

## Online Meeting Guide for KC registered societies

This is a guide for clubs and societies running online meetings. An online meeting can be a solution when a face-to-face meeting is not possible and often allows for a wider attendance. However, there are some key issues to consider in planning meetings. There are differing requirements for committee meetings as opposed to general meetings, and this guidance aims to provide simple advice.

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### Committee meetings

For a committee, a virtual meeting is a cost and time effective way to conduct business. Unless the rules of the club prevent such meetings or state specifically that meetings must be in person only, then it is an acceptable option for the club committee to meet online, provided it follows some basic principles.

- Consult with committee members to check that all are happy to proceed with a virtual meeting
- Ensure participants have the IT facility and expertise (*see A below*)
- Arrange training/support as appropriate
- Agree the best online platform for the needs of the meeting (*see B below*)
- Agree communication methods, observing confidentiality and data security
- Agree roles for facilitating the meeting e.g.. who sets up the meeting, who provides technical support, who shares documents
- Agree basic protocols for in meeting participation – hand up / mute / chat functions
- Agree process for secret voting (*see C below*)
- Ask invitees to ‘accept’ electronic invite to ensure details are correct on meeting invite and all receive access details correctly
- Consider issuing a reminder 24-48 hours before the meeting
- Consult those present on recording online meetings

**Before embarking on an online committee meeting, it may be beneficial to hold a trial run to allow participants to familiarise themselves with the process.**

**The committee must continue to abide by any requirements for notification method, notice period and so on, which may be specified in the constitution or the established practice, and therefore an expectation.**

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### General Meetings

#### AGMs

A club must hold its AGM in accordance with the requirements of its constitution and the established practice of the club.

It is fully appreciated that an online AGM will improve access and convenience for members. Also, with advances in technology the platforms available for so doing are increasingly user-friendly.

In principle, a club may hold online AGMs provided the rules allow for such meetings.

Any change to the rules of a club must be agreed by members voting at a general meeting. Members must receive at least 14 days' notice of the full detail of a proposed rule change. Once agreed at the general meeting, the rule change is subject to KC approval before implementation.

The committee should consider how best to organise an online meeting, with the interests of the membership at the forefront. The committee will need to consider the following:

- Agree the best online platform for the needs of the meeting (see B below)
- Agree roles for facilitating the meeting i.e. who sets up the meeting, who provides technical support, who shares documents, and so on
- Agree basic protocols for in meeting participation – hand up / mute / chat functions
- Agree process for secret voting (see C below)

Before embarking on an online AGM, it may be beneficial to hold a trial run to ensure the process is reliable.

Either a fully remote online meeting, and/or resolutions made electronically, are easier to manage than a hybrid-type meeting where some members are voting in person and others are participating online. A hybrid meeting for a significant number of attendees, such as for a club general meeting, might easily lead to contention. So, the committee would need to be very clear about the way the meeting is managed and ensure members are content with the process.



## SGMs

An SGM of a registered society is usually convened for a specific, extraordinary proposal which is not part of the club's normal business.

The same procedural principles as for the AGM will apply. But the committee must be even more mindful of accessibility for members. Also, there may well be a need for a secret ballot and there must be a secure provision for this to ensure confidentiality.

### SPECIFIC CONSIDERATIONS FOR GENERAL MEETINGS

- Consider members without the requisite IT capacity and make alternative provision such as physically joining other members and postal voting options.
- Consider challenges over the logistics of how to deal with questions which would usually have been asked from the floor.
- A forum for open debate ideally needs to be provided, and for the proposer to respond to questions.
- This is especially important for contentious items.
- Written submissions as part of the agenda pack can be used, but this is no substitute for balanced debate.

A club must recognise that there is much to consider with regard to online meetings in order that they are procedurally correct in terms of issues such as voting systems and ensuring no members are disenfranchised.

## A

It may be useful to circulate a skills matrix to committee members so that support can be offered as appropriate:

<b>Comm method</b>	<b>Not skilled</b>	<b>Limited skill</b>	<b>Fully skilled</b>
<i>Emails</i>			
<i>Documents</i>			
<i>Attaching documents</i>			
<i>Video calling</i>			
<i>Conference calling</i>			
<i>Online meetings</i>			
<i>Online training</i>			
<i>Social media</i>			

**B**

There are many options for virtual meeting platforms, here are some examples:

**Microsoft Teams**

- Maximum of 50 users on a call
- Available on numerous devices
- Screen sharing/presenting possible
- Recorded meetings possible
- Group/private messaging possible
- File storage with live editing



**Google Hangouts**

- Maximum of 150 users on a call (10ppl on video)
- Available on numerous devices
- Screenshare available
- Call recording available
- Need a Google account to organise a meeting



**WhatsApp**

- 4 users per call
- Available on numerous devices
- Private/group messaging available
- Maximum of 256 people in a group chat



**GoToMeeting**

- Paid for service
- Maximum of 26 people - anymore than this and GoTo Webinar is an alternative
- Available on numerous devices
- Screen sharing/presenting available
- Recorded meetings possible






**Zoom**

- Maximum of 100 people per call
- Meetings of more than 2 people automatically end after 40 minutes
- Option to upgrade to paid version for further features
- Available on numerous devices
- Screen sharing available
- Recorded meetings possible



## C

A number of virtual voting methods are available. The following are free of charge:

<p><b>Google Docs</b></p> <ul style="list-style-type: none"> <li>• Free</li> <li>• Up to 200 people can view</li> <li>• Anonymous voting possible</li> <li>• Need a Google account to access</li> </ul>		<p><b>Survey Monkey</b></p> <ul style="list-style-type: none"> <li>• Free</li> <li>• 100 voters max</li> <li>• Anonymous voting possible</li> </ul>	
<p><b>Mentimeter</b></p> <ul style="list-style-type: none"> <li>• Free</li> <li>• All voters need to be online at the same time</li> <li>• No voter limit</li> <li>• Limits on questions - can create multiple surveys but only 2 questions per survey</li> </ul>			

### Mi-Voice

The Kennel Club has previously offered a ballot counting service to registered societies, to assist with elections of committee, officers, judges and so on. We have made arrangements with Mi-Voice, the company which runs election / balloting processes in conjunction with Kennel Club General Meetings, to offer a range of services to registered societies. This will enable either fully electronic, or part electronic and part postal submissions, and will ensure complete confidentiality for the user.

Mi-Voice are able to offer a response handling and ballot count service to Kennel Club registered societies. Ballot papers can be returned to Mi-Voice by post, where the experienced elections team will process responses, conduct a count and provide a result report. These are the same services previously offered by the Kennel Club and would be provided at the same rate as the existing pricing structure.

In addition, Mi-Voice can assist with distributing voting information by post and/or email, create an online voting site for elections, and even take votes over the telephone. These Mi-Voice services will be familiar to members who participate in the Kennel Club AGM and SGM process.

If this is of interest, please contact Mi-Voice by email at [enquiries@mi-voice.com](mailto:enquiries@mi-voice.com) or telephone **02380 763 987**.

**DISCLAIMER: This guidance note is provided for general information only. Care has been taken over the accuracy of the content of this note, but the Kennel Club cannot guarantee that the information is up to date or reflects all relevant legal requirements. The information is not organisation specific and due regard must be given to the constitution of the club concerned.**

Some information contained in this guidance note may therefore may not be suitable for your organisation or club.