

By Laws: Remote Participation in Meetings

April 2017

1. Application

For the purposes of these By-Laws, Meetings of the Association where some or all participants attend remotely are described collectively as 'teleconferences' or 'video conferences'.

- 1.1 These By-Laws apply during meetings held via telephone, video, and Internet-enabled meetings.
- 1.2 They apply to all meetings, including committee meetings and meetings of Council and the Board.
- 1.3 They apply equally to those attending in person at a meeting-place as well as those participating remotely.

2. Conduct

2.1 Business of the meeting:

- 2.1.1 Extraordinary meetings require no less than five working days' notice.
- 2.1.2 For ordinary meetings, notice as specified within the By-Laws is required;
- 2.1.3 All documents to be considered by extraordinary meetings are to be distributed electronically no later than two working days before the meeting;
- 2.1.4 Additional documents not available to participants of the meeting cannot be tabled unless with the unanimous agreement of those eligible to vote.
- 2.1.5 Extraordinary meetings of committees are discouraged and must be approved by the President.

2.2 The By-Law governing Standing Orders applies to all remote participation meetings, with the following additions and exceptions at the discretion of the Chairman:

- 2.2.1 When a meeting is opened and at any time subsequently that the Chair decides, a formal roll-call is conducted and recorded by the minute secretary;
- 2.2.2 For each agenda item the chairman will invite each participant to submit a statement in an order determined by the chair;

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2.2.3 Participants are encouraged to submit written statements electronically via email having been given access to an Agenda and meeting papers prior to the meeting;

2.2.4 Each participant may make only a single statement in support or against a motion in the order determined by the chair;

2.2.5 Each participant may request a point of clarification or ask a question provided it is through the chair. There is no limit to the number of genuine enquiries of this type as determined by the chair; speakers seeking to debate the motion through use of enquiries may be sanctioned by the chair;

2.2.6 The proposer of a motion is entitled to a single right of reply at the completion of the debate upon that motion;

2.2.7 When a motion is voted upon, the chairman will call on each participant in the order that the chairman had previously determined and record their vote as yes, no or abstain;

2.2.8 Participants who are not present for the whole of the debate regarding a particular motion cannot vote;

2.2.9 The result of the ballot is announced by the chair and the recorded in the minutes, for distribution and approval as maintained for all other meetings.

2.3 Etiquette

It is recognised that remote participation requires observance of an additional set of proprieties and behaviours that are not properly the subject of a By-Law; nevertheless, the following should be considered when agreeing to participate in a teleconference:

2.3.1 Attend on time

2.3.2 Identify yourself on arrival and during a roll-call

2.3.3 Use mute if you are not speaking

2.3.4 Use a headset, or normal telephone operation in preference to a speakerphone setting

2.3.5 Always state your name when you begin to speak and always speak through or to the chair

2.3.6 Never conduct other business whilst attending the meeting (answer other calls, or speak to non-participants)

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2.3.7 Participate in a quiet environment as environmental noise is amplified during teleconferences

2.3.8 Appropriate attire should be worn for video conferences

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