



Conduct of Electronic Meetings Procedure

1. PURPOSE

The purpose of this procedure is to provide a framework and environment within which Electronic Meetings may occur, with the intention of encouraging participation, debate and democracy while at the same time recognising the value of timeliness and integrity in decision-making.

2. SCOPE

This procedure applies to all meetings for which an electronic medium is used for decision-making by formally mandated academic decision-making bodies. At Unitec these bodies currently include the Academic Committees described in the relevant section of the Academic and Programme Management Policy.

3. PROCESS

1) Notification of the meeting

- 1) Members must be sent an email advising them of the meeting at least 48 hours before the close of voting. This email must include an agenda, the date and time when voting opens, and also the date and time when voting closes. The wording for votes should be provided. Usually it will be something similar to "I support the motion", or "I do not support the motion".
- 2) If delegates of members are to be allowed to vote, the Chair needs to be notified of this proxy prior to the start of the Electronic Meeting, to allow these members to be notified and included. No participation by proxy will be considered after the voting period has begun.
- 3) A tracking rules may be applied to the Electronic Meeting by either requesting "read receipts", or through the use of tracking mechanisms (if available) in the email platform being used for the Electronic Meeting.
- 4) If a tracking rule is applied, the condition that "No reply will constitute a response" may be imposed confirming that it was received and opened within the stipulated time. This condition must be stated in the notification of the meeting.
- 5) If a tracking rule is not applied, only members who respond with either an affirmative or negative answer should be recorded as *respondents*. This condition must be stated in the notification of the meeting.

2) Conduct of the meeting

- 1) All statute and policy requirements and procedures that apply to the conduct of face-to-face Committee meetings also apply to Electronic Meetings.
- 2) From the time the meeting opens, all relevant papers that will assist members in making a decision must be made available to members, either digitally or in hard copy, to allow members to respond to or discuss the issues at hand.

- 3) The Chair of the committee, or the proponent of the item or their delegate must be contactable to answer questions from members during the course of the meeting.
- 4) An email reminding members that the voting has begun may be sent at the time designated in the notification of the meeting. This email should restate the agenda and the wording for votes.
- 5) The period between the opening and closing of the voting should be no less than 24 hours.
- 6) If required, the stated duration of the Electronic Meeting may be extended with the permission of the Chair by sending an email to all members informing them of the new closing time for voting.
- 7) A motion is passed only if the total number of respondents is not less than the quorum of the committee, and only if those members have responded in the form identified as valid in advance in the agenda (see above).

3) After the meeting

- 1) All statute and policy requirements and procedures that apply to the recording of decisions for face-to-face Committee meetings also apply to Electronic Meetings.
- 2) Minutes must be produced for the Electronic Meeting, distributed to relevant parties and stored at the appropriate location as per normal practice in case of face-to-face meetings. These minutes must record the medium used for the purposes of decision making (e.g. Email).
- 3) Those members who indicated that they were unavailable to participate prior to the start of, or during, the meeting shall be recorded as 'apologies' (including 'out of office' or 'vacation' auto-responses, unless they respond prior to the closing of voting).

4. DEFINITIONS

In this policy, unless the context otherwise requires, the definitions listed [here](#) shall apply.

Electronic Meeting	means a meeting that takes place virtually over an electronic medium such as email, rather than face-to-face at a physical location
--------------------	---

DOCUMENT DETAILS

Version:	2	Issue date this version:	10 December 2015
This version approved by:	Academic Board	Date of approval:	1 December 2015
Document owner:	Academic Service Centre	Document sponsor:	Academic Board
Date first version issued:	August 2006	Original approval body:	Academic Board
Date of next review:	December 2018		

AMENDMENT HISTORY

Version	Issue Date	Reason for Revision	Approved by
1	August 2006	New Policy	Academic Board
2	10 December 2015	Changed from Policy to Procedure	Academic Board