

## Emergency Meeting - Local Chapter

**Due to the COVID-19 pandemic emergency, a local chapter may hold an emergency meeting by teleconference or videoconference until further notice by the Executive Board of International Chapter. No P.E.O. in-person gatherings are allowed, including regular business, social or special meetings.**

### **Items of business allowed in an Emergency Meeting:**

- Election of officers
  - Note – Installation of officers not performed prior to March 17 is not required in 2020
- Consideration of philanthropic applications for the following:
  - Projects of International Chapter:
    - P.E.O. Educational Loan Fund (ELF)
    - P.E.O. Program for Continuing Education (PCE)
    - P.E.O. Scholar Awards (PSA)
    - P.E.O. STAR Scholarship (STAR)
  - State, provincial or district chapter scholarship, emergency or welfare funds
    - Includes Cottey Scholarships
  - Local chapter P.E.O. Foundation funds

### **Items of business NOT allowed in an Emergency Meeting:**

- Ceremony of Initiation
- Presentation of a name for membership
- Proposal and Balloting on a name for membership
- Ceremony of Installation (If not performed prior to March 17 is not required in 2020)
- Any business that requires a written ballot. Note: this includes voting on pending proposed amendments to International Chapter documents

### **Guidance on holding an Emergency Meeting:**

- The meeting may be held using teleconference service or online meeting service where all can be heard. The meeting is NOT to be recorded.
- Every effort must be made to include all members that normally can attend an in-person chapter meeting. This may mean that a chapter sister will need to give a separate “tutorial” prior to the Emergency Meeting to some sisters so that they can participate.
- Any costs associated with setting up or using an outside service will be a chapter expense.

### General Directions:

- President is to distribute an agenda to all chapter members for the Emergency Meeting in advance of the telephonic meeting with sufficient lead time that members may ask questions of the president prior to the call if they are unable to attend.
- Chapter sisters are to be reminded that attendance is limited to members only and that care is to be taken to not include others (including non-P.E.O. family members).
- The recording secretary is to take minutes. Minutes of Emergency Meeting(s) will be approved at the next regular business meeting of the chapter. A template for recording Minutes of a Local Chapter Emergency Meeting is attached to this email.
- Members are to be asked to identify themselves when speaking.

### Voting directions:

- Since discerning pro and con voices is difficult over the phone or any telephonic meeting, roll call votes are to be taken. The treasurer only needs to call on members that responded to roll during the Emergency Meeting.
- As each attendee's name is called, she will clearly state "**pro**" or "**con**" to the roll call vote. The president will keep a tally of all votes.
- All votes taken in an emergency meeting are adopted by majority vote.

## Emergency Meeting - Order of Business

### A. Call to Order

- President says – "**The Emergency Meeting of Chapter \_ will come to order.**"
- *If the treasurer or recording secretary are not in attendance, the president shall appoint pro tem officers at this point.*
- President says – "**The treasurer will call the roll.**"

### B. Roll Call

- Treasurer will call names with each attendee responding "**present**" as this will ensure that all on the call are able to be heard.
- *Treasurer is to record names in the Roll Call Book.*
- *Resident and non-resident member names are to be called as non-resident members may be able to attend an Emergency Meeting.*
- *Quorum of at least seven members must be verified before meeting can proceed.*
- After calling the roll, the treasurer will announce "**Madam President, \_\_ members responded to roll call.**"

### C. Opening of the Meeting

- The president says the following, "**There being a quorum present, the business of this Emergency Meeting will proceed.**"

#### D. New and Unfinished Business

- Election of Officers
  - If the officers have not yet been elected, the president will call on the Nominating Committee to give their report. After the report, she will ask, **“Are there further nominations?”**
  - If none, she will say, **“There being no further nominations from the floor, the nominations are declared closed. A voice vote will be taken for the entire ticket. Those in favor of the entire ticket as presented by the nominating committee say pro when your name is called by the treasurer. Those opposed say con when your name is called.”**
  - The treasurer calls the names of those present at the Emergency Meeting and announces the number responding pro and the number responding con.
  - The recording secretary only records that the vote was favorable and does not record the number pro or con.
  - If there are further nominations from the floor, election will wait until in-person meetings are allowed.
  - The corresponding secretary is to report the election of officers at an Emergency Meeting, immediately following the meeting. She is to make the appropriate online entries for the Report of Election of Officers of Local Chapter using the Emergency Meeting date as the election/installation date. (See IOLC for further information.)
- Sponsorship of philanthropic applications

#### E. Adjournment

- The president will state, **“I now declare the Emergency Meeting of Chapter \_\_ closed.”**

*After closing the Emergency Meeting, members may stay on the electronic call to share personal news, inspirational messages or otherwise connect with each other.*