

## Howell Athletic Boosters Virtual Meeting Policy

### Purpose:

This policy ensures fair, informed, and transparent participation during virtual meetings while addressing technical access and voting processes to maintain equitable governance. Hosting meetings virtually reflects our commitment to increasing accessibility, enabling more members to attend and actively participate in discussions and decisions that shape our organization.

---

### Policy Requirements

#### 1. Attendance and Participation Requirements:

- 1.1. Members are encouraged to attend the entire virtual meeting to engage fully in discussions and updates.
- 1.2. For meetings involving motions or votes, members must be present for the entire discussion to be eligible to vote.
- 1.3. Members who temporarily disconnect but promptly rejoin may retain their attendance status.

#### 2. Technical Access Rules:

##### 2.1. Pre-Meeting Testing Requirement:

- 2.1.1. Members should test the meeting link and their technology setup (e.g., internet connection, camera, microphone) at least 3 hours before the meeting to identify and resolve issues.
- 2.1.2. Responsibility for Technical Issues During the Meeting:
- 2.1.3. Members experiencing technical issues during the meeting should make every reasonable effort to resolve them independently without disrupting the meeting.
- 2.1.4. The Board cannot provide live technical support during the meeting. Members are encouraged to seek assistance independently if possible.
- 2.1.5. Logging Attendance: A member will be marked as present if they successfully join and remain in the meeting for the required duration.

##### 2.2. Technical Difficulties

2.2.1. Members who cannot attend due to technical difficulties must notify the Board within 24 hours after the meeting, providing evidence (e.g., screenshots, error messages, or descriptions of the issue).

2.2.2. The Board will review claims individually to determine if attendance credit will be granted.

2.3. Presumption of Access:

2.3.1. If a quorum of members successfully accessed the meeting, the platform and link will be presumed functional.

3. Voting Rules:

3.1. Eligibility: Only eligible members, as defined in the bylaws (e.g., members who have attended at least one prior meeting during the academic year), may vote.

3.2. Roll-Call Voting: Voting will be conducted by roll call during the virtual meeting. Each eligible voter's name will be called, and they must cast their vote aloud for the record.

3.3. Camera Requirement for Voting: Members must enable their cameras during voting to verify identity and ensure voting eligibility.

4. Notification and Access:

4.1. The Board will provide meeting details, including the agenda, motion summaries (if applicable), and voting instructions (if applicable), at least 24 hours in advance to ensure accessibility for all members.

4.2. Consistency: This process will apply to all future virtual meetings and votes unless updated or amended by the Board.

---

Rationale and Legal Basis:

This policy aligns with the following:

- Howell Athletic Boosters Bylaws: The Board is authorized to adopt policies governing operations, including meeting and voting procedures.
- Michigan Nonprofit Corporation Act: Allows nonprofits to establish reasonable meeting and voting procedures to ensure fair participation.
- Robert's Rules of Order: Supports measures like roll-call voting, attendance requirements, and technical rules to ensure transparency and accountability.

- 501(c)(3) Compliance: Transparent governance and equitable participation align with nonprofit best practices and IRS standards for tax-exempt organizations.
- 

#### Future Revisions:

The Board may revise this policy as necessary to maintain fairness and compliance. Any changes will be communicated in advance to all members.

---

#### Questions or Concerns:

Members may contact the Board with questions about this policy at [howellathleticboosters@gmail.com](mailto:howellathleticboosters@gmail.com).

Adopted by the Howell Athletic Boosters Board on 11.24.2024.