



Components Facing COVID-19: Governance Goes Virtual

June 4, 2020

AIA governance

2020 AIA ANNUAL MEETING: IMPORTANT DATES

- July 1 Online accreditation opens. Call for Regional Caucus questions.
- July 2 Membership count taken for apportionment of delegates.
- July 23 Official Delegate Information Booklet (“Yellow Book”) is distributed.
- Aug 14 Online accreditation closes. Written caucus questions due.
- Sept 1 Annual Meeting (1pm EDT).
- Sept 2 Regional Caucuses. Voting opens.
- Sept 4 Voting closes. Results announced.
- Sept 4 If needed for office of Secretary, runoff voting opens.
- Sept 8 Runoff voting closes. Final results announced.

Your component's governance

YOUR COMPONENT'S GOVERNANCE

Types of meetings

- Board meeting
- Committee meeting
- Membership meeting

YOUR COMPONENT'S GOVERNANCE

Hierarchy of governance documents

- State nonprofit corporation statute
- Articles of incorporation
- Bylaws
- Board-approved policies

YOUR COMPONENT'S GOVERNANCE

May be affected:

- Notice
- Quorum
- Discussions (regular and executive sessions)
- Motions, voting
- Elections and ballots (mail or email)
- Amending bylaws
- Hybrid meetings

YOUR COMPONENT'S GOVERNANCE

Options

- Delay in-person meeting
- Hold virtually
- Amend governance documents if necessary and if possible

Consequences

- For skipping annual membership meeting
- For online meetings not allowed by statute or governance documents

Practicalities

PRACTICALITIES

Technology – Video conferencing

- Common: GoTo or Zoom
- Others: Google Meet, Skype, MS Teams
- Train presenters and moderators
- Practice

PRACTICALITIES

Technology comparison sites: Capterra.com, G2.com, SoftwareAdvice.com, IdealWare.org

Board governance options: OnBoard, Boardable, Adam.ai

Elections options: OpaVote, ElectionRunner, ElectionBuddy

Elections via survey platform:

- Multiple choice question for each office
- Use secure collector that allows one vote per email address

PRACTICALITIES

Technology useful for boards in G Suite:

- Google Drive - document sharing
- Google Forms - votes, surveys
- Google Sites - board webpage
- Meet - video and voice conferencing

PRACTICALITIES

Facilitation

- Streamline agenda. Use right format for each item.
- Pacing
- Discussion types: big picture vs. practical, decision-making, briefings, learning, board development, social
- Inclusivity, safe space, engagement
- Action plans