



POLICY AND PROCEDURE STATEMENT

ADM – 11.3.0 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: August 17, 2021

Superseded Policy: 11.2.0

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: Joshua Smith

1. The Secretary of State must be notified prior to December 15 each year of the following year’s regular meeting dates. Notification may be submitted personally or via email, mail (delivered by December 15) or utilization of the Oklahoma Secretary of State Meetings Update online system.
2. 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. Special Meetings and Emergency meetings will be held in compliance with the Oklahoma Administrative Procedures Act, the Oklahoma Open Meeting Act and other applicable statutes.
3. Pre-Meeting
 - a. Emailed notice of a Board meeting shall include in the body of the email or as an attachment to the email the date, time, place and agenda for the meeting and it shall be sent no less than twenty-four (24) hours prior to the meeting. Additionally, notice of a Board meeting shall be made available to the public in the principal office of the Board of Tests or at the location of the meeting during normal business hours at least twenty-four (24) hours prior to the meeting, excluding Saturdays, Sundays and holidays legally declared by the State of Oklahoma.
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, affected Board members will be informed to avoid unnecessary travel. The Board meeting may be cancelled due to no quorum being met or other unforeseen office closures. If any Regular Board Meeting change is to be made

regarding the date, time or place of regularly scheduled meetings of Board, then notice shall be given to the Secretary of State, as required, not less than ten (10) days prior to the implementation of any such change.

5. Post-Meeting

- a. Minutes or proceedings of all meetings of the Board shall be timely prepared by BOT staff and kept in accordance with the Open Meetings Act. Non-executive session Minutes shall be reviewed and approved by the Board *en banc* at a Board meeting prior to public release.
- b. Executive session minutes shall be prepared and sealed with date and signature of the State Director on the envelope closure ensuring that unauthorized access is identifiable. The State Director may open and re-seal executive session minutes, when applicable, for reference or in compliance with a court order.
- c. Video and/or Audio recordings, if recorded, of meetings or proceedings shall be made available to fulfill any open records requests, excluding any executive session recordings, if recorded.

END OF POLICY AND PROCEDURE STATEMENT