

Virtual State Council Meeting Instructions

Prior to the State Council Virtual Meeting

- On May 9, 2020 at 3:00pm we will conduct our 2020 State Council Virtual Meeting. This meeting will be conducted “virtually”, and that Delegates will participate by telephone. The following materials are available for review now on our State Website at okkofo.org. On the bottom of the home page click on admin tab, on page two click on State Forms tab, scroll down on the next page and find 2020 Convention Information. Under that section you will find:
 - 2019 Annual Meeting Minutes and Reports of Committees
 - Reports of Officers
 - Resolutions and budget for the 2020-2021 fraternal year
 - Special Rules of Order for 2020 State Council Virtual Meeting
 - Faith in Action Reports
 - Past State Deputies Meeting Report
 - Letter of Intent for
 - State Officers
 - Insurance & Associate Delegates to the Supreme Council Meeting
 - Alternate Insurance & Associate Delegates to the Supreme Council Meeting
- Verify your phone on the credentials you received within this packet will act as a credential to allow you to participate. This information was provided to the State Secretary, and he will compile a preliminary delegate list that contains the name, council number, membership number and telephone number for each Delegate who will actually participate in the Meeting.
- Voting Delegates will be called through the number they provided, that the State Deputy’s designees may contact them to confirm their status as a Delegate, and anyone who is not an official Delegate will be removed from the call. It is important that you wait for the call, and not try to call in. That will cause problems. If the call is not received by 3:15pm, Delegates can call a phone line provided by the State Council to join the Meeting and they will be screened as an official Delegate and allowed to participate.

During the State Council Virtual Meeting

- Delegates’ telephones need not be muted. The Hosts will control muting and, if necessary, may have to disconnect a Delegate’s connection if it is causing undue interference with the Meeting.
- Quorum. The continued presence of a quorum shall be determined by the online list of participating delegates provided by the system. The quorum is a majority of those on the official roll of delegates participating that is submitted by the Credentials Committee at the Meeting.

- Recognition to Speak. To seek recognition to speak, a Delegate shall press *3 on his phone. He may be contacted by the State Deputy's designee(s) to verify the intent to speak. The delegate shall not mute his phone. If he needs to address the meeting, he will be put through. This is similar to a radio program where callers are screened and then permitted to speak to listeners.
- Method of Voting. The voting will be conducted through secret electronic balloting by pressing numbers or symbols on Delegates' telephones as instructed by the State Deputy unless, due to technological problems, another voting method is directed by the State Deputy.