

***AFRICAN VIOLET SOCIETY OF AMERICA, INC.***  
**Standing Rules for Zoom Meetings**  
**Board of Directors Meetings and Annual Meeting**

1. Upon entering the meeting, members will check their name to be sure both their first and last name is on their account.
2. All attending the meeting shall “mute” themselves during the entire meeting unless recognized to speak by the chair.
3. All board members shall use and turn on video camera on (if you have one), so everyone can be seen and heard during the meeting.
4. All electronic devices, pets, and family members should be set on silent during the meeting.
5. At the beginning of the meeting, everyone may say “hello” in the chat box.
6. Members desiring to make motions, amend motions, second motions, or debate shall press the “raise hand” button.
7. Members must wait until recognized by the chair before speaking. When that occurs, the member should “unmute” before speaking.
8. All remarks shall be addressed to the chair.
8. When finished speaking, press the “mute” button and “lower hand.”
9. Main motions and amendments longer than a few words shall be typed in chat box.
10. Debate shall be limited to two (2) minutes for each speaker.
11. All voting will take place in the polling box.
12. Following the meeting, a polling report will be sent to the teller committee for verification of polling results.
13. During the last 5 minutes, members may type closing thoughts in the chat box. (i.e., What worked well and what needs improvement?)

