OKPTA State of Emergency
Virtual Conference Call Policy

1. The president, or upon the request of three (3) board members may call for a virtual conference call 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 2 methods. Notice shall include the agenda and supporting documentation for business to be conducted during the meeting.

7. Members shall announce themselves at the first opportunity after joining the virtual meeting.

8. Members who leave the meeting prior to adjournment shall announce their departure before disconnecting.

9. The presence of a quorum shall be established by roll call at the beginning of the virtual meeting. Members are deemed present when they respond to the attendance roll call cross referencing the membership roster. Members shall state their name when seeking recognition or before speaking during the meetings.

10. The presiding officer or committee chairman shall call the meeting to order at the designated time and call the roll of attendees. The Chair shall state if there is a quorum 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 presiding officer or committee chairman shall announce each agenda item in order. Each member shall be called upon in a predetermined order on 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. 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.

14. When a vote shall be taken the presiding officer or secretary will use the Roll-Call Vote process.

   Roll-Call Vote (or by yeas and nays, as it is also called) shall be taken by actually calling the roll of members in attendance using the unit’s memberships roster on file. This has the effect of placing on the record how each member votes in minutes therefore, it has exactly the opposite effect of a ballot vote.

15. Secretary shall be recording all communication, motions, and votes during meeting just as if it was a face to face meeting.

Approved: April 2nd, 2020