



# Digital Meeting Provisions

## Holding, Attending and Voting in Online Meetings

### Digital Meeting Provisions

The new rules contain provisions for online meetings of Party Units, making our Party more inclusive and helping regional members to participate.

### What do the rules say?

- Any member of a formal meeting of a Party Unit may request to attend such meeting through digital channels, at the discretion of the meeting's Chair (or in the event there is no chair, then the State Secretary).
- Any formal meeting of a Party Unit may be permitted to use digital voting mechanisms, at the discretion of the meeting's Chair (or in the event there is no chair, then the State Secretary).
- Party Units cannot conduct online voting without the express prior permission of the State Secretary.
- Should a Party Unit be given express prior permission by the State Secretary to conduct an online vote, the process, mechanisms and regulations shall be set by the State Secretary.

### What sort of meetings can be held online?

Any Party Unit can choose to hold an online meeting. This includes Local and Direct Branches, Federal Electorate Councils, and Party Organisations.

### Who can grant an online meeting request?

When a member makes a request for an online meeting, the approval will no longer have to come from Party Office. It'll now be up to the person Chairing branch meeting, Party Organisation meeting etc, to permit an online option. (Note: online voting still requires the approval of the State Secretary)

### How should online meeting attendance be recorded?

As meeting attendance is often a qualifier for voting rights and other entitlements under the rules, it's important that online attendance at meetings be recorded appropriately, and in a clear and transparent way.

For someone's attendance at a meeting to be recorded, they must sign an attendance book. For online attendance, the person presiding over the meeting (usually the President) or the Secretary should record the person's name, note that they're 'online' alongside the name, and sign on their behalf. See example below.

Name (Please Print)	Signature
JANE SMITH (ONLINE)	[Signature] (BRANCH SECRETARY)

### **Can entire meetings be held online?**

Yes - meetings can be held entirely online without the permission of the Secretary. However it's important to clarify that online meetings have been permitted under the rules to facilitate broader engagement and not to replace in-person meeting formats.

Members consistently told us during the Rules Review Consultation period that in-person meetings were some of the most important and meaningful ways to engage.

We need to make sure we continue to meet in-person wherever possible, using online engagement to allow more people to participate (particularly those in the regions) and to allow flexibility.

### **Are there limits to how many meetings can be held online?**

No - there are no limits to the number of meetings that can be held online, however as above, it's essential we maintain in-person meetings wherever possible.

### **Can we conduct a vote online?**

Any vote that would ordinarily be conducted as a secret ballot (eg. ballot for Branch Executive positions), can only be conducted online/digitally, with the express prior permission of the State Secretary - please ring Party Office to discuss, if you're interested in running a digital ballot.

For other types of votes, for example if your Branch or Party Organisation is passing a motion, the meeting chair can facilitate an online vote.

If you're unsure which is which, please contact Party Office to discuss prior to the vote.