



## OHIO ACADEMY OF FAMILY PHYSICIANS

Annual Membership Meeting (Virtual)  
Thursday, August 8, 2024

### **Rules of Procedure for Business Proceedings & Contested Elections**

The 2024 Ohio Academy of Family Physicians Annual Membership Meeting will conduct business in a way to promote knowledge-based decision-making with Zoom, a web-based, video platform. The meeting will be conducted according to the Standard Code of Parliamentary Procedure, Current Edition as outlined in OAFP bylaws.

1. Any AAFP member may address the Assembly of the annual meeting, but only OAFP members registered and present may vote.
2. When there is a contested position in the elections, there will be a two-minute nominating speech made by any member of the Assembly for a person who is nominated. There also may be a two-minute seconding speech for anyone who has been nominated.

#### **Voting & Commenting Procedures Via Zoom**

3. If you would like to submit a comment, members participating online should use the “chat” feature on their Zoom meeting controls. Phone callers may dial \*9 to indicate a “raised hand” and to alert the Speaker or Vice Speaker that you have a comment. OAFP staff will be monitoring this meeting component closely to ensure questions and/or the appropriate speaker answers comments.
4. If a vote is necessary, members credentialed to vote and who are participating online, should submit their vote by using the “Yes or No” feature on their Zoom meeting controls. Members participating by phone may dial \*9 to indicate a “raised hand” as their vote. Two opportunities will be provided to phone users to vote for a pending measure – the first to signify yes in support, the second to signify no, in opposition. Members who wish to abstain from casting a vote must privately chat Executive Vice President, Kate Mahler via chat box on Zoom, or can email [kmahler@ohioafp.org](mailto:kmahler@ohioafp.org). In the event an election is contested, members participating online may use the “poll” feature on their Zoom meeting controls.