



**MAKING  
MEETINGS  
RUN  
SMOOTHLY**

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**THE  
VIRTUAL PARLIAMENTARIAN  
SEMINAR HANDOUT**

**(Sample)  
ELECTRONIC RULES  
FOR  
THE IMAGINATION ASSOCIATION**

*[Rules should be modified to fit the needs of the particular association.]*

*[This set of rules is not intended to apply to all organizations.]*

1. **USERNAMES.** Participants shall enter their full names as their user names. Individuals using aliases shall be removed from the electronic meeting, but may reenter using their correct full names.
  - 1.1. **VERIFICATION OF IDENTITY.** The Sergeant-at-Arms, and individuals working under the direction of the Sergeant-at-Arms, shall verify that each delegate username matches an entry on the list of delegates.
  - 1.2. **CATEGORIZATION OF PARTICIPANTS.** Voting members shall be placed in a voting-members section (or otherwise identified as voting delegates). Nonvoting members shall be placed in a nonvoting section (or otherwise identified as nonvoting delegates). Guests shall be placed in a guest section (or otherwise identified as guests).
2. **MICROPHONES.** Participants shall mute their microphones except when speaking. The chair, or an individual acting under the direction of the chair, shall mute the microphone of any individual who does not have the floor.
3. **INDIVIDUAL EQUIPMENT.** Individuals participating in the electronic meeting shall be responsible for the functionality of their own equipment (e.g., computer, tablet, phone, speakers, microphone, camera, Internet connection, etc.).

- 3.1. If a participant's equipment causes a hinderance to the meeting (e.g., audio feedback, glitchy images, excessive background noise, etc.), the chair, or an individual acting under the direction of the chair, shall disable or disconnect the distracting component.
  - 3.2. A member's inability to participate in the meeting, if caused by the member's equipment or connection (even an inability to attend or to vote), shall not invalidate the meeting or any of its proceedings.
4. **SEEKING THE FLOOR.** To seek the floor, a participant shall click the RAISE HAND button (or similar feature as directed by the chair).
5. **VOTING.** During a meeting, the voting (including the election of officers) shall be held electronically by a method selected in advance by the Chair. If technical issues hinder the performance of the electronic voting, a different electronic method may be used, as directed by the assembly.
  - 5.1. **TABULATION.** In an electronic vote, since the votes are not tabulated by hand, tellers are not appointed. When possible, the tally of the votes shall be displayed to the meeting participants. If such display is not possible, the tally shall be read by the chair or another individual under the direction of the chair.
6. **TEXT BOXES.** Text boxes, if provided, shall be for official meeting use, as directed by the chair. Side comments in text boxes shall not be allowed and shall be erased.
7. **ASSISTANTS AND TECHNICIANS.** Before and during an electronic meeting, the Chair shall appoint assistants and technicians as needed to facilitate the operation of the electronic meeting.
8. **APPLICABILITY OF REGULAR RULES.** Any electronic meeting shall simulate, as closely as practicable, an in-person meeting, and the rules applicable to an in-person meeting shall apply to an electronic meeting as closely as practicable.