

# East Palo Alto Unit #472

American Legion Auxiliary – Department of California

The executive committee meeting of East Palo Alto Unit 472 was called to order by **Unit President, Kerry Finley** at 8:00 am on Sunday, October 29, 2006 via an IM Conference, 5 members were in attendance.

Kerry will update the Tips document for how to add new users to an existing conference as some of us had trouble logging in.

It was agreed that Kerry would invite people into the meeting as she is in charge of starting the conference.

The Online Meeting Committee met and put together the revised Guidelines for Conducting a Unit E-Meeting. They were reviewed by the eboard and the following attached guidelines were approved by the board.

## Guidelines for Conducting a Unit E-Meeting

1. All reports from officers/chairmen should be submitted to the Webmaster and President by 5:00 PM on the Saturday before an E-Meeting.
2. The agenda and reports from officers/chairmen will be posted on the [Meetings](#) page of the Unit's web site at least 48 hours prior to the start of the meeting. Please read the agenda and all related reports before the meeting begins.
3. The Chair will start a conference at 6:30 PM Pacific Time on Yahoo Messenger, so please logon and be ready to begin before 6:30. Meetings will begin at 6:30 PM Pacific Time and end not later than 8:30 PM Pacific Time. For those who wish to chat informally before the meeting, feel free to IM individuals before that time. If you join the meeting after it has commenced, or need to leave early, please do so without comment. (Yahoo Messenger will alert all attendees of your arrival/departure.) The meeting will not commence until a quorum of seven (7) has been reached. Please also have the Yahoo Group site up and be ready to respond to a poll if a vote is called. This site is available at: <http://groups.yahoo.com/group/alaunit472/>.
4. If a motion is made, it will need to be seconded before discussion can begin.
  - a. The Chair will open discussion by asking for any discussion or remarks.
  - b. If you would like to speak about the motion on the floor, you must reply with "MP" and wait to be recognized by the Chair. The maker of the motion will be recognized first to speak in favor of the motion.
  - c. The Chair will recognize speakers; please do not send a statement unless the Chair has recognized you as a speaker. Each speaker will be allowed to speak up to two (2) times and will be limited to one (1) minute of typing each time.
  - d. After the discussion is completed, or a member moves to limit debate or moves the previous question, the Chair will close the discussion, then call for the vote. The Chair, at her discretion, may call for the vote in Messenger, or ask the 1<sup>st</sup> VP to set up a poll in the Yahoo Group site. Members need to vote immediately after the Chair puts the question to a vote. When using Messenger for a vote, the Chair will only wait approximately 15 seconds for responses.
  - e. If a motion to amend a motion is made, time will be given to the maker of the original motion to withdraw her motion with no second required. She may restate the motion, if she wishes.

The meeting adjourned at 10:10am