

AAUW North Carolina – Guidelines and Procedures

Part 4: Meetings

- **Meetings: General Information – Information, Rules/Guidelines and Responsibilities**
 - Content Manager Title (Preparer): President and Vice President (Ashe and Pearre)
 - Last Updated: July 2022
 - Last Approved Date: July 2022
- **Meetings: Annual Meeting Coordination**
 - Content Manager Title (Preparer): President (Ashe)
 - Last Updated: July 2022
 - Last Approved Date: July 2022
- **Meetings: Zoom Meeting Coordination**
 - Content Manager Title (Preparer): Vice President/Communications Lead (Pearre)
 - Last Updated: July 2022
 - Last Approved Date: July 2022
- **Meetings: Coordinating and Hosting Online Programs/Meetings**
 - Content Manager Title (Preparer): President (Ashe)
 - Last Updated: July 2022
 - Last Approved Date: July 2022
- **Meetings: American Association of University Women of North Carolina Annual Conference Planning Guidelines** (SAMPLE document – not to be updated; publish PDF version only)
 - Content Preparer: P. Ashe
 - Submitted: January 2022

Meetings: General Information – Information, Rules/Guidelines and Responsibilities

1. Meeting Rules - Meeting Location and Schedule
 - a. All meetings will be held at barrier-free facilities.
 - b. Meetings will not be scheduled on major religious holidays.
 - i. The [diversityresources.com](https://www.diversityresources.com) website includes a Calendar of Religious Holidays and Holy Days. The Interfaith Calendar on this site is updated annually. For example: <https://www.diversityresources.com/interfaith-calendar-2022/>. It is encouraged that event and meeting planners consult this resource to ensure that there are not conflicts with important religious holidays.
 - c. Meetings may be held virtually using tools such as Zoom.
2. Meeting Logistics
 - a. Meetings are conducted per Robert's Rules of Order. For example: discussion of the issue, motion, discussion and/or amendment of the motion, and a vote on the motion. (Robert's Rules of Order; NEWLY REVISED, 12TH EDITION 2020: <https://robertsrules.com/>)
 - b. Agendas are provided in advance of the meetings.
 - c. A recorder is appointed by the president or presiding officer to take meeting minutes.
 - d. All motions and amendments must be written to ensure clarity.
 - e. All full standing AAUW members in attendance are eligible to vote.
 - f. Speakers identify themselves and their position before commenting, if there is a chance they are unknown to the audience.
 - g. Speakers are sensitive to meeting time constraints and limit their comments to approximately two minutes, allowing other speakers to comment before speaking for a second time.
 - h. A timekeeper may be designated to keep the meeting moving within the time constraints.
 - i. The presiding officer provides opportunities for everyone to participate and encourages innovative ideas. Pro and con positions should alternate.
 - j. All speaker's suggestions and contributions are valued and respected.
3. Any of the above meeting rules and logistics may be suspended by a two-thirds vote of the delegate body.
4. Regional Meetings Collaboration
 - a. Each branch is encouraged to coordinate with the other branches by:
 - i. Sharing newsletters or other communication vehicles.
 - ii. Making sure members in all branches are invited to each branch's major events.

- iii. Sending a branch representative to the major events of the other branches.
 - iv. Cooperating on projects that would affect the entire area.
 - v. Holding meetings where all members from all the branches are encouraged to attend if such meetings can be scheduled and programmed to support mutual interests.
 - b. Information about these meetings and events should be shared with the AAUW NC Board Liaison for these branches and with the Branch Advocate.
- 5. Officer and Yearly Reports to Board
 - a. The board must ensure that some responsibilities are covered in line with AAUW NC priorities. The chair of each committee or task force will submit an annual report to the President and/or Executive Board.

Meetings: Annual Meeting Coordination

Policy:

As directed by the Bylaws, one meeting per year, designated as the Annual Meeting, will be held for the purposes of electing officers, installing officers, approving Bylaws changes, and addressing other items brought by the Board or the membership.

The Board selects a tentative date(s) for next year's Annual Meeting at the close of the previous annual meeting and determines. Detailed planning for the next Annual Meeting begins in the prior September with details defined such that it can be published to the members in the Connect newsletter by February 1.

- In-person or virtual format
- If it will be scheduled for one day or two
- Whether it will be a conference style with speakers and other attendee activities or just the Annual Meeting
- What the fees will be
- The agenda for the Annual Meeting

Process For Initial Planning for the Annual Meeting if Held In-Person:

1. Appoint an Annual Meeting Coordinator with the following duties, subject to board approval
 - a. Choose an event location that is handicapped accessible
 - b. Establish a contract, carefully assessing the contract for potential financial risks to AAUW NC, e.g. assure there is no clause of commitment to a specific amount tied to hotel food and beverage targets; assure cancellation clause includes Epidemic/Pandemic as a force majeure item and understand cancellation financial commitments
 - c. Provide for meeting space of approximately 80 -100 people for Saturday's meeting, luncheon, and space for afternoon meetings and dinner on Friday night
 - d. Arrange dinner Friday night at the event facility or an outside restaurant at each person's expense
 - e. Determine most cost effective, buffet or plated, for Friday dinner and Saturday lunch
 - f. Consider activities/workshops/speakers for participants for Friday
 - g. Arrange for group hotel rooms and cost. Request an adequate number of group rate rooms. Attendees will make their own hotel reservations

- h. Arrange for purchasing the Young People’s Literature Award books, distributing them to branches, and the sale of additional books
 - i. Coordinate activities and responsibilities with the host branch for check-in, welcome bags, name tags, materials packets, possible fund raisers, etc. (Expense for the name tags and packets supplied by the board)
 - j. Coordinate with the Tar Heel Branch for any specific meeting time or other participation desired
 2. Register attendees
 - a. Advertise the event by mid-January, including the registration form
 - b. The Treasurer will handle payments and registrations. The Board determines the meeting fees, if any. Payment may be by check or online
 - c. Confirm the registrations and payments by email as received
 - d. Determine with the board whether registration fees will be returned if meeting must be cancelled
 3. Finalize plans with the event location or hotel, review the contract, meal choices and other details at least two weeks prior to the event. Provide final numbers of guests one week to four days prior to the event

Procedure for a Conference/Annual Meeting format:

(Reference - Meetings: Coordinating and Hosting Online Programs/Meetings, AAUW NC Sponsored Virtual Series (2020-2021) – Historical Sample)

Alternative Process for Planning the Annual Meeting if Virtual:

- Select topics and speakers and coordinate all activities involving this as outlined in the “AAUW NC Virtual Programs” policy, processes and procedures
- Notify the membership by mid-January of the meeting day(s), time and format, including the Registration button
- No fees will be assessed for this format

Meetings: Zoom Meeting Coordination

1. Receive request from AAUW branch officer or designee
2. Enter Zoom session on Google Calendar
 - a. Check for time conflicts
 - b. Note: When the calendar was established in 2020, the Zoom Meeting Coordinator used their AAUW NC Google account and created an AAUW NC calendar to share. At that time, it was determined that only the Executive Committee would have access to the calendar. Only one individual substituted a couple of times to begin a program that was scheduled. There does not seem to be a separate function on Zoom with a calendar. All scheduled meetings are listed in the Zoom Meetings summary. Since we pay for only 1 user for the Zoom account, using a Google calendar seemed to be a good way to see at a glance if time was available on a requested date. As we are able to add team members, we can add them to the Google calendar. The logistics for this will need to be revisited as additional volunteers are identified to support this online meeting function.
3. Schedule meeting on Zoom site
 - a. Reserve more time than requested
4. Confirm Zoom session to requestor
 - a. Advise they will be co-host and run the call
 - b. Offer practice session if they have no experience in hosting
 - c. Provide Zoom link OR advise when link will be sent
 - d. Suggest Zoom link be sent to participants no more than 1-2 days in advance
 - e. Ask requestor to send email when session is completed
 - f. Provide contact phone number in case of last minute problems or questions

AAUW NC has a paid Zoom license. This is apparently the Zoom Pro license option. License Plan info available at: <https://zoom.us/pricing>.

The AAUW NC Guidelines and Procedures includes additional information about Zoom Meetings in Part 2: Zoom Meeting Coordinator.

The Zoom.com website includes resources about using Zoom.

- The <https://zoom.us> website has a Resources menu link with the following types of information: Explore (Zoom Blog, Resource Library, Webinar and Events, Customer Stories) and Learn (Learning Center, Live Training, How-To-Videos)

- Zoom Learning Center:
https://learning.zoom.us/learn?_ga=2.152755066.273752308.1650071787-1324975692.1624369729
- Zoom How To Videos: <https://learn-zoom.us/show-me>

Meetings: Coordinating and Hosting Online Programs/Meetings

AAUW NC Sponsored Virtual Series (2020-2021) – Historical Sample

Purpose: To maintain contact with branches during the COVID-19 crisis utilizing online (Zoom) to present programs with topics related to AAUW priorities and/or topics of interest to women

Process of scheduling programs:

- The Board selects an individual to be the Program Coordinator, who is responsible for overseeing all activities related to the programming
- Choose a theme that can be used for advertising in the *Connect* and is eye-catching to members of individual branches. From September 2020 through May 2021, we used “You Have the Power”
- Determine topics for programs and schedule at least two months in advance
- Determine potential speakers and solicit their participation via email and/or phone. Conduct a Zoom interview with the speaker as appropriate for the situation
- Work with the speaker to identify a date for presentation. A consistent date worked best (we chose the 3rd Thursday at 7:00 pm for this initial series)
- Request a bio and photograph and explain where and how these will be used (for introduction at the session and to advertise the program in *Connect*)
- Reiterate with the speaker to focus on the perspective of AAUW priorities and incorporate the phrase/intent of the theme for attendees to follow up with actions
- Offer/conduct a few days before the session a Zoom trial session with the AAUW Zoom Coordinator to check presenter slide presentation and answer questions and clarify the Zoom processes that will be used
- Devise a communication plan to put the initial notice of the program in the *Connect* late in the month (soon after the previous presentation). Repeat the notice in a *Connect* the weekend before the program
- The Zoom Coordinator coordinates with the Editor to place registration buttons in the notices (see procedure for scheduling a Zoom meeting and working with the Editor on the pieces to be published)
- Create an overall plan that includes creating a rotating slide presentation of Zoom rules/requests, general information about AAUW NC and announcement of the program planned for the following month. Play the slides starting 15 minutes before the program. On later programs, music during this was added to maintain attention of attendees

- Within 24-48 hours, send an email thanking the speaker and highlighting some of the areas of particular interest that were presented, e.g. could be speaking style, specific content, etc.

Process of conducting programs:

- All attendees are asked to mute themselves and discontinue video or are muted/video discontinued by the Zoom Coordinator on entering the session—the latter was done in later sessions to improve compliance
- A Board member of the President’s choosing does the initial introduction of the program (no more than 2 minutes)
- The Program Coordinator introduces the overall program format, i.e. You Have the Power, and then introduces the speaker (no more than 3 minutes)
- The Coordinator also serves as Moderator during any question and answer scenario, including possible Chat questions best addressed by the speaker during the presentation
- The speaker is requested to limit remarks to approximately 35-40 minutes, allowing time for Q & A. Questions are asked via Chat
- The Program Coordinator wraps up the discussion as appropriate, including staying within the time constraints
- The Program Coordinator thanks the speaker, reiterates to the attendees their possible next action steps identified during the presentation, and introduces the new topic for the following month’s presentation
- Attendees requesting slides or contact information of the speaker are told by the Moderator that they will be supplied in *Connect* issues
- Timeliness is important so start and end on time. In 9 months only two programs went over by two minutes and all started a 7:00

Virtual Series Branch-initiated Programs Co-sponsored by AAUW NC

Purpose: To encourage branches to share with the state membership selected programs to enhance learning opportunities and collegiality

Process:

- The branch requests of an Executive Committee member the program they want to share with AAUW NC membership
- The branch is responsible for creating all advertising that will appear in the *Connect*. These include the initial announcement one month and then a reminder announcement the next month preceding the program
- Zoom Online Meeting Coordination (Any joint state and branch co-hosted sessions may elect to use other online meeting services. Event promotional communications will still need to be coordinated with the Connect Editor.)

- The Zoom Coordinator determines with the branch representative the day and time for the presentation
- The Zoom Coordinator and the Editor collaborate to ensure registration is accessible in the newsletter piece
- The Zoom Coordinator works directly with the branch representative regarding any scheduling specifics, including the use of slides and answering the questions from speakers
- The branch is responsible for the introduction of the program and speaker at the designated time advertised. Questions are moderated by and any concluding remarks are done by a branch representative
- The branch contacts the speaker after the event with their appreciation for the speaker's time and presentation

Documentation of all programs appears in issues of *Connect*, which are archived. No additional record of programming needs to be kept