



How we conduct our board meetings and vote

Monthly or quarterly online board meetings (frequency depends on activities)

- 1) **DATE & TIME:** determined by Doodle Poll – president or secretary sends out poll with proposed dates and times to determine the best time for everyone. Meetings usually held on weekends and we try to vary between mornings and afternoons to be fair to east coast and west coast people!
- 2) **LOCATION:** Online meetings are done on HipChat. You need to set up an account with HipChat. Alok Doshi is the current “owner” of our chat room and he will send you an invite to join. Then you will need to register for an account. Once you have an account, on meeting days, go to https://amphl.hipchat.com/chat?focus_jid=60200_assoc_medical_professionals_with_hearing_loss@conf.hipchat.com, log on, and join the meeting. On the day of the meeting, the owner, president, or secretary should send out an email with the chat room link,
Conference board meetings -There will be an in-person board meeting at every conference. Conference attendance is strongly encouraged for board members.
- 3) **AGENDA:** is written up by the secretary or president and sent out before the meeting for people to review. Project leaders submit their reports for everyone to review before the meetings.
- 4) **PROJECT UPDATES and DISCUSSIONS:** done both at online meetings and over google groups email where everyone can read and reply. You must have a gmail account to participate in the google group email threads.
- 5) **VOTING:** done at the online meeting if quorum is present or on Survey Monkey after the meeting.
- 6) **ROBERTS RULES OF ORDER:** we follow these guidelines to run our meetings effectively and efficiently. The Rules help us lead debates, recognize speakers, define the role of the chair and other officers, propose, second, and vote on motions. Please review the short version of the guidelines in the following pages.