



## POLICY AND PROCEDURE STATEMENT ADM – 11.1.0 Board Meetings

Purpose: It is the policy of the Board of Tests for Alcohol and Drug Influence to comply with the spirit and letter of the Oklahoma Open Meetings Act, 25 O.S. §301, et. seq. This Policy and Procedure Statement provides guidelines for the planning and conducting meetings of the Board of Tests for Alcohol and Drug Influence.

Effective Date: July 1, 2015

Superseded Policy: N/A

References: 47 O.S. §759, 25 O.S. §301, et. seq., 40 OAC 1-1-3

Related Forms: BOT Form ADM 4.1

Approved By: Kevin Behrens

1. Board meetings may be called by the Chairman or a majority of the Board members. Meetings called by the Chairman or a majority of Board members will usually be Special Meetings.
2. The Secretary of State must be notified prior to December 15 each year of the following year's regular meeting dates.
3. Meeting Preparation
  - a. Upon notifying the Secretary of State of the Regular Meeting schedule, the BOT Calendar will be annotated with the dates of the Meetings and reminders for general steps to take in preparation for the regular meetings. Examples include, but are not limited to: the deadline for posting notice, the deadline for making changes to the scheduled meeting, pre-meeting quorum check, preparation of meeting books for Board members, site reservation (if applicable), and Agenda preparation.
  - b. Specific reminders for meeting preparation will be added to the calendar as needed.
  - c. The Notice of Regular Meetings will be posted to the Board's website for a minimum of 60 days after submission to the Secretary of State.
  - d. Once the Notice of Regular Meetings is posted to the website all individuals or firms who have submitted a BOT Form ADM 4.1 *Request for Notice* will be notified by email of the posting.
4. The day before the scheduled meeting, each Board member will be contacted to confirm their attendance. In the event a quorum is not confirmed, the meeting will be cancelled.

**END OF POLICY AND PROCEDURE STATEMENT**