speaking.
  - » Participants may be muted by the Meeting Administrator automatically or at any point during the meeting.
  - » Participants may unmute themselves, send a chat message or use the "raise hand" function if possible to be unmuted and/or recognized.
  - » A queue can be created by the Meeting Administrator and displayed on screen if multiple participants wish to speak.

- Remind participants to be mindful of their environment to avoid background noise.

- Draft motions on shared screen so all participants can read the motion exactly as presented.

- Draft motions can be approved by:
  - » unanimous consent without objection
  - » roll call vote
  - » polling function, if available or via chat window

- Review the roster prior to the meeting to confirm the number of voting members.

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3 INTRODUCTIONS/ ROLL CALL

- **Introductions and Affiliation Declarations**
  - » **Option 1** - WG Chair or Secretary asks participants listed on the web conferencing tool to state their name and declare an affiliation verbally or typed into the chat.
    - • Afterwards, a general call should be made for those who have not stated their name and affiliation.
  - » **Option 2** - Secretary can read out the roster names and affiliations and ask those present to say 'here' (and note in the chat if there are any changes to their affiliations).
  - » **Option 3** - Secretary can ask everyone to enter their names and affiliations in the chat.

- **How to handle latecomers**
  - » Periodically remind participants who joined after the roll call to state their name and affiliation (do not interrupt the speaker – wait for a break or post name and affiliation in the chat feature).
  - » If a participant does not identify themselves and/ or disclose their affiliation they will be removed from the meeting. The Chat Monitor should alert the presiding officer if this occurs via chat.

4 QUORUM

- **Quorum shall be established at the beginning of each electronic meeting.**
  - » Attendance is taken to determine the number of working group voting members present to determine if quorum has been met.
  - » Depending on the size of the group, there are several ways that this can be achieved:
    - • displaying the roster
    - • spreadsheets
    - • the chat feature
    - • online survey tools

- **Please contact your IEEE SA Program Manager (PM) for additional information.**

5 POST-MEETING ACTIONS

- **If the meeting was recorded, delete the recording in accordance with the *IEEE SA Standards Board Operations Manual*, subclause 5.3.3.2.**

- **Chat monitor may choose to copy the chat window contents (which must later be deleted in accordance with the *IEEE SA Standards Board Operations Manual*, subclause 5.3.3.2) to capture information.**

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ADDITIONAL RESOURCES

- **IEEE SA Copyright Policy slides**
- **IEEE SA Patent Policy slides**
- **IEEE SA Standards Board Operations Manual, subclause 5.3.3.2 at each instance**