

UNDERSTANDING ZOOM WEBINAR

EXPLANATION OF AGM PROCESSES USING ZOOM FEATURES

IDENTIFYING YOURSELF

Before or after you enter the Webinar, change your name to
([Class] [Affiliate Chapter*]) Name.

**Affiliate Chapter is optional.*

e.g: (A, ASLIA) Laura Patterson; (B, NAVLI) Alice Cooper;
(C, MAVLI) Aldous Huxley; or (Guest) Jane Deere

Q&A - DISCUSSIONS

The Q&A feature will be used to queue speakers to the floor. After the motion is seconded, participants can queue to the floor by **typing their position on the topic** (i.e., "For", "Opposed,") or "**Motion to** [e.g., extend debate, suspend rules]," and **language** you are using (i.e., English or ASL).

E.G., type "For. ASL.;" or "Motion to extend debate, ASL"

RAISE HAND - POINT OF ORDER

Following the Rules of Order, you can make an incidental or subsidiary motion at any time. To do this, please use the **Raise Hand** feature. Click "Participants" then "Raise Hand".

Alternatively, you may use the Q&A feature and **type a brief description** of the incidental or subsidiary motion. You will be spotlighted to announce the motion.

VOTING - ELECTIONBUDDY

Each ballot will be live for five (5) minutes. Zoom will display a timer while each ballot is live. On the ElectionBuddy landing page, you will see each ballot appear as they are run. Click the ballot, submit the vote(s), and press submit.

After five minutes or once all ballots have been submitted, results will be announced.

OTHER

Joining for part of the meeting? You may give your ElectionBuddy access ID and key to another a voting member so they can vote for you.

Voting for another member who need to leave? Use an incognito or private browser to log in with their access ID & key. Cookies (i.e., the access ID and keys that are saved so you have to log in just once) are not shared between the open incognito/private browsers.

