
Schedule for 2021 Annual Meeting Weekend

Thursday, April 8, 2021 - 7:00 - 9:00 pm (EDT) - Practice Session

All are encouraged to attend this session. Beginning at 7:00 pm you will need to be logged into both ZOOM and LUMI. We will be giving instructions on how to enter the speaker queue in LUMI, raise your hand in ZOOM, and be recognized by the presider to speak. We will also review how to vote in LUMI. We will run through this process multiple times, so please join us when you can if you are not able to join us right at 7:00 pm. Parliamentary procedure makes the proceedings more complicated for this meeting than the typical ZOOM (or similar) meetings to which we have all become accustomed. We hope that this session will make for an efficient and smoothly run meeting.

Friday, April 9, 2021 - 7:00 - 9:00 - Opening Session of the HOD

The Opening Session of the OSMA HOD is a ZOOM only session, you will not need to log into LUMI to participate. Governor Mike DeWine will be joining us as our Keynote speaker to kick off the weekend. There will be a budget presentation, as well as addresses from our current President, Dr. Anthony Armstrong and our Immediate Past President, Dr. Susan Hubbell. The evening will conclude with the inauguration of Dr. Lisa Egbert and her address to the House of Delegates.

Saturday, April 10, 2021 - 8:00 am - 6:30pm - HOD followed by Resolutions Committees

The "Second Opening" of the HOD will be convened at 8:00 am to receive items of business, receive the Credentials report, and conduct floor nominations and elections by acclamation of all uncontested races. Resolution Committee open hearings will follow immediately after this session is concluded. We ask that members log in to both ZOOM and LUMI fifteen minutes before the HOD opens so we are able to start on time. The Resolutions Committees will be starting at the times listed below and will be found on the same LUMI and ZOOM links as the HOD. Should a prior committee finish early, the next committee will not start until its scheduled start time.

8:30 am - Resolution Committee One open hearings

11:30 am - Legislative Update and Lunch break

12:30 pm - Resolution Committee Two open hearings

3:30 pm - Resolution Committee Three open hearings

Sunday, April 11, 2021 - 10:00 am HOD until business has concluded

**District Caucuses will be meeting Sunday morning.*

[Find District meeting connection information & start times here >](https://osma.org/aws/OSMA/pt/sp/Annual-Meeting_notes)

https://osma.org/aws/OSMA/pt/sp/Annual-Meeting_notes

Sunday we will open business with a credentials report followed by elections for contested races. Following elections, we will start with Resolution Committee 1, Committees will run consecutively until business has concluded. We will take a lunch break at 1:00 - 1:30 if business has not concluded by that time.

Registration

Only certified Delegates will be issued voting credentials for the meeting. These credentials will include a numeric delegate code and password, which will be REQUIRED to vote during HOD sessions. The delegate code and password will be sent to certified delegates in a separate email on Thursday, April 8th no later than noon. If you do not receive your Delegate credentials by this time please contact info@osma.org, and we will be in touch with you. Delegates may share their code with their alternate delegate should they wish to allow the alternate to temporarily be “seated” for them, which will enable their alternate delegate to speak and to vote on business of the House. This is functionally equivalent to passing your credentials card to that individual at an in-person meeting. Alternate Delegates must include their first and last name along with the word (ALTERNATE) on their message to join the speaking queue (for HOD sessions only). Note that only the delegate or their alternate may be logged onto the LUMI platform at one time during HOD sessions (further details below). We encourage delegates to ensure that they are able to communicate with their alternate delegate on a device that is not being used for the meeting itself.

Delegates who learn before the Meeting that they will be unable to participate must notify us at info@osma.org of their situation so that an alternate delegate can be credentialed as a substitute delegate in their place.

Operation of the Virtual Meeting

This virtual meeting will parallel as much as possible an in-person meeting, but all aspects of the meeting will be online. Friday evening’s opening session of the House of Delegates will be broadcast on ZOOM. Voting and requests to speak will be handled using the LUMI platform. To facilitate live testimony with both audio and video, ZOOM will be used. Therefore, anyone intending to speak or vote will need to join both the LUMI and ZOOM platforms. Others without voting or speaking credentials may view the HOD proceedings using ZOOM alone. Everyone is encouraged to download the ZOOM app to your device if you have not already done so. Audio and video will rely on your device’s speakers, microphone, and camera. Please be sure you are familiar with the controls in ZOOM to unmute your microphone and turn on your camera if you wish to be seen during your testimony. You may wish to test those features if you do not regularly use them.

Please note, the process for delegates, alternates and those wishing to testify is different for the resolution committee hearings than for the business sessions of the House. Detailed instructions for each are below.

Given the inherent limitations of virtual meetings, members are strongly encouraged to submit their comments on the Preliminary Resolution Committee reports before the meeting begins.

[Comments can be made for the three committees here >](https://osma1846.wixsite.com/resolution-reports)

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Commenting will close on Friday evening at 5:00 pm. This commenting opportunity allows comments of any length and can include supplemental materials if desired. Delegates and alternate delegates must provide their name and delegation, note on behalf of whom they are testifying (as an individual or for their delegation), and declare any conflict of interest. Comments should be directed to the “chair” although reference to previous comments is certainly possible and appropriate.

Resolution Committees:

As per the agenda included, resolution committees will be convened following the conclusion of the “Second Opening” Session of the House on Saturday, April 10.

Resolution committees will be conducted using LUMI and ZOOM concurrently. All participants who wish to testify must login to both platforms simultaneously. This may be accomplished by using one larger device (a laptop or desktop pc) with the ability to show the two windows side by side or with two devices. If you choose to use two devices, we recommend that you login to ZOOM on the larger device and LUMI on the smaller device (such as a smartphone). Delegates please login to LUMI using your unique Delegate Code. Alternate Delegates and all others who wish to testify, please login to LUMI as a guest with your full FIRST and LAST NAME. ALL participants must login to ZOOM using your full FIRST and LAST NAME. Note that if you or someone else has previously downloaded and logged into ZOOM on the device you are using, that login name will show on ZOOM, and it may not be yours or be your full first and last name. **It is imperative that YOUR full name is displayed in ZOOM and matches your name as displayed in LUMI.**

Resolution Committee hearings will be based on the preliminary recommendations found on the Preliminary Resolution Committee Report. All testifying in these hearings are encouraged to discuss the merits of these recommendations or make alternative suggestions. **A 90-second time limit per comment will be enforced for the virtual hearings.**

The Final Resolution Committee reports will be based on testimony from the online comments regarding the Preliminary Reports and the testimony provided at the hearings. The final reports will be available online as early as possible to allow review by delegations on Sunday morning, April 11. Each committee’s report will be presented as a consent calendar and becomes the business of the House on Sunday morning at 10 am.

Speaking at Resolution Committees

Individuals who wish to speak will need to join the speaking queue. On the LUMI platform, click on the message icon in the light gray menu bar at the top of the page to open the messaging page. Choose one of the Action Terms found on the message page, listed below for your reference. Send a message through the system by either copying and pasting the action term or entering it manually into the messaging box at the bottom of the page and then hit send using the purple arrow. Your name will automatically be submitted with your request, which will then be sent to the chair of the committee. If you are the author of a resolution you will need to choose the action term, “AUTHOR” and add the RESOLUTION NUMBER, so that you may be recognized to speak first. The committee chair will instruct each speaker to “RAISE THEIR HAND” in ZOOM. ONLY after you are called by

the chair, turn on your camera/video (if desired) and unmute to begin your testimony. A timer will be displayed and a 90-second limit will be enforced. The chair will give the author the opportunity to speak first, followed by alternating pro and con discussion. Your chairs have been instructed to keep the attendees informed if there is a long queue for either pro or con with few or no one in the opposing queue, as there will not be the typical visual of the “line” at the mic.

RESOLUTION COMMITTEE ACTION TERMS:

AUTHOR (plus RESOLUTION NUMBER) = to identify you as author

PRO = speak for the item

CON = speak against the item

House of Delegates Sessions

The business of the HOD will be conducted using LUMI and ZOOM concurrently. Delegates please login to LUMI using your unique Delegate Code. You must login to both platforms. Alternate delegates and guests need only login to ZOOM to observe the proceedings but may wish to login to LUMI to view documents related to the proceedings. Participants must login to ZOOM using your full FIRST and LAST NAME as noted above. Alternate delegates may be “seated” for their delegate by logging on to the LUMI platform using their corresponding delegate’s unique Delegate Code. Delegates should establish a method to be in contact with their alternate delegate at all times during the meeting. Only one individual can be logged onto the LUMI platform at a time. When the alternate delegate logs onto LUMI, the delegate will automatically be signed out, and conversely when the delegate logs back into LUMI, the alternate delegate will be signed out. Both individuals are able to continuously stay logged onto the meeting via ZOOM, but as in our in-person meetings, only one of them may have the privilege of the floor or vote at any given time. For Saturday and Sunday morning’s business sessions of the HOD, both LUMI and ZOOM will be available 15 minutes before the meeting is to start. Individuals should be logged onto the meeting sites prior to the start to assure that all are able to connect and to allow problems to be addressed.

Business Session of the HOD on Sunday

Consideration of each Resolution Committee Final Report will begin with extractions from the Consent Calendar. Any delegate may extract an item by clicking on the message icon in the light gray menu box at the top of the LUMI page, and typing or copy/pasting the Action Term: EXTRACT and entering the RESOLUTION NUMBER to be extracted. **Extractions will be accepted only via the messaging page; no extractions will be taken verbally.**

After the remainder of the Consent Calendar is accepted, those who wish to speak should join the speaking queue in LUMI by clicking on the message icon and selecting the appropriate Action Term, found on the messaging page and listed below for your reference. Note that these terms are different than those used in the Resolution Committees. The presiding officer will ask you to raise your hand in ZOOM. Turn on your camera (if desired) and be prepared to unmute ONLY when

called on by the presiding officer. Note that you will be **limited to 90 seconds** to testify. **All motions will be automatically “seconded” to expedite the process.**

PRO = speak in favor

CON = speak against

AMEND = offer an amendment--MUST BE EMAILED to resolutions@osma.org PRIOR to speaking, if greater than 3 words

REFER = refer to council

CALL = move to end debate

PARLI = parliamentary point of order or of information, please specify

REMOVE = to be removed from the speaking queue

EXTRACT (plus the **RESOLUTION NUMBER**) = extract from *consent calendar* (you will not be called on to speak)

IMPORTANT NOTE FOR ALTERNATE DELEGATES who are temporarily seated for their delegate. In addition to the ACTION TERM in LUMI, alternate delegates must include the word ALTERNATE plus their FIRST and LAST NAME. Alternates will not be able to be identified on the ZOOM platform if they do not include their name, as all messages will be received with the delegate's name associated with the Delegate Code.

[**View the LUMI Platform Details >**](#)

https://osma.org/aws/OSMA/asset_manager/get_file/562408

Elections

Please remember to vote for our new At Large Councilors through ElectionBuddy. An email was sent on March 29 with a link and your credentials to log in to your ballot. If you did not receive an email please contact Beth Hisem bhisem@osma.org.

[**View Elections & Candidate Details Here >**](#)

<https://osma.org/elections>

We are requesting that if you would like to run that you notify us before the opening of the House if possible. Floor Nominations will be accepted on Saturday, April 10 during the “second opening of the House”. If you are unable to announce you intentions to run ahead of the meeting you should be ready to submit your name and the position, including term, you will be running for when instructed to do so in Lumi on Saturday morning.

Recording of OSMA-HOD Meetings

Proceedings of OSMA meetings WILL be recorded for use by the OSMA. Participation in or attendance at a meeting shall be deemed to confirm the participant's consent to recording and to the OSMA's use of such recording.