



## 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.





#### • 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.

### **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

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