

Virtual State Council Meeting Procedures

The following are the procedures approved by the Supreme Board of Directors for using FLS Connect to organize and conduct your 2020 State Meeting.

Prior to the State Council Virtual Meeting

- At least 7 days before the scheduled date of the 2020 State Council Virtual Meeting, notify all local councils about the date and time. Let them know that it will be conducted “virtually”, and that Delegates will participate by telephone. Also let them know that the following materials are available for review now (or soon will be):
 - 2019 Annual Meeting Minutes and Reports of Committees
 - Reports of Officers
 - Resolutions and budget (if required) for the 2020-2021 fraternal year
 - Special Rules of Order for 2020 State Council Virtual Meeting
- If required, obtain and publicize nominations for:
 - State Officers
 - Insurance & Associate Delegates to the Supreme Council Meeting
 - Alternate Insurance & Associate Delegates to the Supreme Council Meeting
- One week before the Meeting, contact each council to confirm which of its designated Delegates or Alternates will actually participate as voting Delegates at the Meeting. You must also obtain the telephone number that each Delegate will use to participate in the Meeting. This is extremely important. During the Meeting, a Delegate’s telephone number will act as a credential to allow him to participate. This information should be provided to the State Secretary, and he will compile a preliminary delegate list that contains the name, council number, membership number and telephone number for each Delegate who will actually participate in the Meeting.
- The list of Delegates will be finalized 48 hours prior to the start of the Meeting. No changes will be permitted after that time, even if it means that a council will not be represented.
- Notify all district deputies, past state deputies and state staff that only State Officers, elected Delegates from eligible councils, and selected designees of the State Deputy will be allowed to attend the 2020 State Council Meeting.
- Notify all councils of the time of the State Meeting, that confirmed voting Delegates will be called through the number they provided, that the State Deputy’s designees may contact them to confirm their status as a Delegate, and anyone who is not an official Delegate will be removed from the call. It is important that they wait for the call, and not try to call in. That will cause problems. If the call is not received by a designated number

of minutes after a designated time, Delegates can call a phone line provided by the State Council to join the Meeting and they will be screened as an official Delegate and allowed to participate.

- It is important that Delegates wait for the call and not call in unless absolutely necessary. Also, they must call from the telephone number that was previously provided. If a Delegate tries to call in using a different number, he will probably not be able to participate. This is comparable to a Delegate losing his pass or credential at an in-person meeting.
- Submit the list of delegates to FLS 24 hours in advance, in the following format:
 - Council # Delegate Name, Delegate telephone number

12583 DEL John Smith	570-305-9824
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- The State Advocate must conduct a virtual Meeting of the Resolutions Committee to prepare the Report of the Resolutions Committee prior to the State Council Meeting by using the technology selected by the State Council.
- Supreme Council and FLS will provide training to the State Officers and others who will be involved in the Meeting.

During the State Council Virtual Meeting

- Follow the approved script, which includes an abbreviated order of business, as closely as possible to ensure staying on topic and completing the State Meeting in timely manner.
- The FLS system uses the terms “Hosts” and “Participants.” Hosts have access to the website and can control the meeting. Participants listen by telephone and participate in voting by pressing numbers as instructed. The State Deputy, State Secretary, State Treasurer, State Advocate, State Warden, Immediate Past State Deputy, and at least three Past State Deputies (or other State Deputy designees) should be “Hosts.” It is suggested that Past State Deputies (or State Deputy designees) serve as “screeners” to interact with Delegates who have a reason to speak, and as the Judge and Tellers for voting.
- In light of the expense associated with conducting virtual state meetings, which is based on the duration of each meeting and the number of delegates in attendance, it is strongly recommended that State Councils limit the number of resolutions that would be forwarded to the Supreme Secretary for consideration at the Supreme Convention, bearing in mind that certain resolutions may require extended discussion and selecting only those that are absolutely necessary.

- Recognition of councils or members achieving certain status should not be announced during this State Meeting. State Councils should consider recognizing them at another appropriate time when gatherings are permitted.
- Charitable distributions made by the State Council should also not be announced during this Meeting.
- A representative from FLS has been approved to attend every State Council Meeting, to assist in technical matters, if required.
- Delegates' telephones need not be muted. The Hosts will control muting and, if necessary, may have to disconnect a Delegate's connection if it is causing undue interference with the Meeting.
- Hosts must be muted in order to cast a vote.
- Quorum. The continued presence of a quorum shall be determined by the online list of participating delegates provided by the system. The quorum is a majority of those on the official roll of delegates participating that is submitted by the Credentials Committee at the Meeting.
- Recognition to Speak. To seek recognition to speak, a Delegate shall press *3 on his phone. He may be contacted by the State Deputy's designee(s) to verify the intent to speak. The delegate shall not mute his phone. If he needs to address the meeting, he will be put through. This is similar to a radio program where callers are screened and then permitted to speak to listeners.
- Method of Voting. The voting will be conducted through secret electronic balloting by pressing numbers or symbols on Delegates' telephones as instructed by the State Deputy unless, due to technological problems, another voting method is directed by the State Deputy.