

RTM Rules Committee Notes from Kate Buch on Virtual RTM Meeting

Issues to address:

1. Roll Call
 - a. It seemed to be easier the first two meetings when the list of those present was read aloud. I will also look into providing all attendees with the ability to see who else is in the meeting. I believe this is possible, but am not 100% sure.
 - b. After the meeting, I can run reports that indicate when each member arrived and when they left.
2. Voting
 - a. The voting through polling seems to be the best option. This does, however, mean that RTM members attending strictly by audio (telephone) cannot vote.
 - b. If desired, the RTM could consider allowing members connecting strictly by audio to have a window of time during which they could text or e-mail their votes to the Town Clerk.
 - c. It is important to remember that the meetings are being held in a virtual format because current COVID based restrictions do not allow for the full RTM to meet in person. They are not being held in a virtual format to accommodate members who have other commitments.
 - d. After the meeting, I can run a report that shows how each member voted on each question. It downloads into excel, which then allows the Town Clerk to sort however she needs.
 - e. If any vote were close – I suggest anything less than 60/40 – we can do a roll call.
 - f. If there are amendments to motions or new motions, the organizer needs a little time to create the poll question.
3. Trouble accessing meeting
 - a. I am willing to run a practice session a few days before the next meeting so that people can try things and I can help address issues in a situation without pressure.
4. Raising hands
 - a. At the 9/21 meeting, we left people mostly unmuted, trusting people to self mute. This allowed some members to take the opportunity to simply speak up when they had a question. We should decide whether or not we want to do that again or require they raise their hands to be called upon. The downside to leaving people unmuted is that not everyone can be trusted to self-mute and we can end up with a lot of background noise, then have to locate the offender.
 - b. Some people still don't understand whether their hand is "raised" or not. I think part of the pre-meeting announcement could address this.
5. Question function
 - a. We do have people asking questions through the question function that should be asked in the meeting room. I think that if we make a pre-meeting announcement on some of these things, we can curb that problem.
 - b. The organizer who is monitoring the question function needs to address and clear the questions as they come in.
6. Video v Dial in
 - a. During the meeting, the organizers can tell who has dialed in as opposed to using the web. There are very few people who simply dial in and do not have access to all of the functions of the software.
 - b. This information does not print on reports after the meeting.