



AMFA Local 14 Remote Digital Access Regular Membership Meeting Guidelines

This living document provides the rules and regulations surrounding the AMFA Local 14 Local Executive Council's decision to provide membership with a remote digital access for our Regular Membership Meetings. This digital option will enhance member participation, allow more free passage of information, and encourage more interconnected solidarity among our Local 14 members.

1. Your presence at a remote meeting shall count for attendance purposes. Per the AMFA National Constitution and AMFA L14 Bylaws Article 4, Section 2 Meeting attendance is one path to becoming an Elected Officer.
2. Members will be required to be registered on our website www.amfa14.org and vetted as a member in good standing by our LEC to access the RMM link. The remote meeting will be available through the video-conferencing app or web browser to use voice and video. The dial-in option via phone will not be available due to security reasons and verification purposes.
3. Members are encouraged to join the meeting platform 10-15 minutes prior to the official start time to help streamline the check-in process. Upon joining, you will be placed in a virtual "waiting room", where a meeting facilitator will verify your membership before allowing you into the remote Membership Meeting.
4. All members participating in the remote meeting are required to have their video cameras turned on. This is to visually verify your membership and document your attendance for the meeting. It also helps ensure you are in an appropriate space.
5. Members will enter their **full name & AMFA number** as their screen name when joining the meeting for proper identification by other participants.
6. Per the AMFA Constitution and Local Bylaws, we follow the "Robert's Rules of Order" to ensure orderly meetings. The chairperson (chair) manages the meeting, and members must be recognized before speaking, promoting smooth, democratic discussion. The Local 14 President, Secretary, and/or their Designee will chair the meeting.



7. Everyone will stay on mute unless they are actively talking. The designated host or co-host may unmute speakers when recognized by the meeting chair.
8. Members wishing to speak must use the hand-raising function in the virtual meeting platform. The chair will recognize speakers in turn.
9. Per the AMFA Constitution Article 22, Section 2, members are prohibited from recording the meeting in any form, including audio, video, or any other recording device. Members who violate this provision may be forbidden from further remote access meeting opportunities.
10. Meetings are considered confidential to AMFA membership. Members are responsible for taking precautions to ensure management and non-members do not overhear the proceedings of the remote virtual meeting, this includes mindfulness of your physical location. Members who violate this provision may be forbidden from further remote access meeting opportunities.
11. For each agenda item, an Officer or the chair will present information and updates. Following these reports, there will be a dedicated time for open discussion among members. To participate in the discussion, members will join the waiting list by using the "raise hand" feature on the platform app or web browser. Alternatively, members can send a direct chat to the meeting facilitators to be added to the queue in order.
12. To prevent the chat function from becoming distracting, it will only be used for necessary conversation.
13. The remote RMM will be informational only. There will be no official business conducted, no main or subsidiary motions, and meeting will not be recorded.
14. Discussions on sensitive Union matters and management criticisms will not be covered in the remote virtual meeting. Members seeking information and wishing to ask questions on these types of topics are encouraged to attend a scheduled in-person RMM.



15. The financial status of the Local will not be presented digitally for security purposes. To comply with the bylaws Report of the Treasurer, should members wish to inquire about the state of the local finances, contact the Local Treasurer to review the books or consider attending a scheduled in-person RMM to view this information.
16. Meeting Minutes will be taken by the Local 14 Secretary. These minutes document will be posted to the Local 14 website and distributed via email as normal. There will not be a distributed recording of the remote meeting
17. At times, informal feedback may be needed from participants. When this happens, members will be asked to participate in a poll using the video-conferencing platform's nonverbal feedback (yes/no buttons) or polling feature.
18. If members are disconnected due to technical issues, the host will verify and re-admit them if they wish to re-enter.
19. The chair or host may force a member to leave the remote meeting if their conduct violates rules or disrupts the meeting.
20. Members who violate any of the above provisions may be forbidden from further remote access opportunities at LEC discretion.
21. Terms of Zoom access will be determined by the LEC

We appreciate your cooperation in adhering to these guidelines. If you have any questions or concerns, please reach out to the LEC or email President@amfa14.org or Secretary@amfa14.org .

Revised: April 15, 2026