

NEWCOMERS CLUB, INC.

<p>Rules for Electronic Meetings for a speakerphone in the meeting room to allow members who are not physically present to participate by telephone.</p>

1. **Login information.** The President or Secretary shall send by e-mail to every member of the Board, at least (2) two days before each meeting, the time and location of the meeting and the phone number needed to connect by phone. The President or Secretary shall also include a copy of, or a link to, these rules.
2. **Meeting room equipment.** The President or Secretary shall provide a cell phone with a speakerphone at each meeting, which the Secretary shall connect with members participating by phone at least five (5) minutes before the start of the meeting.
3. **Location of chair.** The chair of the meeting must be present in the meeting room.
4. **Arrival announcements.** Members who participate in the meeting by phone shall announce themselves at the first opportunity after joining the meeting but may not interrupt a speaker to do so.
5. **Departure announcements.** Members who leave the telephone call or the meeting room before adjournment shall announce their departure but may not interrupt a speaker to do so.
6. **Quorum calls.** The presence of a quorum shall be established by the sign-in sheet, or a roll call at the beginning of the meeting and on the demand of any member. Such a demand may be made following the departure of any member or following the taking of any vote for which the announced totals add to less than a quorum. Members participating by phone shall have the same voting rights as they would if attending in person. (Article XI, Section 2)
7. **Obtaining the floor.** To seek recognition by the chair, a member shall address the chair and state her name.
8. **Motions submitted in writing.** Members who participate in the meeting by phone may not submit motions in writing during the meeting but are entitled to make motions orally. Members may, however, submit motions in writing by sending them at least two (2) days before the meeting to the Secretary, who shall send any such pre-submitted motions by e-mail to all members of the Board in advance of the meeting and shall provide copies to the members present in person at the meeting.
9. **Voting methods.** All votes shall be taken by voice vote (Those in favor of the motion, say aye.).

10. **Loss of meeting room connection.** Any business transacted while the meeting room speakerphone is disconnected from the telephone call is null and void, except that the members present in the meeting room at such a time may take those actions that are in order in the absence of a quorum.
11. **Other technical malfunctions and requirements.** Each member is responsible for her connection to the telephone conference call; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
12. **Forced disconnections.** The chair may order the Secretary to disconnect or mute a member's connection if it is causing undue interference with the meeting. The chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.