

Appendix A
OCREC Rules of Procedure
Video Conferencing Procedures

1. The date, time & place of the main and remote meeting sites must be approved by the Chair, or the OCREC Exec Board.
2. A remote site Moderator must be designated prior to the meeting or assigned immediately after meeting is called to order.
3. The OCREC Chair calls the meeting to order and receives acknowledgement from Moderator that the remote location is in order.
4. Both sites will conduct their meeting(s) in accordance with a single approved agenda, Roberts Rules of Order and regular meeting procedures.
5. Names of attendees at both sites must be read for confirmation of membership and record of attendance.
6. Guests at both locations will be asked to sign a register.
7. Quorum for the meeting is the sum of attendees at both locations.
8. During meeting the Moderator will notify the Chair when input from the remote site is forthcoming.
9. Votes at remote site are considered actual votes, not proxy votes. However, remote site voting will not be permitted in elections for OCREC Executive Board Officers.
10. Voting results at remote site must be reported by the Moderator and tabulated with main site votes to determine overall results.
11. Motions from the floor, seconds, and discussion at either location are acceptable. All speakers must state their name prior to speaking.
12. All business conducted during a video conference meeting shall be considered valid as if transacted during a regular meeting.
13. Any items of discussion that are disputed or unresolved due to complications in communication may be tabled for future consideration.
14. If communications between sites are interrupted and not reestablished within five minutes, meeting at the main site shall continue until communication is reestablished or the meeting is adjourned.
15. The OCREC Secretary shall record the minutes in the usual manner as for a regular meeting.