

**New Jersey State Grange  
Policy for  
Virtual/Electronic Participation at Subordinate Grange Meetings**

This policy applies to all Subordinate/Community Granges in New Jersey.

Today's Grange members are much more mobile than ever before. There are many programs and systems such as Skype, Zoom and free conference call lines that allow groups of people to communicate and discuss matters of importance from the comfort of their own home and without traveling to a central location.

Every effort should be made to have regular, in person meetings but the National Grange and the Executive Committee of the New Jersey State Grange understand and recognizes that this is not always possible and sees this policy as a way to increase participation at our meetings as well as allow members who do not live in close physical proximity to their Grange to be a part of their Grange's meeting.

To participate in the New Jersey State Grange Virtual/Electronic Meeting Program, a Grange must adopt a resolution at a regularly scheduled meeting by a majority vote of the members present, (which must be a quorum of at least 7 members) allowing participation in this program. The Master of the Subordinate Grange must notify the State Master in writing of the intent to participate in this program. This notification must include a copy of the resolution adopted by the Grange and a copy of the minutes from the meeting at which the resolution was discussed and adopted.

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

1. **Notification of Meeting:** All members of the Grange must be given at least 48 hours' notice that a Virtual/Electronic meeting will be held. This notice must state the date and time of the meeting, instructions for access to the meeting (phone number, website address, etc.) and a proposed agenda. Notification may be made by e-mail, text message or by phone calls to the members of the Grange.

Members who are going to participate in an electronic meeting should reply to a designated member of their intent to participate in the meeting.

2. The Grange Master must make accommodations for any members who do not have access to electronic means to participate in the meeting.
3. The meeting must be held in accordance with the Manual of the Subordinate Grange and the Digest of Laws of the National Grange.
4. A Virtual/Electronic Meeting should follow the following format:
  - A. Call to Order
  - B. Roll Call
  - C. Flag Salute

Adopted by the New Jersey State Grange Executive Committee

February 25, 2017

- D. Opening Prayer
- E. Reading records of last meeting
- F. Proposal for Membership
- G. Reports of Standing Committees
- H. Reports of Special Committees
- I. Communications
- J. Treasurer's Report
- K. Unfinished Business
- L. New Business
- M. Other Discussion
- N. Report of members (is any member sick or in distress?)
- O. Reading of minutes from this meeting (repeat motions and action taken)
- P. Closing of meeting

5. Quorum: A quorum as defined in the Digest of Laws of the National Grange section 4.9.2 (seven members) must be present or the meeting must be suspended or held for informational purposes only.

6. Record of Proceedings: The Grange Secretary or other member appointed by the Grange Master or presiding officer must record who is in attendance at the meeting as well as keep an accurate record of the action take at the meeting.

7. Voting: All votes taken at a Virtual/Electronic Meeting must be done as a roll call vote.

Matters that would normally require a paper ballot (application for membership, election of officers, etc.) should not be considered at a Virtual/Electronic Meeting unless the system being utilized has an option for confidential voting.

8. Matters that would be considered acceptable to discuss and vote on at a Virtual/Electronic Meeting would be community service projects, repairs to the Grange hall, financial donations (as long as the amount does not conflict with the amount covered under #10 below) and other matters for the good of the order.

9. At no time at a Virtual/Electronic Meeting will motions or resolutions affecting the future of the Grange be allowed to be acted upon. This includes but is not limited to considerations to sell Grange property, merge with another Grange or dissolve the Grange completely.

10. Limits on Spending: The maximum expenditure that can be approved by vote of the members at a Virtual/Electronic meeting is \$1,000. Any expenses above this limit must be voted upon at a regularly scheduled, traditional Grange meeting.

11. The Master of the New Jersey State Grange has the authority to remove a Grange from participation in or deny a Grange future participation in the Virtual/Electronic Meeting Program if they have reason to believe that the rules as set by the State Grange Executive Committee are not being followed.

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