



First UU San Antonio Board Rules for Conduct of Meetings with Electronic Participation

1. Login information. The Church Administrator shall send by e-mail to every eligible voting member of the congregation, at least fourteen days before each meeting, the time and location of the meeting and URL, phone number, any access code needed to participate electronically, and instructions for voting. The Church Administrator shall also include a copy of, or a link to, these rules.
2. Call-in time. The Church Administrator shall schedule a televideo conference session using a virtual meeting platform provided by the Church, to begin 15 minutes before the start of each meeting.
3. Meeting-room equipment. The Church tech team will connect the meeting room's audiovisual equipment to the televideo conference sessions, at least 5 minutes before the start of the meeting.
4. Location of President or Presiding Officer. The President or other presiding officer must be present in the meeting room.
5. Member verification. Members who participate in the meeting electronically shall be admitted to the teleconference session by the Church Administrator or another person designated by the President after confirming their eligibility as voting members.
7. Quorum calls. The presence of a quorum shall be established by the total number of eligible voting members physically or electronically present at the beginning of the meeting.
8. Obtaining the floor. The microphones of all members who participate electronically will be muted. To seek recognition by the chair, these members shall use the chat function to submit a question or make a statement during open debate. These shall be read by a member of the Board.
9. Motions submitted in writing. Members who participate in the meeting electronically may submit motions in writing during the meeting using the chat function. These will be read by the Board Secretary on behalf of participants.
10. Loss of meeting-room connection. Any business transacted while the meeting-room audiovisual equipment is disconnected from the teleconferencing session is null and void, unless the number of eligible voting members present in the room is sufficient to maintain a quorum.
11. Other technical malfunctions and requirements. Each member participating electronically is responsible for his or her computer or telephone connection during the meeting; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation during the meeting.
12. Voting methods. All votes shall be taken electronically. Voting members shall use electronic ballots for elections or other ballot votes required under rules or ordered by the Board for annual and special meetings. The designated voting period and instructions for electronic voting shall be provided in the

meeting notice. More time may be added if justified and approved by a majority of the Board. The electronic voting system, which must be auditable, accessible, and secure, must be able to verify the credentials of the voting members. The Board Secretary or other person designated by the Board will prepare the voting ballots and schedule the electronic ballot(s) to be emailed to all eligible voting members within two hours of the adjournment of the meeting. Twenty percent (20%) of eligible voting members must respond to the electronic ballot or survey for the vote(s) to be valid. Skipped questions will be counted as abstentions.

Approved by Board of Trustees April 17, 2024