

### Section 3 – Conduct of Electronic Meetings of Council

Original	Revised
<p>1. <b>Purpose</b> It may be necessary for the Council to conduct urgent business either to make a particular decision required before the next scheduled Council meeting, or to discuss a particular matter. This document sets out rules of practice for electronic meetings requiring a decision. It should be read in conjunction with the Council Regulations for the Conduct of and Procedure at Council Meetings.</p>	<p>1. <b>Purpose</b> It may be necessary for the Council <i>to convene an electronic meeting in order</i> to conduct urgent business either to make a particular decision required before the next scheduled Council meeting, or to discuss a particular matter. This document sets out rules of practice for electronic meetings requiring a decision. It should be read in conjunction with the Council Regulations for the Conduct of and Procedure at Council Meetings.</p>
<p>2. <b>Scope</b> 2.1 <del>An electronic meeting of the Council, for the purposes of this document, is an ordinary meeting of the Council.</del> 2.2 <del>This document applies to the electronic business of the Council where a decision is required before the next scheduled meeting of the Council. The matter for decision should be straightforward and should not involve complex alternatives or issues.</del> 2.3 This document does not apply to electronic discussions that take place as an alternative to informal discussions held by telephone or outside of regular meetings.</p>	<p>2. <b>Scope</b> 2.1 <i>Decisions of an electronic meeting of the Council have the same status as decisions of physical meetings.</i> 2.2 This document does not apply to electronic discussions that take place as an alternative to informal discussions held by telephone or outside of regular meetings.</p>
<p>3. <b>Applicability</b> <del>It may be impossible for Council to conduct electronic meetings according to the specific provisions of this document, for example, owing to technical problems. In such cases, the chair has the authority to define an alternative manner of conducting the meeting and to specify the manner in which he/she will conduct that particular meeting.</del></p>	<p>3. <b>Attendance</b> 3.1 Each Council member <i>shall</i> receive notification of the electronic meeting.</p>
<p>4. <b>Attendance</b> 4.1 <del>Each Council member, as well as those people normally on the circulation list for papers for regular meetings, will receive notification of the electronic meeting.</del> 4.2 <del>Those members who have previously informed the meeting secretary that they do not have access to electronic information will receive the same notification/information/papers by fax or</del></p>	<p>4. <b>Attendance</b> 4.1 Each Council member <i>shall</i> receive notification of the electronic meeting.</p>

<p>by first class post.</p> <p>4.3 The meeting secretary will make a record of attendance of all members <del>and attendees</del>. The meeting secretary will record as present at the meeting all those voting members who respond to/participate in the meeting. The meeting secretary will record an apology for those voting members who do not respond, in the same way as recorded for those members who do not attend a physical meeting.</p> <p>4.4 The quorum is the same for ordinary meetings of Council.</p> <p>5. <b>Conduct of meetings</b></p> <p>5.1 <del>The electronic meeting will normally include only one purpose for the meeting. It will normally include only one matter for decision. However, there may be more than one matter for decision. In these cases, the guidelines in paragraphs 5.4.3, 5.4.4, and 5.5.3 shall apply to each purpose and each matter for decision.</del></p> <p>5.2 <del>Electronic meetings will normally take place on the Council secure area of the Institute's website. If, however, this is impossible, the meeting will take place by e-mail.</del></p> <p>5.3 The meeting will commence when the chair, or the meeting secretary on behalf of the chair, sends an e-mail to all Council members notifying them of the meeting. <del>This applies both to meetings on the secure web area and to meetings by e-mail. The notifying e-mail will normally include a message from the chair.</del> It will always include:  (a) The purpose of the meeting.  (b) The reason for the necessity to hold an electronic meeting.  (c) The duration of the meeting - meetings will take place over a period of at least 7 working days.  (d) Brief guidance setting out the matter for decision and the location of the paper/s that contain the proposal.</p>	<p>3.2 The meeting secretary shall make a record of attendance of all members The meeting secretary shall record as present at the meeting all those voting members who respond to/participate in the meeting. The meeting secretary shall record an apology for those voting members who do not respond, in the same way as recorded for those members who do not attend a physical meeting.</p> <p>3.3 The quorum is the same as for physical meetings of Council.</p> <p>4. <b>Conduct of meetings</b></p> <p>4.1 The electronic meeting <i>shall</i> normally consider one <i>item of business</i>.</p> <p>4.2 The meeting <i>shall</i> commence when the Chair, or the meeting secretary on behalf of the Chair, sends an e-mail to all Council members notifying them of the meeting.</p> <p>It shall always include:  (a) The purpose of the meeting.  (b) The reason for the necessity to hold an electronic meeting  (c) The procedure to be used.  (d) The duration of the meeting – <i>electronic</i> meetings will take place over a period of at least 7 working days.  (e) <i>Brief guidance setting out the matter for decision and the location of the paper/s that contain the proposal. The Chair may extend the meeting at their discretion.</i></p>
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- ~~5.4 Meetings on the secure web area~~
- ~~5.4.1 The meeting secretary will place the relevant papers for the meeting in the "Electronic Meetings Document" folder of the secure web area.~~
- ~~5.4.2 The chair, or the meeting secretary on behalf of the chair, will post a message on the electronic meetings folder of the secure area announcing the commencement of the meeting.~~
- ~~5.4.3 The meeting secretary will provide the following "threads" to which members may respond:~~
- ~~(a) Vote Yes those in favour of the proposal/motion~~
  - ~~(b) Vote No those against the proposal/motion~~
  - ~~(c) Vote to Abstain~~
  - ~~(d) Vote to Refer the matter to the next scheduled Council meeting or a special meeting of Council~~
  - ~~(e) Queries/Grounds for objection or support/Discussion.~~
- ~~5.4.4 Members must post a vote of:~~
- ~~(a) Yes; or~~
  - ~~(b) No; or~~
  - ~~(c) Abstention; or, only in cases where it has become apparent that it would indeed be feasible to hold the matter over for a regular Council meeting, or to hold a special meeting~~
  - ~~(d) Refer to the next scheduled Council meeting or a special meeting.~~
- ~~5.4.5 Members may post a query, or grounds for objection, or grounds for support, in the relevant thread.~~
- ~~5.4.6 The author/s of the paper/s, and/or other stakeholders, should address all queries, preferably within 24 hours of the posting, to ensure that the meeting progresses within the timescale provided.~~
- ~~5.4.7 If, in the opinion of the chair or the secretary of the meeting, a member has posted an observation that has the potential of changing the minds of those members who have already placed votes, the secretary will bring this observation to their attention.~~
- ~~5.4.8 Members may, during the course of the meeting, change their votes.~~
- ~~5.4.9 Members experiencing difficulty accessing the website should notify the meeting secretary. Members unable to access the website will receive the paper/s by e-mail or fax or first class post and may~~

(See Procedural Guidelines at end of this section, also revised para 5)

~~respond with votes or queries to the meeting secretary by e-mail or fax or post or telephone.~~

~~5.4.10 The chair may extend the meeting at his or her discretion.~~

~~5.4.11 On conclusion of the meeting, the chair, or the meeting secretary on behalf of the chair, will post a message on the secure area confirming the conclusion of the meeting and confirming the decision reached. The chair, or the meeting secretary on behalf of the chair, will also e-mail all Council members and attendees, confirming the conclusion of the meeting and confirming the decision reached.~~

~~5.5 Meetings by e-mail~~

~~5.5.1 The chair, or the meeting secretary on behalf of the chair, will attach the relevant paper/s to the e-mail announcing the commencement of the meeting.~~

~~5.5.2 Members should be mindful of the need to minimise "e-mail overload" and should therefore limit the practice of "replying to all" (or using the list server address). However, members may deem it beneficial to all members to "reply to all" (or to use the list server address) to voice major objections.~~

~~5.5.3 Members must reply to the meeting secretary, indicating clearly:~~

~~(a) a Yes vote; or~~

~~(b) a No vote; or~~

~~(c) an Abstention; or, only in cases where it has become apparent that it would indeed be feasible to hold the matter over for a regular Council meeting, or to hold a Special Meeting~~

~~(d) a vote to Refer the matter to the next scheduled Council meeting or a special meeting.~~

~~5.5.4 The chair, or the meeting secretary on behalf of the chair, or the author of the paper/s, will e-mail all members clarifications to queries.~~

~~5.5.5 Members may, during the course of the meeting, change their votes.~~

~~5.5.6 The chair may extend the meeting at his or her discretion.~~

~~5.5.7 On conclusion of the meeting, the chair, or the meeting secretary on behalf of the chair, will e-mail all Council members and attendees, confirming the conclusion of the meeting and confirming the~~

<p>decision reached.</p> <p>6. <b>Voting Base</b>  Motions will be carried if more than 50% of those casting a vote or declaring an abstention vote in favour</p> <p>7. <b>Confidentiality</b>  If the content of any e-mail is confidential, members should mark e-mails "Confidential" in the subject line and in the content/body of the e-mail.</p> <p>8. <b>Records</b></p> <p>8.1 The meeting secretary will make a record of the electronic meeting in the form of minutes and the Council will have the opportunity to correct and approve such minutes at the next scheduled meeting.</p> <p>8.2 <del>The e-mails and/or the web postings, together with the minutes, will form part of the records of the Council.</del></p>	<p>5. <b>Voting</b>  Motions will be carried if more than 50% of those casting a vote or declaring an abstention vote in favour.  <i>Members must reply to the meeting secretary, indicating clearly:</i></p> <p>(a) a Yes vote; or  (b) a No vote; or  (c) an Abstention; or,  (d) a vote to Refer the matter to the next scheduled Council meeting or a special meeting.</p> <p>A motion shall be defeated if more than 50% of those casting a vote or declaring an abstention vote "No". A motion shall be referred if 50% of those attending the meeting vote "Refer". In other cases the Chair shall use their discretion as to whether to include it on the next scheduled meeting of Council.</p> <p>On conclusion of the meeting, the Chair, or the meeting secretary on behalf of the Chair, shall e-mail all Council members and attendees, confirming the conclusion of the meeting and confirming the decision reached. The minutes shall include a record of how members have voted.</p> <p>6. <b>Confidentiality</b>  <i>Regulation 11.5 applied to electronic meetings:</i> if the content of any e-mail is confidential, members shall mark e-mails "Confidential" in the subject line and in the content/body of the e-mail.</p> <p>7. <b>Records</b>  The meeting secretary shall make a record of the electronic meeting in the form of minutes and the Council will have the opportunity to correct and approve such minutes at the next scheduled meeting.</p> <p><b>Procedural Guidelines</b></p> <p>1. <b>Meetings on the secure web area</b></p> <p>1.1 The meeting secretary will place the relevant papers for the meeting in the "Electronic Meetings Document" folder of the secure web area.</p> <p>1.2 The chair, or the meeting</p>
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	<p>secretary on behalf of the chair, will post a message on the electronic meetings folder of the secure area announcing the commencement of the meeting.</p> <p>1.3 The meeting secretary will provide the following “threads” to which members may respond:</p> <ul style="list-style-type: none"><li>(a) Vote Yes – those in favour of the proposal/motion</li><li>(b) Vote No – those against the proposal/motion</li><li>(c) Vote to Abstain</li><li>(d) Vote to Refer the matter to the next scheduled Council meeting or a special meeting of Council</li><li>(e) Queries/Grounds for objection or support/Discussion.</li></ul> <p>1.5 Members may post a query, or grounds for objection, or grounds for support, in the relevant thread.</p> <p>1.6 The author/s of the paper/s, and/or other stakeholders, should address all queries, preferably within 24 hours of the posting, to ensure that the meeting progresses within the timescale provided.</p> <p>1.7 If, in the opinion of the chair or the secretary of the meeting, a member has posted an observation that has the potential of changing the minds of those members who have already placed votes, the secretary will bring this observation to their attention.</p> <p>1.8 Members may, during the course of the meeting, change their votes.</p> <p>1.9 Members experiencing difficulty accessing the website should notify the meeting secretary. Members unable to access the website will receive the paper/s by e-mail or fax or first class post and may respond with votes or queries to the meeting secretary by e-mail or fax or post or telephone.</p> <p>1.10 The chair may extend the meeting at his or her discretion.</p> <p><b>2. Meetings by e-mail</b></p> <p>2.1 The chair, or the meeting secretary on behalf of the chair, will attach the relevant paper/s to the e-mail announcing the commencement</p>
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	<p>of the meeting.</p> <p>2.2 Members should use “reply to all” (or to use the list server address) for discussions / queries / objections to ensure that everyone is aware of the comments and can participate in the discussion.</p> <p>2.3 The chair, or the meeting secretary on behalf of the chair, or the author of the paper/s, shall e-mail all members clarifications to queries.</p> <p>2.4 Members may, during the course of the meeting, change their votes.</p> <p>2.5 The chair may extend the meeting at his or her discretion.</p>
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