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
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