



## Conducting Tele-Conference Meetings

Using tele-conferences and other e-communications can be viable alternatives to conducting in-person meetings.

There are several companies that provide free tele-conferencing services, allowing Izaak Walton League divisions, chapters and committees to conduct meetings via telephone or web access. Depending on the service selected, you may be able to conduct web meetings where participants can review documents on their computer screens.

Websites for some of the more popular free tele-conferencing services include: (some services have limited free options and more robust paid offerings):

- *GoogleHangouts.com*
- *WebEx.com*
- *Uberconference.com*
- *Freeconferencecall.com*
- *Gotomeeting.com*
- Free Bridge (*TeleJunctions.com*)
- *Zoom.com*
- *Skype.com*
- *ezTalks.com*

If you are looking for details concerning the pros/cons of the popular tele-conferencing services, check out the article captioned “6 Best Free Conference Call Services 2020” at the following link: <https://fitsmallbusiness.com/best-free-conference-call-service/>.

Tips: If you are going to conduct a vote on any issue during your tele-conference, you will want to ensure you have a way to do a roll call and note everyone’s vote.

We recommend that you check your bylaws to ensure that they do not prohibit you from conducting meetings electronically (via tele-conferencing or web). If they do not allow this, you will want to pursue an amendment to your bylaws.