Before moving forward with online meetings, check your state laws. Rules and regulations on this issue vary by state. If your state does not prohibit virtual meetings, ensure that your community association bylaws do not prohibit it either. If still unsure, consider consulting with the association's attorney for guidance. State laws and bylaws may sometimes be vague and ever changing.

If state law and association bylaws allow virtual meetings, follow the steps below to prepare.

Meeting organizer

1. Download meeting software.
2. Create a user account. This will be the account to launch the meeting.
   a. Ensure that the account type you have chosen includes:
      i. Enough space for all participants.
      ii. Enough time for your meeting.
3. Set up meeting.
   a. Set date and duration.
   b. Ensure all participants are muted. Meeting organizer can unmute participants as needed.
   c. Ensure session is recorded.
   d. Password-protect the meeting.
   e. Board members should be on video if possible.

Board members

1. Test the software to ensure access and functionality.
2. Assign responsibilities to board members.
   i. Who will be creating the meeting?
   ii. Who will be running the system during the meeting?
      1. Muting and unmuting participants.
      2. Sharing their screen (agenda, other documents, or presentations).
      3. Managing questions.
   iii. Who will be the point person for participants who are having issues?
   iv. Who will be responsible for other duties as needed?
3. Run a test meeting with all board members.
4. Log in 15 minutes before scheduled meeting.

Attendees

1. Notify participants of the online meeting.
   a. Email the access instructions.
   b. Include access instruction in newsletters and bulletins.
   c. Include how participants can test the system prior to the meeting.
   d. Include who they should contact and how to contact if they are having an issue connecting to the system.

After the meeting

1. Pull a report of who attended.
2. Archive the recording in your files.
3. Send attendees an email thanking them for participating and community members who couldn't attend a link to the recording, if appropriate.

» *To learn more about virtual meetings and electronic voting in community associations, purchase Mastering Virtual Meetings and Electronic Voting from CAI Press. www.caionline.org/shop*