



## COVID-19 Emergency: Online Meeting Guide

Before moving forward, check your chapter governing documents. If still unsure, consider consulting with the chapter's attorney for guidance. State laws and/or bylaws may sometimes be vague and ever changing in this situation.

### Laws Pertaining to Virtual Attendees

Rules and regulations on this issue vary from state to state. We strongly recommend HOA's review state laws in the event they prohibit virtual attendance at nonprofit board meetings.

### Bylaws

If your state does not prohibit virtual attendance, ensure that your chapter bylaws do not prohibit it either.

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1. **Get a Screenshare Software (*see possible systems on the next page*)**
    - a. Create User Account (this will be the account to launch the meeting)
      - i. Ensure that the account type you have chosen includes:
        1. Enough space for all participants
        2. Enough time for your meeting
    - b. Setup Meeting
      - i. Set date and duration
      - ii. Ensure all participants are muted (main person can unmute others as needed)
      - iii. Ensure session is recorded to the cloud
      - iv. Password protect the meeting
      - v. Board members should be on video if possible
  2. **Board Members**
    - a. Immediately all board members should test the system to ensure access
    - b. Assign board members
      - i. Who will be creating the meeting?
      - ii. Who will be running the system during the meeting?
        1. Muting/unmuting participants
        2. Sharing their screen (agenda, other documents or presentations)
        3. Managing text questions that come in
      - iii. Who will be the point person for participants who are having issues?
      - iv. Who will be responsible for other duties as needed?
    - c. Run a test meeting with all board members
    - d. Login 15 minutes before scheduled meeting

### 3. Attendees

- a. Notify participants of the online meeting
  - i. Email the access instructions
  - ii. Include access instruction in newsletters and bulletins
  - iii. Include how participants can test the system prior to the meeting
  - iv. Include who and how they should contact if they are having an issue connecting to the system

### 4. After Meeting

- a. Pull report of who attended
  - b. Archive the recording in your files
  - c. Send attendees an email thanking them for participating
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## Virtual Meeting Systems

Community Associations Institute is not affiliated with, receiving any compensation, or recommending any of these products. The purpose of this list is to inform our members of possible systems they can use for a virtual meeting. This list does not encompass all the systems available.

### Zoom

Website: [www.zoom.us](http://www.zoom.us)

### GoToMeeting

Website: [www.gotomeeting.com](http://www.gotomeeting.com)

### Join.me

Website: [www.join.me](http://www.join.me)

### ezTalks

Website: [www.eztalks.com](http://www.eztalks.com)

### Google Hangouts

Website: <https://hangouts.google.com/>

### CISCO Webex Meetings

Website: <https://www.webex.com/>

### Skype

Website: <https://www.skype.com/en/>

### Free Conference Call

Website: <https://www.freeconference.com/>