



Section:	2. Meetings
Subpart:	2.4. Management
Policy No.:	2.4.6.
Title:	Electronic Access to Meetings
Effective:	January, 2009

Electronic Access to Meetings

Purpose: Establish policy for electronic access such as teleconferencing, video conferencing or web meetings as a means of participating in NCWM meetings from remote locations.

Background: For the purpose of this policy, a public meeting is defined as a scheduled and advertised meeting of NCWM or any of its sectors, committees, ad hoc committees, subcommittees, task forces and study groups at a facility where members travel to participate. In addition to these public meetings, it is common for committees, subcommittees and task groups, etc. to organize teleconferences and web meetings in between these regularly scheduled public meetings to continue their work.

NCWM has received occasional requests from individuals who wish to participate in a portion of the discussions of public meetings via telephone or web meeting. The request may seem reasonable since the member would have to pay for travel and lodging to attend only that small portion of a multi-day event. Service plans for teleconferencing, video conferencing and web meetings have limits on the number of participants. NCWM's policy should clarify who is granted access and who is not.

The cost is also of concern. Equipment rental costs, phone line access fees at hotels, and internet access in meeting spaces all typically have costs associated with them and the prices can vary greatly according to the hotel and audio/visual service vendor. The cost could multiply quickly as the practice expands to all public meetings including NTETC Sector Meetings, task group meetings, subcommittee meetings, committee work sessions, and potentially NCWM open hearings and voting sessions.

The policy capitalizes on technology, but sets fair limitations on its use to control costs and expectations.

Policy:

1. NCWM encourages the use of electronic meeting formats by sectors, committees, subcommittees, work groups and task groups when these meetings are scheduled outside of NCWM public meetings. Electronic participation by non members of the group is denied except by special invitation of the group chair.
2. Members of ad hoc committees, subcommittees, task forces and study groups may electronically access public meetings of those groups if funding and capability is present. Electronic participation by non members of the group is denied except by special invitation of the group chair.
3. Electronic access is denied for all public standing committee meetings, NTETC sector meetings, NCWM open hearings and voting sessions.