



Society for  
Technical  
Communication

## **Electronic Meeting Guidelines and Procedures (Adopted by the Board of Directors 21 April 2022)**

1. All STC members may participate in discussions and vote at the membership meetings through the electronic meeting software. Members must access the meeting software through the link provided by STC and, upon request, shall provide their name and email address so that STC can verify that only members are participating in the meeting.
2. The chat function may only be used to seek recognition from the chair. Members shall indicate their reason for seeking recognition (e.g. “I want to speak in favor,” “I have a point of order,” etc.), and may not speak until the chair directs that the member’s microphone be enabled.
3. Members shall identify themselves with their name and STC community(s) membership(s) (if any) when seeking recognition.
4. Members shall address all comments, points of order, requests for information, and parliamentary inquiries to the chair. Members shall avoid personal attacks against other members, officers, directors, or staff members while addressing the meeting.
5. Under New York law and the Society’s current Bylaws, the voting members of the Society are charged with the responsibility of electing directors and officers to manage the affairs of the Society. The management of the Society, therefore, is the responsibility of the directors and officers elected by the voting members. Motions from the floor directing or mandating any aspect of Society management will be ruled out of order for purposes of this meeting.
6. Under new business, only main motions that were submitted to STC by 5:00PM EST on the Friday prior the meeting may be considered. A timekeeper has been appointed prior to the business meeting by the chair. Once a member has been recognized to speak, he or she will have a maximum of two minutes to do so. The timekeeper shall give the member notice after one minute that they have one minute left, at thirty seconds that they have thirty seconds left, and when their time is up.
7. Debate on all motions shall be limited to two speeches in favor of the motion and two speeches against the motion. The chair shall alternately call on speakers for or against the motion. At the end of the debate, unless debate is extended by a two-thirds vote, the chair shall immediately put all pending questions to a vote, and may direct that the vote occur through the meeting software.
8. All votes and other actions taken by electronic communication at the meeting shall be recorded in the meeting minutes. The Board of Directors shall be authorized to correct and approve the minutes of the meeting.