

## **Guidance for Virtual Meetings of the Kentucky Dental Association**

Annual meetings of the KDA for 2020 will be held virtually on Saturday August 29, 2020.

The meetings will be conducted on the Zoom platform. Please take the time to download the software for Zoom well in advance of the meetings and familiarize yourself with the platform.

During the General Assembly and the House of Delegates, everyone except the presenters will have their audio muted.

Please sign on to Zoom 15 minutes before the scheduled meeting and go to the CHAT and submit your name along with your component society. This will allow us to assure that we have a quorum for each of the meetings.

If you can't access Zoom via a laptop or phone through the Zoom app, you may join the meetings via a phone call. If you access by phone, please text 606-273-3999 with your name and society.

Any questions or discussions during the meetings will occur through CHAT on Zoom. The CHAT will be monitored by KDA staff.

If there are any contested elections for officers in the General Assembly, a vote will be taken via Election Runner. The secure link will be emailed to all members of the KDA for voting. The voting will be open for 2 hours as specified in our bylaws.

If there is a contested election in the House of Delegates for Speaker or Council Members, it will also be conducted via Election Runner. The secure link will be emailed to all members of the House of Delegates.

Voting on resolutions in the House of Delegates will occur via the Polling system on Zoom. Each of the resolutions will appear on your computer via screen sharing. Once you are ready to vote, a poll will appear on your screen with the options of yea, no or abstain.

Reference Committee meetings will occur immediately after the General Assembly and are open to any member of the KDA. All committees will use the same Zoom meeting log in that is sent for the General Assembly. Any discussion or comments will again occur via the CHAT and be monitored by KDA staff.

After the reference committee reports are completed, I along with your KDA staff will prepare the reports and email them out to the delegates prior to the House of Delegates meeting at 3 pm. If a society wants to caucus prior to the House of Delegates, they can set up their own Zoom meeting for that purpose.

The Kentucky Dental Political Action Committee will hold their required annual meeting at 2:45 pm prior to House of Delegates and will use the same Zoom log in as the House of Delegates.

The traditional presentations by your officers and Executive Director will be pre recorded and posted on the KDA Website prior to the meeting.

An important presentation by the KDA Treasurer, Dr. Sharon Turner will be posted on the website prior to our meeting and should be reviewed by all delegates prior to the House of Delegates as it relates to several of the resolutions that will be voted on.

Our President, Dr. Mark Moats will conduct our memorial service and awards presentations via pre recorded postings on our website.

I along with your KDA Staff will be at the KDA office, social distancing. I appreciate your assistance in conducting the business of the Kentucky Dental Association in a safe and efficient manner. If you have any questions or concerns, please contact me. My cell phone # is 606-273-3999 and my email is [hfhoward@kih.net](mailto:hfhoward@kih.net).

H. Fred Howard, DMD, Speaker of the House of Delegates