

**WASHINGTON STATE GRANGE
POLICY FOR VIRTUAL/ELECTRONIC PARTICIPATION
IN SUBORDINATE/COMMUNITY AND GRANGE MEETINGS**

This policy applies to all Subordinate/Community AND Pomona Granges in the State of Washington.

Today's Grange members are much more mobile than ever before. There are many programs and systems such as Teams, Zoom, and free conference call lines that allow members to participate in Grange meetings without being physically present at the meeting. Technology will also allow members to communicate and discuss matters of importance if they are unable to be present at a meeting.

Members should make every effort to attend their regular Grange meetings, but the National Grange and the Executive Committee of the Washington State Grange understand and recognizes that this is not always possible and views this policy as a way to increase participation at Grange meetings as well as allow members who do not live in close physical proximity to their Grange (military personnel, away at college, south for the winter, etc.) to be a part of their Grange's meeting.

The following rules must be closely followed for participation in the Washington State Grange Virtual/Electronic Meeting Program:

1. The Grange meeting must be held on that Grange's regular meeting night, at the appointed time and location. Members who are going to participate virtually or electronically shall notify the Grange Master in advance of the meeting. Only as a last resort, should regular Subordinate/Community and/or Pomona Grange meeting be held 100% virtually (i.e. in times of inclement weather, or other circumstances that prohibit in-person meetings).
2. Every effort must be made to utilize speaker phones or audio enhancement equipment to insure all members physically present can hear all discussion at the meeting. Likewise, it is the responsibility of those attending virtually/electronically to have the necessary audio equipment to hear the discussion taking place at the meeting.
3. All meetings must be held in accordance with the Manual of the Subordinate Grange and the Digest of Laws of the National Grange.
4. The order of business shall follow the list found in the Subordinate Grange Manual.
5. Quorum: A quorum as defined in the Washington State Grange Constitution and By Laws (eight members) must be present, either physically, electronically, or virtually.

6. Record of Proceedings: The Grange Secretary or other member appointed by the Grange Master or presiding officer must record who is in attendance physically at the meeting and who is in attendance virtually/electronically at the meeting. An accurate record of the actions taken at the meeting must be recorded.
7. Voting: All votes must be taken as a roll call vote. Members attending virtually/electronically will not be able to vote on matters that would normally require a paper ballot, including but not limited to applications for membership, election of officers, etc.
8. Matters that would be considered acceptable for discussion and virtual/electronic voting would be community service projects, repairs to the Grange hall, financial donations, and other matters for the good of the order.
9. Virtual/electronic voting will not be allowed on motions or resolutions affecting the future of the Grange. This includes, but is not limited to, consideration to sell Grange property, merge with another Grange, or dissolve the Grange completely.
10. Limits on Spending: Virtual/electronic voting can be used to approve expenditures, up to a maximum of \$1,000 at a Grange meeting. Any expenditures above this limit must be voted on only by those physically present at the meeting.
11. The President/Master of the Washington State Grange has the authority to remove a Grange from participation in or deny a Grange future participation in Virtual/Electronic Meetings if they have reason to believe that the rules as set by the Washington State Grange Executive Committee are not being followed.

Virtual Electronic Meeting Policy
Approved by State Grange Executive Committee
6/21/17
Revised 12/18/24