

## **Conduct of Virtual Sub-Regional Meetings**

Presented by Constitution and Administration Committee (CAC)

<b>Examine IFATCA Constitution and Administrative Manual (IAM) support for conduct of virtual Sub-Regional Meetings</b>
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### **1. INTRODUCTION**

- 1.1. At Conference 2024 CAC was tasked to consider applicability of rules as defined in the IFATCA Constitution and Administrative Manual (IAM) to conduct virtual Sub-Regional Meetings. This paper presents those considerations.

### **2. DISCUSSION**

- 2.1. IFATCA considered IAM amendments to allow conduct of meetings, elections, and ratified decisions as a result of identified shortfalls in the rules following the advent of COVID-19.
- 2.2. These rules changes were presented to Directors for ratification at the virtual Annual Conference in 2022 and were ratified. They form the basis of rules for conduct of virtual meetings within the IAM.
- 2.3. Article I of the Constitution specifies in Definitions (pp21) that:

*'In the Manuals, the use of the terms "present", "attend", or "in attendance" shall include, as applicable, those physically present (in person), and those virtually present (attending via electronic means). (Virtual Conference 22.A.9)'*

- 2.4. Article III para 2.2 (pp33) goes on to confirm:

*"Attendance at Conference shall be afforded to Directors:*

- in person (physically present); or*
  - virtually (using an electronic conferencing platform)*
- as specified in the Bye-Laws."*

- 2.5. Part 2 – Administrative Policy (Bye-Laws) specifies in Definitions para 2.19 (pp47) that:

*“Virtual Conference: is a conference conducted wholly via electronic means with no Directors physically present (i.e. in person). All discussions, presentations, recommendations, votes, and elections are presented and/or conducted by electronic means. All discussions, presentations, recommendations, votes, and elections are concurrently presented and/or conducted at the conference venue with those Directors present in person, and live-streamed by electronic means to facilitate virtual participation of Directors joining electronically.”*

*Note: The highlighted text does not apply to a “virtual” conference, conducted wholly via electronic means.*

And reiterates the usage as specified at para 2.3 of this working paper immediately following at IAM para 2.20.

In the research for this paper, it was identified that the highlighted text in para 2.19 is incorrect for defining a virtual conference and should be removed from the IAM for clarity.

- 2.6. Part 2 – Administrative Policy (Bye-Laws), Section 4 – Conferences contemplates “Types of Conferences” and supports both “*wholly in person*” or “*wholly virtually*”.
- 2.7. Remaining references allow for electronic voting, as is required at Virtual Conferences.
- 2.8. Critically, the IAM does **not** differentiate between Annual and Special Conferences, nor Regional Meetings with respect to the ability to conduct such via electronic means. Sub-Regional Meetings are contemplated by virtue of being Meetings within the IAM definitions

### 3. CONCLUSION

- 3.1. The IAM adequately addresses conduct of meetings, in person, or virtually (via electronic means)
- 3.2. The IAM adequately addresses conduct of meetings, in person, or virtually (via electronic means) for establishment of a quorum, where required, and for voting.
- 3.3. Amendment to the IAM is not required to support conduct of virtual Sub-Regional Meetings.
- 3.4. The proposed removal of text in Part 2 – Administrative Policy (Bye-Laws) specified in Definitions para 2.19 (pp47) of the IAM is required to clarify that this provision only applies to virtual Conferences and does not prevent hybrid meetings in the general conduct of the business of the Federation.

### 4. RECOMMENDATIONS

- 4.1. That no specific changes are required to facilitate virtual sub-Regional Meetings, but:
- 4.2. Part 2 – Administrative Policy (Bye-Laws) specifies in Definitions para 2.19 (pp21) be amended by removal of the highlighted text within the definition of a “Virtual Conference” as indicated below in red and struck through:

Virtual Conference: is a conference conducted wholly via electronic means with no Directors physically present (i.e. in person). All discussions, presentations, recommendations, votes, and elections are presented and/or conducted by electronic means. ~~All discussions, presentations, recommendations, votes, and elections are concurrently presented and/or conducted at the conference venue with those Directors present in person, and live-streamed by electronic means to facilitate virtual participation of Directors joining electronically.~~

## 5. REFERENCES

- 5.1. IFATCA Constitution and Administrative Manual Version 69, 2024 per included references above

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