**HYBRID CONFERENCING**

**I. PURPOSE**

With utilization of internet platforms, hybrid conferencing allows the council to provide increased membership and involvement in the PA ENA General Assembly and State Council Meetings.

Act 67 of 2013 PA Law allows the members of a nonprofit corporation that is member-based to hold meetings held via virtual communication technology in order to provide the opportunity for all members to participate such as: making motions, voting, and/or commenting on the business being conducted. Virtual communication will be utilized to allow all members to participate and see and hear each other at the time of the meeting.

**II. PROCEDURE**

A. PA ENA State Council will offer virtual conferencing for PA ENA meetings, using the ENA provided ZOOM Communications and Virtual Conferencing Platform (ZOOM).

 B. PA ENA State Council will provide a Pennsylvania state ZOOM account access to individual PA Chapters to schedule and utilize as needed.

 C. Usage of ZOOM accounts:

 1. State Council related business purposes only

 2. Membership Meetings

 3. State Council Board and/or Executive Board Meetings

 4. Committee meetings

 5. Networking / social gatherings

 6. Educational Sessions / CE opportunities

 a. Presented as live sessions

 b. Pre-recorded sessions and provided to members only.

 D. Recording

 1. Meetings with educational content may be recorded to provide to members.

 2. Any meetings where decisions are made should NOT be recorded.

 E. Voting

 1. All Chapters have 2 voting members to be present at General Assembly and Annual Meetings.

 a. Chapters will communicate the 2 (two) voting members to the State President and Secretary on the Monday prior to the scheduled General Assembly and/or Annual Meeting.

 b. At the beginning of the meeting, a roll call of all Board of Directors, Committee Chairs, and Voting Members will be completed.

 C. All guests will sign into either the registration or virtual, on the chat to be counted as an attendee.

 E. The platform will enable both audio and visual attendance and involvement in PA ENA General Assembly which will allow the member to interact and discuss issues during the meeting, as an active meeting participant.

 F. Communication regarding the virtual address will be sent to the PA ENA members at least one week before scheduled meeting.