

BARBADOS

BARBADOS EMPLOYERS' CONFEDERATION

OBJECTS, CONSTITUTION, RULES

AND

CONDITIONS OF MEMBERSHIP

BY-LAW NO.1

A by-law relating generally to

Electronic participation at meetings of the members of:

BARBADOS EMPLOYERS' CONFEDERATION

BE IT ENACTED as the by-law of **BARBADOS EMPLOYERS' CONFEDERATION** hereinafter called "the Confederation") as follows:

1. INTERPRETATION

- a. "Council" means the governing body of the Barbados Employers' Confederation constituted in accordance with section 5 of the Constitution.
- b. "Council member" means a member of the Council constituted in accordance with section 5 of the Constitution.
- c. "Constitution" means the Barbados Employers' Confederation Objects, Constitution, Rules and Conditions of Membership, 2022.
- d. "electronic meeting" means a meeting held and conducted wholly and exclusively by virtual attendance and participation by members of the Confederation by means of electronic facilities.
- e. "hybrid meeting" means a meeting in which members of the Confederation can participate physically or by means of electronic facilities.
- f. "individual" means a natural person.
- g. "person" includes bodies corporate, companies, partnerships, syndicates, trusts and any association of persons.

- h. The singular includes the plural and the plural includes the singular and the masculine gender includes the feminine and neuter genders.

2. CALLING AN ELECTRONIC OR HYBRID MEETING

- a. The Council must select and utilise appropriate electronic facilities that permit all members who are attending an electronic or hybrid meeting to participate in, vote and communicate with other participants during the meeting.
- b. Electronic participation in electronic or hybrid meetings of the Confederation shall be conducted through the use of an internet meeting service designated by the Council that is capable of:
 - (i) supporting anonymous voting,
 - (ii) supporting visible displays identifying those participating and those seeking recognition to speak,
 - (iii) showing (or permitting the retrieval of) the text of pending proposals and recommendations, and
 - (iv) tabulating and shows the results of votes.
- c. At least three (3) business days before the meeting, the Secretary shall send to each member of the Confederation the time of the meeting, the URL and codes necessary to connect to the internet meeting service.
- d. The Council may adopt any secured method of identity verification, such as username and password or one-time password, as it deems fit for the purpose of participating in an electronic or hybrid meeting.

3. PROCEDURE FOR ELECTRONIC PARTICIPATION IN AN ELECTRONIC OR HYBRID MEETING

- a. Members of the Confederation who are participating electronically shall identify themselves by the use of an appropriate username while attending electronic meetings and shall maintain internet and audio access throughout the meeting whenever present.
- b. A member who is participating electronically who intends to make a proposal or request that may interrupt a speaker shall use the raised hand feature or the equivalent provided on the internet meeting service or communicate their intent to speak in the chat feature

and shall thereafter wait for the Chairperson's instructions before attempting to interrupt the speaker by voice.

- c. The Chairperson shall select a mover and seconder from those members present and verbally identify them and confirm verbally their willingness to move or second any motion proposed at the electronic meeting.
- d. All motions shall be read aloud by the Chairperson. The Chairperson shall ask if there are any questions. By a show of hands, the members may indicate whether there are questions. Immediately following any discussions on the motion, the Chairperson shall summarize any discussion and call for any amendments to the motion.
- e. The Chairperson of the meeting may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The Chairperson's decision to do so shall be announced during the meeting and recorded in the minutes.
- f. Should there be technical difficulties with the webcasting equipment/software, the Secretary shall allow fifteen (15) minutes to resolve the issues, then the meeting will be adjourned until such time that the equipment/software is functioning correctly.
- g. Each member is responsible for their audio, visual and internet connections.
- h. No action shall be invalidated on the grounds that the loss of, or poor quality of, a member's connection prevented participation in the meeting, including voting.

4. ELECTRONIC VOTING

If the Council decides that voting is to be conducted by electronic means at a physical, electronic or hybrid meeting, the voting shall be conducted in the following manner:-

- a. A vote by a show of hands is to be conducted by the raised hand feature or the equivalent provided by the internet meeting service. Prior to a call for votes, the Chairperson shall clear the queue of any hands previously raised. Thereafter, the members of the Confederation who are entitled to vote shall cast their vote.
- b. If the vote is to be conducted by ballot, the voting will be conducted by the anonymous voting feature provided by the internet meeting service and the outcome of the ballot will be calculated by an automated system which will not disclose the identity of members voting but only the tabulation of the votes cast.

c. The Chairperson's announcements of voting results shall include the number of members voting on each side of the question and the number of persons, if any, who abstained from casting a vote.

Approved and adopted by the Council this day of , 2023.

President

Secretary