

## Online House Keeping and Practices for Assembly:

Please find below how you will perform certain normal tasks during The Area 86 Assembly on the virtual platform:

**NAMING CONVENTION:** Members will be asked to either rename themselves or it will be done for them. (Sunday they will not be able to).

Voting Members will have a 1 in front of their name followed by position.

Non-Voting will have a 2 in front of their name followed by position.

Visitors and Guests will have a 2 then Visitor name and Position.

Examples:

1-Susan S. GSR, Anytown Group

2-John G. Alternate GSR, Anytown Group

1-Samantha D. Area 82, DCM

1-Henry P. Alternate GSR, North of Somewhere Group (Henry votes only if the GSR is not present)

2-Visitor Ellen D. Area 83

If you begin the day as a #2 and the DCM or GSR has to leave giving you the right to vote please text a tech and we will get your name changed to a #1.

**GAINING THE FLOOR: RAISE VIRTUAL HAND, FOUND UNDER PARTICIPANTS.**

Wait to be called on, you will either be unmuted or see a request to unmute yourself.

Only people with a #1 will have a voice. If you are a non voting member PLEASE do not raise hand.

Virtual hand will be used for comments, questions, making motions and seconding motions.

There will be a 2-minute timer for anyone at the Virtual Mike.

If you are a voting member or Past Delegate and you want to make a:

**POINT OF ORDER** -> Message through chat to a Zoom Tech

Zoom Operator will inform the Chair.

**OR**

**POINT OF INFORMATION** -> Message through chat to a Site Tech

Tech Operator will inform the Chair.

If you are having any issues:

**TECH SUPPORT ISSUE** -> Message through chat to "TECH SUPPORT"

Tech Operator will reach out to you directly and help you with your individual issue.

For **VOTING** and **CONSENSUS** -> The YES/NO feature will be utilized, found under participants, only #1's will be asked to vote.

**ELECTIONS** -> During the Elections a Poll will be displayed on your screen. Choose one answer then hit submit.

The # 2's will be in a breakout room but will be able to watch and hear what is happening in the main room.

If you are stepping away from your computer please go to the Participants, on the far right, click more and click the clock. This will tell the Chair you are not at your computer. ZOOM ETIQUETTE-> Please keep yourself muted and wait for the zoom tech to unmute or ask you to unmute yourself.

Please remember you are at an Assembly. If you need to move around or are having something to eat PLEASE turn off your video. The Assembly is a non-smoking environment so again if you need to smoke or vape please turn off your video.