

Q:近日因疫情指揮中心將全國疫情警戒提升至第三級，工會得否以視訊會議方式召開理事會及監事會會議？

Recently, as the Taiwan Centers for Disease Control has upgraded the national epidemic control to level three, can the labor union convene meetings of the board of directors and supervisors through video conferences?

工會可採視訊方式辦理理事會及監事會會議，惟應注意下列事項：
The labor union can handle the meetings of directors and supervisors through video, but the following matters should be noted:

- I. 應經會員大會表決定於工會章程。
Shall be resolved by the general meeting of members or member representatives of the union charter.
- II. 為避免爭議，工會視訊會議方式召開理、監事會議時，不得辦理選舉。
In order to avoid disputes, the labor union held a video conference, and elections were not allowed during the board of supervisors.
- III. 採視訊會議方式辦理者，應事先確認出席人員所具備之軟、硬體可參與該次會議。且仍應依據工會法第22條及第24條規定寄送會議通知，會議通知並應載明該次會議採視訊會議方式辦理。
If the video conference method is used, the Hardware and software of the participants' participation in the meeting shall be confirmed in advance, and the meeting notice shall still be sent in accordance with the provisions of Article 22 and Article 24 of the Labor Union Law. The notice of the meeting should be clearly stated. The meeting is conducted in the form of a video conference.
- IV. 採視訊會議方式辦理時，應確保會議之進行達到足堪辨識之程度，且會議全程均應使所有出(列)席人員得共見共聞。
When dealing with video conferences, ensure that the conference progresses to a sufficient degree of recognition. All participants (such as attending) should have common knowledge and information throughout the conference.

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- V. 視訊會議者之簽到表，可採傳真或電傳方式寄送予出席(列)席人員簽到回傳，並由工會會務人員彙整、保存。
The sign-in form of the video conference participants can be sent to the participants by fax or telex to sign-in and return, which will be updated by the union staff in a timely manner.
- VI. 視訊會議之會議紀錄，可採會務人員記錄後當場朗讀後，以傳真或電傳方式提供出席人員確認。
The meeting records of the video conference can be used by the conference staff. After the recording, read it aloud on the spot and send it to the participants for confirmation by fax or telex.
- VII. 採視訊會議方式辦理者，應保留或擷取會議影音資料作為會議召開之佐證資料，並應妥善保存。
If the video conference method is used, the audiovisual materials of the conference shall be retained or retrieved as supporting materials for the conference, and shall be properly kept.

另因疫情因素需透過視訊召開會議，惟未及召開會員(會員代表)大會將「召開視訊會議」事項訂於章程，防疫期間仍得先行以視訊方式召開理監事會議並執行其職務；惟疫情結束後，相關事項仍應提報會員(會員代表)大會辦理之(依據內政部109年函釋)

Due to the epidemic, it is necessary to hold a video conference, but before the member (member representative) conference is held, the articles of the union charter "convening a video conference". During the epidemic prevention period, the board of directors and supervisors must be held in video mode and perform their duties; after that, the relevant matters still need to be reported to the member (member representative) meeting for processing.