



OKPTA Virtual Meeting Policy

1. The president, or upon the request of three (3) board members, may call for a virtual meeting.
2. All participants must have access to the necessary equipment.
3. All participants must be able to hear AND see each other during the meeting.
4. The President or Secretary will provide notification and instructions for video and teleconference calls.
5. The President or Secretary shall schedule a conference service line and provide to all participants a virtual conference meeting notice that includes the time of the meeting and access information needed to participate.
6. The number of days' notice shall be the same as required in the Unit Standing Rules for a regular membership and/or special meetings. Notice shall be provided to all participants via e-mail, social media, website, group messaging or telephone by the secretary, president, or committee chair by at least two methods. Notice shall include the agenda and supporting documentation for business to be conducted during the meeting.
7. Members shall announce themselves in the chat at the first opportunity after joining the virtual meeting.
8. Members who leave the meeting prior to adjournment shall announce their departure in the chat before disconnecting.
9. The presence of a quorum shall be established at the beginning of the virtual meeting. Members are deemed present when they add their name to the chat. Members shall state their name before speaking during the meetings.
10. The Chair shall call the meeting to order at the designated time. The Chair shall state if quorum has been met.
11. All members shall mute their microphones when not speaking, to eliminate background noise and disturbances during the meeting. The Chair may mute a member's connection if it is causing undue interference with the meeting.
12. The Chair shall announce each agenda item in order. Each member shall be called upon in a predetermined order on the agenda to speak.
13. Members may not submit motions in writing during the electronic meeting but are entitled to make motions orally. Members may, however, submit motions in writing to the secretary at least 24 hours prior to the meeting. The secretary shall send any such pre-submitted motions by e-mail to all members in advance of the meeting.
14. Each member is responsible for his or her connection to the conference call; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented him or her from participation in the meeting.
15. When a vote shall be taken, the presiding officer or secretary will use the visual or verbal voting process.
16. The secretary shall record all communication, motions, and votes during the meeting just as if it was a face to face meeting.

Approved: April 2, 2020

Amended: September 18, 2021