

**INTERNATIONAL STANDARDIZATION
TUTORIAL**

STUDY PERIOD 2010-2013

**English only
Original: English**

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SPECIAL STUDY GROUP G – CONTRIBUTION # 15

Source: Sweden (Hassan Mukhtar)

Title: decision-making when there is remote participation in any meeting

Abstract

A consensus decision depends on hearing everyone's opinion

Introduction

Most international organizations are experimenting with use of virtual meetings, but the majority were at early stages of testing out the approach, often without any specific strategy with only a very few who were using them systematically with established practices and procedures for doing so.

Discussion

The dates of GTO remote meeting should be distributed fairly between GTO members and shall be published at least 4 weeks in advance and the agenda of such meetings shall be published at least 2 weeks in advance.

Any matter requiring a resolution by the members of the GTO shall be notified to members of the GTO at least 2 weeks in advance. Any member of GTO may request that a matter not so notified be deferred to another properly constituted meeting.

Sufficient security and identification procedures be employed, either at the outset of any meeting or at any time during the meeting as appropriate, to ensure that any and all members attending for discussion or voting purposes are in fact authorized members with the right to speak and vote

All GTO Board members or subcommittee members attending meetings by electronic conferencing shall be entitled to vote as if they were personally and physically present at the meeting site so long as a quorum is, in total, present and accounted for, but their votes shall be recorded by the Secretary as done by electronic attendance. The meeting minutes shall include, but need not be limited to i) the members who were either present or absent from the meeting and whether those members in attendance were physically present or present by audio conference, video conference or by other electronic means; and ii) a summary of discussion on all matters proposed, deliberated, or decided, and iii) a record of any votes taken. The location of the meeting included on the notice shall be equipped with a suitable transmission system (e.g. a speakerphone) in order that the public audience, the members in attendance and any staff in attendance will be able to hear any input, vote or discussion of the conference and that the member attending by electronic means shall have a similar capability of hearing and participating in such input, vote or discussion.

As the GTO begins each new matter of business, the chair will check with all remote locations with GTO Board members present to ensure that each such connection is active and not muted. When a motion is made, and seconded, and discussion regarding the motion begins, the chair will check that the connection with remote locations with GTO members is active and not muted. Prior to closing discussion and taking any vote, the chair will ask all remote locations with GTO members present whether there are any additional comments, questions, or information to be added to the discussion. All decisions will be made using majority rule. There will be no muting of any connections with remote locations with GTO members at any time. There will be no sidebar discussions.

Conclusion

THEREFORE, GTO, has to considered the aforesaid matters hereby adopts as policy, to be used when needed