

Additional Procedures and Special Rules for Online Meetings Using ZOOM

Adopted by OCC June 27, 2020, page 1 of 2

Online Meetings using ZOOM will be conducted in accordance with applicable laws, governing documents, these Rules, and the current edition of *Robert's Rules of Order Newly Revised* (RONR), which shall control in that order of priority. All participants shall comply with these rules and procedures.

1. Voting members must access the meeting via web-conference with a computer or other internet enabled device using the login link (URL) provided in the call of the meeting, meeting notice, or precirculated agenda, which will include the meeting ID, password and a call-in number (if applicable).

2. Sign in Protocols.

- a. Attendees/participants must sign in with their first and last real names; phone numbers or fictional names are not permitted. The host or presiding officer shall rename participants to comply with this rule.
- b. Attendees are expected to sign into the designated internet-based meeting portal (i.e. link) at least 10 minutes prior to the scheduled start time unless an earlier time is established. Attendees must announce their appearance to the meeting host or organizer and test their webcam, speaker, and microphone functionality immediately after signing in.
- c. Attendees/participants who are voting members are expected to open and maintain the "participants" window open throughout the meeting.

3. Except for the parliamentarian, access by non-voting attendees (guests) will be limited to sign in via the meeting's call-in number.

4. Connectivity. Each attendee is responsible for their own connection to the Internet and teleconference; no action will be invalidated on the grounds that the loss of, or poor quality of, any attendee's individual connection prevented their participation in the meeting provided that at least a quorum of voting members was connected and any required voting threshold was achieved.

5. Interference and Noise. Attendees must mute their microphone when not speaking to avoid interference and unintended background noise. The Chair, after one warning, may order the muting or disconnecting of any attendee causing undue interference. The Chair's decision will be announced.

6. Requesting the Floor. Voting members must raise their hand to request recognition by the Chair to make a motion or speak in debate, and after being recognized by the Chair, will unmute their microphone, speak clearly, and state their name. Any voting member who has technical difficulties requesting the floor shall use the chat box immediately with the prefix "REQUEST THE FLOOR".

7. Motions. The Chair may require motions and amendments be submitted in writing.

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8. Seconds and Recording in the Minutes. Un-seconded motions shall not be recorded in the minutes.

[note: pressing and holding the space bar is a quick way to unmute for this purpose]

9. Decorum (Discussion, Debate, and Visual). Decorum is prescribed in RONR; personal attacks, vulgarity, or offensive language can result in loss of debate privileges. Likewise, it is a breach of decorum to use ZOOM comment icons (e.g. thumbs up, thumbs down, hands clapping, check mark, x, etc.) in debate. Visual decorum will also be enforced; any vulgar or offensive image or video is prohibited. Such breaches of decorum shall be cause for muting or an immediate disconnection by the Chair from the meeting. The Chair's disconnection of an attendee will be announced and recorded in the minutes.

10. Use of Chat Box. The chat box is restricted to voting members and the parliamentarian. It may only be used to:

- (a) present motions for consideration either prior to or upon recognition;
- (b) make nominations from the floor, when in order;
- (c) provide a link to a document that the speaker cannot display on the screen;
- (d) provide specific comments if requested by the Chair; or
- (e) report technical difficulties of sufficient importance that they need immediate correction.

11. Debate. Debate on debatable motions is limited to a maximum of three (3) minutes per speech and no more than twice per voting member on the same motion (except the motion to Appeal). The speaker's time used or remaining time will be displayed in a separate window, if feasible. Alternatively, the remaining time may be provided in the chat box with the prefix "TIME REMAINING". All attendees must mute their microphone after speaking. The Chair may mute the microphone if any attendee neglects to do so after speaking.

12. Voting. The Chair or designee shall direct the voting procedures which may include, but are not limited to unanimous consent, a polling method, or roll call. Voice votes shall not be used to vote on any question.

13. Chair/Secretary Pro Tem. The Chairperson may appoint a Chair Pro Tem and/or a Secretary Pro Tem for the meeting.

14. Electronic Recording. No video-taping or other electronic recording is permitted during any of the proceedings (except by the host and/or secretary) unless approved in advance.