

PBC DEC RULES for HYBRID MEETINGS

Adopted September 7, 2023

1. Login information. The Secretary or other authorized person shall send by email to every member of the DEC at least 10 days before each meeting, the time of the meeting, the URL and codes necessary to connect to the Internet meeting service, and, as an alternative and backup to the audio connection included within the Internet service, the phone number and access code(s) the member needs to participate by telephone. The Secretary shall also include a copy of, or a link to, these rules.
2. Login time. The Secretary or other authorized member shall schedule the Internet meeting service availability to begin at least 30 minutes before the start of each meeting.
3. Tech Team. In order to facilitate the sign in process of the Internet service, and otherwise facilitate the smooth and orderly functioning of the Internet service portion of the meeting, a Tech Team will be created. Members of the Tech Team shall be knowledgeable regarding the Internet meeting service and the voting system being used, as well as these rules.
4. Signing in and out of the Internet service. Members shall identify themselves by name to the Tech Team to sign into the Internet meeting service. Once they have been confirmed on the membership list, the Tech Team will place an “M” next to their displayed name. Members shall maintain Internet and audio (but not video) access throughout the meeting whenever present but shall sign out upon their departure if it occurs before the meeting is adjourned. Members shall only be credentialed upon signing into the meeting. Once validly credentialed, members shall be afforded all privileges of membership.
5. Quorum calls. The presence of a quorum shall be established at the beginning of the meeting using a common shared list that accounts for the online list of participating members plus the members attending in person. Any member may demand a quorum count at any point in the meeting using these same measures.
6. Technical requirements and malfunctions. Each member is responsible for their own audio and Internet connections; 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

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7. Forced disconnections. The Chair may cause or direct the disconnection or muting of 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. This in no way limits the ability of the Tech Team to mute someone who is unmuted without the Chair's permission.
8. Assignment of the floor. To seek recognition by the Chair, a member shall use the "raise hand" function or equivalent in the Internet meeting service. Members shall be given the floor based on the order their hands are raised as displayed by the Internet meeting service. The Chair shall make a good faith effort to recognize in-person and online attendees pro rata based on the total number participating by each method. Due to the normally large number of members attending via the Internet meeting service and in person, the Chair may appoint and be assisted by a monitor whose function is to recognize raised hands online and to inform the Chair of such raised hands.
9. Interrupting a member. A member who intends to make a motion or request that under the rules may interrupt a speaker shall unmute themselves and ask for recognition and shall thereafter wait a reasonable time for the Chair's instructions before attempting to interrupt the speaker by voice.
10. Materials submitted in writing. An effort will be made to display any materials submitted in writing on the screen during the meeting. Such materials shall also be disseminated before the meeting if possible, and if not, following the meeting.
11. Voting. (a) Business may be conducted by unanimous consent, voice vote, a show of hands, or rising in place.

(b) The Chair, in his or her discretion, may order a vote to be recorded. Upon the request of ten percent of the participating members, confirmed by a show of hands or rising in place, a recorded vote shall be taken on any question.

(c) Until the voting system required by the Bylaws has been acquired and confirmed by the Tech Team for use, all recorded votes shall be taken by the polling feature of the Internet meeting service for those attending remotely and by a written, signed paper ballot by those attending in person. The Recording Secretary

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shall keep the paper ballots and the certified record of the report of the votes of the remote attendees for two (2) years.

(d) The Chair's announcement of the recorded vote result shall include the number of members voting on each side of the question by method of voting and the number of abstentions.

12. Video display. The Tech Team shall cause a video of the Chair and any other in-person scheduled speaker to be displayed when they have the floor to speak. The Internet meeting service shall be set to cause display of the video of the member using that service currently recognized to speak or report. A member is encouraged but will not be required to maintain their presence on camera and shall be able to do so at their own discretion. A member must be present on camera during voting.
13. Online breakout rooms. Online breakout rooms shall only be used for the Tech Team to assist any members having technical issues or concerns unrelated to the body at large.
14. Backgrounds and Memes. No member may be sanctioned for the picture or background they wish to display if it does not violate the DEC Code of Conduct.
15. Method of Attendance. Every DEC member, including precinct leaders, at-large members, committee members and officers shall be allowed to choose whether to attend, participate, and perform Party duties and functions, including committee meetings and reports, and in any or all DEC regular meetings, by personal or remote attendance, and no member may be sanctioned for the method of attendance they choose.