Sometimes situations make it impractical (or even impossible) to hold a meeting when all members are in the same room talking directly to each other – which is the ideal condition. So many things are taken for granted in that setting: we can see if someone is confused and clarify our points or we can take a break and seek out someone to understand their position on an issue. The setting is sensitive to our needs.

Anything less than meeting in person requires a series of compromises and takes more time. It also requires modified rules to compensate for those conditions. Prior to the meeting, the chair must plan more carefully and consider scheduling a shorter series of meetings instead of an all-day marathon. Each session should last no more than two hours. Because it is hard to maintain focus, it is more productive to have shorter and more concentrated sessions followed by breaks.

Although meeting under remote conditions has its drawbacks, an unexpected benefit is that people are more careful about interrupting, particularly when your remote meeting program provides hand recognition for speakers.

### Pre-Meeting Checklist
1. Set up a condensed agenda containing only action-oriented items; reports can be sent in advance for questions. If there are to be multiple meetings, make sure any related items are taken up at the same meeting.
2. Appoint a technical assistant to handle software/equipment issues that may arise, and put that person’s contact information on the meeting agenda.
3. Send the agenda to all participants well in advance of the meeting. Ask all members to log in at least 15 minutes before the meeting so any technical difficulties can be worked out.
4. Prepare special rules to propose that will compensate for the conditions. Send them with the agenda.
5. Make a list of all members who will be on the call who have the right to speak. From that list, create at least ten different random order copies. (Go to www.random.org/lists and input your names.)

### Remote Meeting Rules
1. The meeting will begin at X:XX and end at X:XX. Business not taken up by the adjournment time will be carried over to a subsequent meeting.
2. Members shall mute their phones unless speaking, raising a point of order, or making another interrupting motion.
3. The chair will recognize members by using raised hands in the meeting software or in a random order. Members may pass once if they choose not to speak when called upon.
4. Each member shall have up to two minutes to speak when recognized.
5. Votes shall be taken by general consent, raising hands using the meeting software, or roll call in random order.