# Procedures for Centers Reps Attending EC Meetings Virtually

All reps who have a primary location at an SF Center can attend Executive Council meetings virtually. Their presence will count for quorum, and they may vote virtually. All communication will be through a dedicated Microsoft Teams **chat channel** monitored by the Presiding Office and/or President during the meeting.

A screen shot of a chat

Description automatically generated

## Attendance

Reps should indicate their presence for attendance/quorum purposes in Teams at the beginning of each meeting.

## Comments

Reps can make text comments that can be read aloud or may request speaking privileges in Zoom via Teams. They may also use the ‘raise hand’ feature in Zoom, although that is more easily missed than a Teams notification.

## Voting

Reps will indicate their vote as yes, no, or abstain in Teams.

## Substitutes

If a Centers rep plans on having a substitute who will also want to attend virtually, they should let the Presiding Office know as soon as possible so that the substitute can be added to the Teams channel.