



League of Women Voters of New Mexico

Electronic Board Meetings

(Adopted November 13, 2010)

1. The president or designated alternate chair develops the agenda for the electronic board meeting [e-meeting]. The agenda includes a date and time for a possible telephone conference call near the end of the meeting. The typical length of an e-meeting is about ten days.
2. A listserv is set up for the meeting by the listserv owner, who may be either the chair or an alternate designated by the chair. It is an unmoderated listserv, but only subscribers may post or read messages. The default “reply” goes to the list.
3. All board members are subscribed to the listserv by the list owner. The list owner, with the approval of the chair, also subscribes any non board League members who indicate a desire to attend the meeting.
4. A minimum of seven days notice of the meeting is provided by e-mail to all board members by the chair or the secretary. The notice includes a draft agenda and may include supporting documentation for business to be conducted at the e-meeting. A notice of the meeting is also posted on LWVNMTopics.
5. The chair calls the e-meeting to order on the designated day by posting a “Call to Order” message to the listserv. Attendees signify that they are present by responding to this message. A majority of the board members constitutes a quorum and, once established, is assumed to continue until the e-meeting is adjourned.
6. The chair posts initial messages dealing with the agenda, the minutes of the preceding meeting, the treasurer’s report, membership report and president’s report. Two days are be allowed for modifications to the agenda, corrections to the minutes, and questions concerning the other reports.
7. On day three of the meeting (or later, if a quorum has not yet been established), the chair posts a revised agenda if needed. The chair then begins posting the agenda items in order. Each agenda item is introduced in a separate message.
8. Each message sent to the listserv by any subscriber may address only one agenda item. The subject line is preserved by “replying” to a message on the same topic (either the initial message sent by the chair or a subsequent message by another meeting participant.)
9. Only the chair may introduce an agenda item. Additional items may be introduced only under the subject line of “Announcements”. If discussion of a topic not on the agenda is desired, attendees should request an agenda modification during the first two days of the meeting. The chair will accept all such requests made in a timely manner.
10. Any voting board member may post a motion addressing any agenda item. No second is required. However, only one main motion per agenda item may be under consideration at any one time.

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11. Secondary motions may be introduced. Secondary motions that may be considered are (a) amend the main motion, (b) postpone the question for further study and/or discussion at the next face-to-face meeting of the board, or (c) table the motion pending a conference call. The maker of the original motion may also withdraw that motion, with or without a proposed substitute motion.
12. After discussion of a motion, the chair may (a) repeat the original (or substitute) motion for a vote; (b) present a revised motion incorporating amendments that emerged during the discussion for a vote; or (c) postpone the decision to the conference call or a subsequent meeting.
13. If a vote is called for, participants should respond as soon as possible, preserving the subject line and addressing only one motion per message (see #8 above).
14. The chair determines whether a telephone conference call is necessary. The chair posts information about dialing into the conference call and lists the questions to be resolved during the call at least 24 hours in advance of the call.
15. The meeting may be adjourned before the scheduled termination time or may be extended, by motion. Otherwise, the meeting is adjourned as scheduled.
16. Minutes of the meeting are prepared by the secretary in standard format. The listserv is not deleted until the minutes have been approved.

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