

## **MGCC Internal eMeeting Policies & Procedures DRAFT**

### **Prior to the Meeting:**

#### **Meeting Agenda**

1. Meeting agendas will be written by the committee/board chairs and Staff.
  - a. Committee members, board members and community members may request items be added to an agenda.
  - b. Proposed agendas will be reviewed by MGCC Staff and/or Executive Committee prior to distribution. If a proposed agenda item is not included, the committee, board, or community member who requested inclusion will be notified. Board or committee members may request additional agenda items at a meeting when the Chair asks for additions or deletions. Community members must ask a board or committee member to request the item be added to the agenda.
2. Meeting agendas will be posted online approximately 1 week before a meeting.
3. Meeting agendas will be emailed to committee members approximately 1 week before a meeting.
4. Meeting agendas will be emailed to community members who have signed up to receive agendas for that committee/board at [www.macgrove.org/participate/](http://www.macgrove.org/participate/) approximately 1 week before the meeting.
5. Meeting agendas can be requested by signing up to receive the information at [www.macgrove.org/participate/](http://www.macgrove.org/participate/).
6. Amended meeting agendas will be posted online and emailed to committee members and community members as necessary with the goal of giving committee and community members reasonable time to assess agendas in advance of the meeting.

#### **Supporting Documents**

1. Supporting documents include variance applications, rezoning applications, presentations, educational materials, and other materials that provide information regarding the request, study, proposal, etc. before a committee or the board.
2. Supporting documents will be posted online approximately 1 week before the meeting with the associated agenda.
  - a. Supporting documents for board member only items will not be posted online (Including draft financials, personnel/employment information, and other documents on a case-by-case basis).
  - b. Supporting documents noted in (a) above can be requested by emailing the Executive Committee.
3. Supporting documents will be emailed to committee members and community members with the associated meeting agenda.
4. Supplemental supporting materials received after the meeting agenda is distributed will be posted online and emailed to committee members and community members within a reasonable time of their receipt.

## **Zoom Meeting ID & Password**

1. Zoom Meeting IDs and passwords will **not** be posted online.
2. Zoom Meeting IDs and passwords will be emailed to board and committee members with the associated meeting agenda.
3. Zoom Meeting IDs and passwords will be emailed to community members who have signed up to receive agendas for that committee/board at [www.macgrove.org/participate/](http://www.macgrove.org/participate/), approximately 1 week before the meeting with the associated agenda.
4. Community members are asked not to share this information with other community members.
  - a. Zoom Meeting IDs and passwords can be requested by signing up to receive the information at [www.macgrove.org/participate/](http://www.macgrove.org/participate/).

## **During the Meetings:**

### **Attendance**

1. The secretary for each committee and the board will take attendance of committee and board members, respectively.
2. The staff host will track attendance for those community members who have indicated they are interested in joining a committee.
3. Community members interested in becoming a voting member of a committee must indicate the following on their initial sign-up as stated above:
  - a. That they are eligible to become a committee member by stating how they meet the requirements for being a "Community Member" as stated in Article IV of MGCC's Bylaws.
  - b. That they wish to join the committee and have read, understood, and agreed to MGCC requirements for committee membership.

### **Phone-Only Attendance**

1. When anyone calls into a MGCC meeting by phone, the meeting's staff host and committee or board chair should take special steps to facilitate their participation.
  - a. When they join, the chair should ask for their name and the staff host should rename their Zoom "account" from a phone number to their name.
  - b. When votes are conducted, since they cannot vote in the chat window, the chair should poll any such voting members by name for their vote.
  - c. When discussing any topic, since they cannot "raise their hand" in Zoom, the chair should periodically ask any such attendees if they wish to speak, both for the voting committee members' discussion and during the public discussion as applicable.

## **Participation Statement**

1. The chair will read a participant statement at the beginning of each meeting of the committee or board. This statement will include the following:
  - a. Mission/Purpose
  - b. Respect statement
  - c. How to get involved (if applicable)
  - d. Participation procedures

## **Introductions**

1. Introductions of board members, committee members, and community members are encouraged and will be done as time allows.

## **Approving Minutes**

1. Completed minutes from any previous meeting of the board or committee may be presented for discussion, corrections and approval or disapproval at the beginning of the relevant board or committee meeting. Best efforts will be made to present minutes for discussion at the meeting immediately following that for which the minutes were created, and meeting minutes may be discussed, approved, not approved, and/or returned to the secretary for revisions as necessary.

## **Approving Agenda (additions/deletions)**

1. The agenda will either be approved by the committee or board at the beginning of the meeting with a vote or by the request for the addition or deletion of items from the meeting agenda.
2. If more time is needed for an agenda item, the committee or board can do any of the following, *at the discretion of the chair or with general consensus of committee or board members in attendance*:
  - a. Table the topic until a future meeting
  - b. Ask for someone to make a motion, if the agenda item can't be tabled due to a deadline
  - c. Reach general consensus to add more time to that agenda item, potentially tabling or removing other items on the agenda

## **Board Topics**

1. The board chair will announce if an agenda item is for board and/or community discussion.
2. The board chair will announce approximately how long is scheduled for community comment for an agenda item.
3. The board chair will prioritize board members who have not previously spoken on an agenda item.

## **Motions from Committee**

1. Motions that come to the Board of Directors from a MGCC committee do not require a motion or second in order to be on the table and voted upon by the board.
2. The explicit wording of the Motion considered by the Board of Directors is “The MGCC Board approves [or adopts] the recommendation of the [XXX] Committee that: [‘motion text’].” The implicit mover is the Chair, and any proposed friendly amendments should be directed to the Chair. There is no needed “second” for these motions. If the motion is a communication to the city or other third party, it will be reworded to be from MGCC itself, not its committee.
3. Any other questions regarding motions from committee should be dealt with using the *Democratic Rules of Order*.

## **Agenda Item Discussions**

After an agenda item is introduced by the chair, its consideration will normally proceed as follows:

- 1) The chair or staff may provide a short overview, explanation or background on the item.
- 2) Person(s) involved with the item may make a presentation, including screen-sharing of any relevant documents and/or a Q&A session with all attendees.
- 3) Next, if public discussion is allowed:
  - a) The chair will start public discussion by announcing any time limits for individual speakers and/or the entire public period. The chair, in consultation with staff, may set or change any such limits based on the importance of the topic and the number of public attendees. Each speaker shall be given at least two minutes.
  - b) The chair will recognize public speakers in the order they "Raise their hand" in Zoom, and will periodically ask if any phone-only attendees wish to speak.
  - c) Any time limits for speakers will be monitored. Speakers will be reminded when their time is nearly up.
  - d) The chair, at their discretion, may cut off anyone who exceeds their time limit, or extend their time if it seems warranted. They may also extend the total time for public discussion, again at their discretion.
  - e) When all public attendees who wish to speak have done so, or when the announced total time period has elapsed, the chair will announce that public discussion is closed.
  - f) All decisions of the chair are final, unless overridden by a majority of voting members on a point of order.
- 4) Finally, the chair will open the floor for discussion and possible motions by voting members, following the procedures in the *Democratic Rules of Order*.

## **Use of Zoom Chat**

1. The chat feature on Zoom will be used for voting purposes.

2. The chat feature will be set to “Host Only” when it is not being used for voting. The staff host and chair will watch for questions from community members for presenters. Questions in the chat will only be answered as time allows.

### **Voting**

1. Votes from board members or voting committee members will be taken in the chat. Staff will enter the motion into the chat and then the **chair will call for a vote.**
2. Board/committee members will vote (“aye”, “nay” or “abstain”) in turn, as directed by the chair. Votes should be done publicly by selecting “Everyone” in the “To:” dropdown box (located just above the chat entry box).
  - a. Voting members who are calling in to the meeting will vote verbally (see *Phone-Only Attendance*) and their vote will be entered into the chat by the staff host.
3. Staff will enter the final vote into the chat (aye-nay-abstain).

### **Meeting Recordings**

1. All public meetings of the MGCC board, committees, and task forces will be recorded and posted to [www.macgrove.org](http://www.macgrove.org).
2. Chat logs will be retained but not posted.
3. All attendees at MGCC meetings, including board members, committee members and community members, will be notified that the meeting is being recorded in the following ways:
  - a. E-meeting instructions with the meeting agenda
  - b. A verbal announcement either by the meeting host or by Zoom.
  - c. A recording disclaimer that requires consent from every meeting attendee.
4. Meeting attendees, board members, committee members, and community members who wish to participate in MGCC meetings and have privacy or security concerns about recordings may address those concerns to MGCC staff or the Executive Committee.

### **After the Meeting:**

#### **Posting Minutes**

1. Meeting minutes will be drafted by the committee or board secretary.
  - a. Committee and/or board members can request amendments to the meeting minutes before the meeting begins.
2. Meeting minutes will be posted online approximately 1 week before the following month’s meeting.
3. Meeting minutes will be emailed to committee members approximately 1 week before the following month’s meeting.
4. Meeting minutes will be emailed to community members who have signed up to receive agendas for that committee/board at [www.macgrove.org/participate/](http://www.macgrove.org/participate/) approximately 1 week before the next month’s meeting.
5. Meeting minutes will be emailed to committee members and community members, with the associated meeting agenda.

## **Posting & Retaining Meeting Recordings**

1. Recordings of public committee and board meetings will be posted online approximately 2 days after the meeting. Chat logs will be retained but not posted.
2. Recordings of board meetings will remain available at [www.macgrove.org](http://www.macgrove.org) for one year afterwards.
3. Recordings of committee meetings will remain available at [www.macgrove.org](http://www.macgrove.org) for three months afterwards, defined as the most recent meeting plus the two prior meetings.
4. Staff will retain recordings and chat logs of board and committee meetings for 3 years, after which time they will be deleted. These recordings may be requested by board, committee and community members during the 3-year retention period. Chat logs will not be made publicly available.

## **Posting Supporting Documents After Meetings**

1. Additional supporting documents from the meeting (presentations, etc.) will be added to the MGCC website within a reasonable period of time after they are made available to MGCC.