

7) Electronic Meetings

- a) The term “electronic meeting” within these electronic meeting rules shall be construed to include teleconferences and videoconferences.
- b) The term “committee” within these electronic meeting rules shall be construed to include both the LNC (as the board of the Libertarian Party) as well as committees.
- c) All videoconferences will be conducted via the Adobe Connect (Citrix) service, ~~hereinafter referred to as Adobe Connect~~, or via [Zoom \(zoom.us\)](https://zoom.us). These two services are hereinafter referred to as Electronic Meeting Provider(s).
- d) Electronic meetings may be called by either:
 - The committee Chair, or
 - 1/3 of the committee members or 2 committee members, whichever is greater. However, the call of an electronic meeting can be canceled if a majority of the committee members email a cancellation request to the entire committee prior to the scheduled time of the meeting.
- e) Each committee member calling for an electronic meeting must do so by emailing the entire committee and specifying the date of the meeting, time of the meeting, meeting link including the identity of the Electronic Meeting Provider, and the topic(s) to be addressed. Meetings must be so called no fewer than 2 days in advance for committees with fewer than 10 members, or 7 days in advance for committees with 10 or more members. These time limits do not apply to the LNC's Executive Committee, the LNC's Advertising and Publications Review Committee, or the Judicial Committee.
- f) For electronic LNC meetings, messages calling or vetoing a meeting must be sent on the LNC-Business email list.
- g) When a sufficient number of people have issued a call for an electronic meeting, the committee Chair or Secretary shall issue a notice of the meeting to each member and alternate of the committee. In addition to the standard notice content, the meeting notice shall describe how to participate in the meeting.
- h) Each participant must provide his own equipment and connectivity, including but not limited to any computer, internet access, web camera, microphone, earphones, or telephone. Members and alternates have the right to participate in an electronic meeting by telephone, however they should use a computer connection if feasible so as to be able to more fully use the ~~Adobe Connect~~ Electronic Meeting Provider features. The organization is not responsible for providing a central location for physical attendance of an electronic meeting. For face-to-face meetings, electronic participation is not allowed.
- i) Each participant must accurately identify himself by name when joining the meeting. Videoconference participants other than members or alternates of the committee must precede their sign-in name with “zz” (or the group administrator shall do so) so as to group them at the end of the alphabetical participant list.
- j) Electronic meeting participants must try to eliminate, as much as possible, background noise, echoes, and call waiting interruptions. Participants shall not place their telephone connection on hold if the system has music or messages playing while in that mode.

- k) All participants legally consent to having the meetings recorded, should the committee opt to do so.
- l) Electronic meetings are special meetings such that only the topics listed in the call of the meeting may be considered during the meeting.
- m) For original main motions, the committee Chair or Secretary shall document the time at which the vote tally was announced. A person eligible to vote who was present during the debate of the motion but who lost his connection to the meeting may still reconnect to the meeting and cast his vote on the motion no more than 5 minutes after the announcement of the vote tally.
- n) If the committee permits, participants other than members or alternates of the committee may observe videoconferences using ~~Adobe-Connect~~ the Electronic Meeting Provider (and not by a toll-free number) with their web cameras off and their microphones muted.
- o) The LNC Secretary shall promulgate these rules to all members/alternates of each committee upon notice of their election or appointment.
- p) Arrangements for use of the Electronic Meeting Provides must be made through the LNC Secretary who may be required to be present to administer the meeting which might limit available days for use.**