[This Instruction shall be read in its entirety as soon as possible but <u>NOT LATER THAN THE NEXT STATED CONVOCATION</u> of your Chapter.]

This instruction expands previous guidance in Executive Order #1 dealing with using the Internet and Zoom or related conferencing applications.

1. **Voting on Zoom:** Voting on Zoom is done by using the polling feature and, as long as the anonymizer feature is activated, a secret ballot can be assured.

The host would first ascertain how many at the Zoom meeting were members of the Chapter and entitled to vote. Then the question to be voted upon is presented and the members would cast their vote "yes" or "no." Non-members would just close out the polling screen without voting. Then the host would display the vote. This only shows the percentage of Companions voting each way, without giving any information about who cast what vote.

> **Question.** How do we protect the security of the Zoom meeting?
>
> **Answer:** Companions are asked to register for the meeting and then given an invitation and that gets them to the waiting room. Only those who the host recognizes as a Royal Arch Mason are admitted. If the host sees an unrecognized email address or phone number, he would try to ascertain who that was. Once satisfied the host would admit the Companion; if not able to adequately identify the person, he would not be admitted to the meeting.
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> **Question:** I am concerned about the sanctity of the ballot. Does the host know who voted yea or nay, or is his information limited to the fact that someone voted?
>
> **Answer:** With the anonymizer feature on the host would not know whether a Companion cast a yes or a no ballot.
>
> **Question:** Can the host ballot?
>
> **Answer:** No. You can't be a host and also ballot. So every effort should be made to identify and designate someone who is not a member of the Chapter, so the host can vote. This is similar to asking a visiting Companion to temporarily assume the Tiler's post so the Tiler, who is a member of the Chapter, can vote. When this is not possible, we would further analogize to the Tiler situation and

consider the host, who is guarding the Zoom meeting and running the connectivity, as not being in the meeting. One further point. If the host wants to vote on an issue, but is not able to designate a cohost who is not a member of the Chapter, he would notify the High Priest who would defer the ballot on that issue at that meeting.

Question: Everyone at a meeting must vote, so how do we handle the situation where a person on the Zoom session either loses his connection to the meeting or cannot see the voting screen or vote.

Answer: We would analogize the Zoom participant who cannot access the polling feature as a Companion who has left the Chapter room before the vote, and the vote would proceed with those on Zoom who can vote.

2. **Voting in a hybrid meeting with some Companions in the meeting room and some on Zoom:** Those companions on Zoom would vote as set forth above, and those in the Chapter room would vote in the regular fashion. The results of both votes would determine the outcome. Thus, where a unanimous ballot was required, the Zoom host would as provided above, display the vote to those on Zoom, and then report the result of the Zoom vote to the High Priest, who would then declare the ballot based on the results of the Zoom and in-person vote. A negative note in either count would disqualify the candidate.

3. **Minutes:** The secretary can record the Zoom session to prepare the minutes but the minutes must then be reduced to writing, and the recording cannot be sent to the Companions.
Additional guidance will be issued as circumstances change.

Given under my hand and the Seal of the Grand Chapter Royal Arch Masons in Virginia at the City of Richmond this 29th day of March, A.D. 2021, A.I. 2551.

Attest:

Wayne H. Anderson
Grand Secretary

Edmund Cohen
Grand High Priest