
 <p>ONEIDA ONEIDA NATION STANDARD OPERATING PROCEDURE</p>	<p>TITLE: Holding a Virtual Meeting</p>	<p>ORIGINATION DATE: 11-06-2020 REVISION DATE: 06-14-2023 EFFECTIVE DATE: <i>After last signature</i></p>
<p>DEPARTMENT: Oneida Business Committee</p>	<p>APPROVED BY: <i>Oneida Business Committee</i> <i>See attached OBC meeting minutes</i></p>	<p>DATE: 06-14-2023</p>
<p>AUTHOR: Lisa Liggins, Secretary</p>	<p>AUTHORED BY: </p>	<p>DATE: 06-14-2023</p>

1.0 PURPOSE

1.1 The purpose of this standard operating procedure is to formalize the process for holding an OBC virtual meeting.

2.0 DEFINITIONS

2.1 “Chairperson” means the OBC Chair or OBC Vice-Chair in the absence of the OBC Chairperson.

2.2 “Emergency¹ event” means a situation that poses an immediate risk to health, life, safety, property, or environment which requires urgent intervention to prevent further illness, injury, death, or other worsening of the situation.

2.3 “GAO” means the Government Administrative Office

2.4 “OBC” means the Oneida Business Committee.

2.5 “Public Health Emergency²” means the occurrence or imminent threat of an illness or health condition which:

2.5.1 is a quarantinable disease, or is believed to be caused by bioterrorism or a biological agent; and

2.5.2 poses a high probability of any of the following:

2.5.2.1 a large number of deaths or serious or long-term disability among humans; or

2.5.2.2 widespread exposure to a biological, chemical, or radiological agent that creates a significant risk of substantial future harm to a large number of people.

2.7 “Virtual Meeting” means a regular, special, or emergency OBC meeting in which all members of the OBC are attending using a virtual platform.

2.8 “Virtual Platform” means the software application used to hold meetings in a virtual or online environment (i.e. Microsoft Teams, Cisco Webex, Zoom)

3.0 WHEN A VIRTUAL MEETING MAY BE HELD

3.1 The OBC may hold a virtual meeting for one (1) or more of the following reasons:

3.1.1 when the Nation has proclaimed a Public Health Emergency.

¹ See § 302.3-1.(f) Emergency Management law

² See § 302.3-1.(o) Emergency Management law

- 3.1.2 as a result of an emergency event.
- 3.1.3 if the OBC meeting facilities are unavailable³.
- 3.2 Determination to hold a virtual meeting is the responsibility of the Chairperson.

4.0 NOTICE OF A VIRTUAL MEETING

- 4.1 The GAO shall provide notice on behalf of the Chairperson that the meeting shall be held virtually when the agenda for the meeting is posted.
- 4.2 The notice shall provide the following information:
 - 4.2.1 The determination of the Chairman and the reason (see 3.1.1-3.1.3).
 - 4.2.2 Any person who has comments or questions regarding open session items may submit them to TribalSecretary@oneidation.org no later than the close of business the day before the virtual meeting. Any comments or questions received shall be noticed to the OBC and entered into the record as a handout by the GAO.
 - 4.2.3 If the meeting is conducted on a virtual platform that allows for public attendance/participation, contact phone number and email to receive instructions on how to join the virtual meeting.

5.0 REQUIREMENTS OF A VIRTUAL MEETING

- 5.1 The Chairperson shall open the meeting with an explanation for the record as to why the meeting is being held virtually.
- 5.2 The Chairperson shall take rollcall at both the beginning and end of the virtual meeting to demonstrate presence of the OBC members and that a quorum for the meeting has been established.
 - 5.2.1 All OBC members shall verbally respond that they are present during rollcall.
 - 5.2.2 A quorum for a virtual meeting shall consist of five (5) OBC members, including the Chairperson.
- 5.3 All OBC members shall keep his or her video camera on during the entire virtual meeting.
 - 5.3.1 If an OBC member experiences a technological issue during a virtual meeting which disrupts the OBC member's ability to keep their video camera on during the virtual meeting, the OBC member shall notify the OBC of the technological issue as soon as possible.
 - 5.3.1.1 The issue shall be documented in the minutes.
 - 5.3.2 Any other individual in attendance during the virtual meeting shall keep their video camera off unless speaking.
- 5.4 All individuals in attendance during the meeting shall keep their microphone on mute unless they are speaking.
- 5.5 If an individual wishes to speak during the meeting, the individual shall use the virtual platform's "raise hand", or similar, function.
- 5.6 The Chairperson shall poll each individual member of the OBC to vocalize his or her support, opposition, or abstention to the motion.

6.0 RECORD OF VIRTUAL MEETING

- 6.1 *Minutes.* The minutes shall identify when a virtual meeting is held.

³ This unavailability may be due to, but is not limited to: unexpected power outages, building construction which prevents OBC and/or public access, road construction which prevents OBC and/or public access, and inclement weather.

IX. TRAVEL REQUESTS

A. Approve the travel request - Councilman Kirby Metoxen - Native American Indigenous Games (NAIG) - Halifax, NS - July 15-19, 2023 (00:51:32)

Sponsor: Kirby Metoxen, Councilman

Motion by David P. Jordan to approve the travel request for Councilman Kirby Metoxen to attend the Native American Indigenous Games (NAIG) in Halifax, NS - July 15-19, 2023, seconded by Daniel Guzman King. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Jennifer Webster
Abstained: Kirby Metoxen
Not Present: Tina Danforth, Tehassi Hill

The Oneida Business Committee, by consensus, recessed at 9:30 a.m. to 10:10 a.m.

Meeting called to order by Vice-Chairman Brandon Stevens at 10:11 a.m.

Roll call for the record:

Present: Councilman Daniel Guzman King; Councilman David P. Jordan; Secretary Lisa Liggins; Councilman Kirby Metoxen; Vice-Chairman Brandon Stevens;

Not Present: Treasurer Tina Danforth; Chairman Tehassi Hill; Councilwoman Jennifer Webster;

X. NEW BUSINESS

A. Approve the concept paper - CDC # 20-107 Archiquette Building Renovation (1:02:33)

Sponsor: Mark W. Powless, General Manager

Motion by Lisa Liggins to approve the concept paper - CDC # 20-107 Archiquette Building Renovation, seconded by Kirby Metoxen. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen
Not Present: Tina Danforth, Tehassi Hill, Jennifer Webster

B. Approve the CDC approval package - CDC # 22-115 Public Market (1:08:34)

Sponsor: Mark W. Powless, General Manager

Motion by David P. Jordan to approve the CDC approval package - CDC # 22-115 Public Market, seconded by Lisa Liggins. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen
Not Present: Tina Danforth, Tehassi Hill, Jennifer Webster

C. Approve OBC SOP entitled Holding a Virtual Meeting (01:13:07)

Sponsor: Lisa Liggins, Secretary

Motion by David P. Jordan to approve OBC SOP entitled Holding a Virtual Meeting, seconded by Lisa Liggins. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen
Not Present: Tina Danforth, Tehassi Hill, Jennifer Webster