



ASIA PACIFIC
MEDICAL CENTER
(APMC)-AKLAN INC.

(Formerly: Allied Care Experts (ACE) Medical Center-Aklan Inc.)

Internal Procedures for Board and Committee Meetings Through Remote Communication

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I. DEFINITION OF TERMS

- a. **Remote Communication** means the transfer of data between two or more devices not located at the same site.'
- b. **Teleconferencing** is the holding of a conference among people remote from one another by means of telecommunication devices such as telephone or computer terminals.'

It refers to an interactive group communication (three or more people in two or more locations) through an electronic medium. In general terms, teleconferencing can bring people together under one roof even though they are separated by hundred miles.

- c. **Videoconferencing** is the holding of a conference among people in remote locations by means of transmitted audio and Video signals '
- d. **Computer Conferencing** is teleconferencing supported by one or more computers.
- e. **Audio Conferencing** is a conference in which people at different locations speak to each other via telephone or Internet connections.

II. Roll call. After the formalities of the meeting, the Chairman or Presiding Officer shall instruct the Corporate Secretary to make a roll call. Every attendee shall state for the record the following:

1. Full name and position;
2. Location;
3. Confirmation that he/she can clearly hear and/or see the other attendees;
4. Confirmation that he/she received the Notice of the Meeting including the agenda and materials; and
1. Specify the device being used (ie., smartphone, tablet, laptop, desktop, television, etc.)

