

## LWVSNM Guidelines for Online Meetings

DRAFT 1-25-2021

Justice, Equity, Diversity, and Inclusion (JEDI) is a basis for all of our work that includes decisions about studies, positions, programs, advocacy, and actions. We want members and participants to feel safe and respected and to know that alternative points of view are valued. We welcome all individuals who support our mission of empowering voters and strengthening democracy. Regarding diversity and inclusion of League membership, our current focus is on age, ethnicity, and volunteer skills. The following are guidelines for working together online:

1. Comments, questions, and critiques need to be related to an issue or topic, not about people. Guest speakers deserve opportunity to make their presentation. Members and/or participants will receive equitable time for discussion.
2. In Zoom meetings, the virtual “hand-raising” feature will be used to speak one time; follow-up can occur in the “chat box.” To speak again, get in line by again raising your virtual hand.
3. Keep your microphone muted when not speaking. If you are in line to speak, unmute your microphone immediately before your turn. Remember to mute it again after you have spoken. In small groups, items 2 and 3 may not be necessary.
4. If you are a person who speaks a lot, try listening more; if you are a person who listens a lot, try sharing your perspective more.

### **LWV Study Processes:**

**Consensus** is an agreement among a substantial number of members, reached after study and group discussion at meetings called unit meetings. No voting takes place to reach member agreement. Consensus is not a simple majority, nor is it unanimity; rather it is the overall sense of the group as expressed through the exchange of ideas and opinions. In the consensus process, the Study Committee does not produce a statement with which members agree or disagree. Rather, the Study Committee uses questions to guide discussion, after providing background materials prior to a consensus meeting. (Non-members may not participate in consensus meetings, though experts may be available to answer questions.)

**Concurrence** is the act of agreeing – or concurring- with a previously formulated statement or position. Leagues may concur with a statement or position arrived at by another League, a position stated by a study committee based on its research or reflecting widely held views, or a position of long standing that they wish to reaffirm. In preparing for Concurrence, the Study Committee and Board must approve the statement before it is sent to members for consideration; the study committee presents the statement and background material.