

PA Compact Commission

#3 – Policy on Virtual Meetings

ADOPTED: September 9, 2026

LAST REVIEWED:

AMENDMENT HISTORY (LIST WHEN AMENDED AND CITE SECTION NUMBER):

I. Purpose

The purpose of this policy is to establish security and privacy protocols for all virtual meetings and webinars conducted under the authority of the PA Compact Commission. This ensures confidentiality, integrity, and protection of information shared in virtual environments, as well as compliance with best practices.

This policy applies to all PA Compact Commission delegates, alternate delegates, committee members, Commission staff, contractors, and external participants who attend and/or host virtual meetings and webinars conducted under the authority of the PA Compact Commission.

II. Zoom Policy

a. Zoom Account Use

- All virtual meetings must be hosted by an official, Commission Zoom account or an account held by the Commission approved secretariat.
- Personal or third-party Zoom accounts may not host meetings official Commission business.

b. Meeting Settings

When possible, Zoom meetings must be configured with the following settings by default:

- **Registration:** May be enabled for official virtual meetings.
- **Waiting Room:** Enabled for all meetings.
- **Meeting Passwords:** Required for all scheduled meetings.
- **Screen Sharing:** Restricted to hosts/co-hosts unless explicitly allowed.
- **File Transfer:** Disabled by default.
- **Join Before Host:** Disabled.
- **Mute Participants Upon Entry:** Enabled.
- **Chat Controls:** In-meeting chat may be limited or disabled for sensitive or closed meetings.
- **Participant Renaming:** Disabled for registered meetings to ensure identity integrity unless explicitly allowed or requested by the Host. Enabled for unregistered meetings to permit host to require participants

to include their name and/or organization

- **Participant First Name and Last Name:** Required for registered meetings.

c. Meeting Roles and Access

- Designate a Host and at least one Co-Host for each meeting to assist with minutes and participant entry/exit.
- Only authorized personnel may schedule or manage Zoom meetings on behalf of the Commission.

d. Privacy Protections

- Video/audio recordings must be stored in secure Commission-approved cloud or local storage.
- No meeting may be recorded without informing all attendees at the start of the meeting.
- Video/audio recordings will not be made in closed meetings.

e. Security Protocols

- Zoom software must be kept updated on all Commission or Secretariat managed devices.
- Links to Zoom meeting registration shall be posted on public websites pursuant to meeting notice requirements.

f. Use of AI Features in Zoom

- The Commission prohibits the use of AI-powered features within Zoom (such as AI Companion, meeting summarization, smart recording, or real-time transcription powered by AI) unless explicitly approved by the Commission Chair, Executive Director, or full Commission.
- AI-generated content (e.g., meeting summaries or action items) must be reviewed before being shared or stored.

g. Participant Requirements for Closed Sessions

- Participants shall adhere to the same confidentiality requirements as though they were physically present in the meeting room.
- Ideally, participants should be unaccompanied in a room or office with a door that shall be closed during the closed session.
- Participants shall take all necessary precautions to protect confidentiality, such as:
 - Utilizing ear buds or headphones if other people are present.
 - Utilizing screen protectors to minimize others' ability to view the screen.
 - Positioning oneself to minimize others' ability to see the participant's screen.
- If a participant is not alone in a private area, the participant will be removed from any closed session (regardless of whether they would otherwise be included in such session) to prevent others from overhearing any comments made by any participant or seeing any documents on the participant's screen.

III. Review and Revisions

This policy will be reviewed annually or as necessary to accommodate changes in technology, regulations, or organizational needs.