

**LEAGUE OF WOMEN VOTERS OF GREATER CLEVELAND
2020 Annual Meeting**

RULES OF THE MEETING

Quorum and voting (rules one to three as per LWVGC Bylaws)

1. Members who have paid dues as of April 29, 2020 will be eligible to vote. The Board of Directors will be the sole judge of whether a member is qualified to vote.
2. Ten percent of eligible voting members and 50 percent representation of chapters will constitute a quorum.
3. Absentee or proxy voting will not be permitted.
4. Any voting member who successfully logs in to the Zoom meeting on a computer or smart device is in attendance and can vote.

Appointments – the Chair will appoint:

5. A Minutes Review Committee to read and correct the minutes of the Annual Meeting. The Board of Directors shall approve the reviewed and corrected minutes.
6. A Budget Committee to review the budget and changes made by the membership, if necessary.
7. A Parliamentarian to be the authority on procedure.
8. A Zoom Host, who will ascertain meeting credentials (i.e. whether we have quorum) and a Zoom Co-host, who along with the Zoom Host will handle the polling for votes. (Past in-person annual meetings had a credentials committee, who tallied attendance, and election tellers, who helped the count of close votes, but these functions are both transparent and easily managed with the Zoom software.)

Special Meeting Rules

8. The Chair may change the order of business.
9. All motions must be dictated to the Zoom Host, who will put it in writing prior to launching a poll/vote.
10. All LWV of Greater Cleveland members, including those who are ineligible to vote, may participate in discussion.
11. A member wishing to speak shall use the Chat function to ask for the floor and wait to be recognized by the Chair. After being recognized, the member shall unmute themselves and give her/his name and chapter before speaking to the action on the floor.

Parliamentary Authority:

12. In cases not covered by these special meeting rules, the LWVGC Bylaws and the most recent edition of Roberts' Rules of Order shall govern the procedures of this meeting.