

Special Rules for Conducting Hybrid ACS Council Meetings

- To ensure security of the meeting, all Councilors participating virtually shall access the Council meeting platform with their ACS Member Identification number. Should a Councilor feel they are unable to perform their duties for their Local Section or Division, a certified Alternate Councilor can attend and participate in their place. Councilors participating virtually are also encouraged to log in at least one hour prior to the start of the hybrid Council meeting.
- The President of the Society will preside over the hybrid Council, call on Committee Chairs for reports, and where appropriate, state motions and preside over voting.
- The Council Policy Committee Vice Chair will be the Moderator of the Council. The Moderator's role is to queue the Councilors who indicate they wish to speak, inform the President of the order of the queue, and inform the President if a Councilor has exceeded their speaking time.
- Councilors participating virtually will be asked to enter the Speaking Queue, and once acknowledged to speak, will raise their hands in the virtual platform. At all other times, all microphones will be muted by the meeting host except for the current speaker.
- Councilors who wish to speak, should keep their remarks or questions to 60 seconds. Councilors should begin speaking by stating their name and their affiliation as Councilor. The President may choose to end discussion on a particular topic if a sufficient number of Councilors have addressed the issue before them.
- The President will alternate taking questions between those Councilors participating in-person, and those participating virtually.
- Committee Chairs will be asked to submit their oral reports and slides for review by CPC. It is recommended that Committees limit their oral reports to no more than two minutes and incorporate graphics in their presentations.
- For voting on all motions and elections, Councilors will be asked to utilize the voting platform provided by Lumi, the hybrid Council software platform. Councilors participating in-person will be required to bring their own device (*i.e.* an internet enabled smartphone, tablet, or laptop) so that they can vote on motions at Council. Those Councilors participating virtually will vote via the virtual platform.
- The latest edition of Robert's Rules of Order shall be the parliamentary authority for the Council meeting to the extent it does not conflict with ACS Governing Documents, Council Policy Committee policies, or these special rules.