Oregon Area Al-Anon Participation Guidelines
For In-Person Meetings with an Electronic Component
(Assemblies & AWSCs)

Prior to the meeting:

1. Obtain the physical address and/or link for meeting and password from District Representative or Chairperson (https://www.oregonal-anon.org/assembly-corner).
2. Have your agenda, minutes, and other documents ready to view on another device or printed hard copies (https://www.oregonal-anon.org/assembly-corner).
3. If you are sharing content during the meeting, send the files to the technology coordinator at least 2 days before the meeting at technology@oregonal-anon.org.
4. Send any presentation materials to the technology coordinator, website coordinator and to the secretary prior to the meeting for screen sharing, posting to the website and inclusion in the minutes (technology@oregonal-anon.org, website@oregonal-anon.org, secretary@oregonal-anon.org).   https://www.oregonal-anon.org/assembly-corner
5. If you need a vote, group conscious, motion or anything other polls to be run during the meeting, send that information to the technology coordinator (technology@oregonal-anon.org) at least two days before the meeting so the polls can be created in advance.

Day of the meeting – If you are attending virtually:

1. Find a quiet location for your meeting that will have limited distractions and appropriate lighting. Please remember that this is an anonymous fellowship. If there are others in your home, please protect the anonymity of other members by using headphones and being mindful of who can see your screen or go to another location in your home where the meeting cannot be overheard or seen by others. We ask that you please mute yourself when not speaking. The host has the option to mute participants should you forget. If an individual becomes disruptive, they may be removed from the meeting.
2. Meeting will open 30 minutes early to allow time for any tech issues and fellowship.
3. If you dialed in or your video is off, please introduce yourself when called on and the meeting host can update your display name. Otherwise, rename yourself according to your position at this meeting (if you have questions or would like a cohost to assist you with renaming, please ask). If you leave during the meeting please rename yourself or ask upon return.
   a. **Group Representatives**: DISTRICT (TWO DIGITS), FIRST NAME, GR, GROUP (Example: 04 Sue GR Set Free)
   b. **District Representatives**: DISTRICT (TWO DIGITS), FIRST NAME, DR (Example: 01 Charlie DR)
   c. **AWSC** FIRST NAME, POSITION (Example: Jill Treasurer)
   d. **Visitors**: DISTRICT (TWO DIGITS), FIRST NAME, VISITOR (Example: 05 Fred Visitor)
4. Limit distractions for yourself and others, turn off your video when eating, leaving the room or when someone else enters the room.
5. The Chat function is set up for Host-only messages during most of the meeting. No additional comments will be read out loud and such written comments will not be recorded for the minutes.

6. If you need to step away from the virtual meeting for an extended period of time, please "Leave" the meeting and then sign back in to return. This is especially important for voting/polling calculations.

Day of the meeting – whether you are attending in-person or virtually:

7. The meeting is being recorded strictly for the purposes of preparing minutes of the meeting. The only person who will access the recording is the Secretary.
8. If you have Voice, to facilitate everyone being able hear what is being said, those attending in person must raise their hand and speak using the microphone when called upon. For those with Voice who are attending virtually, please use the electronic hand in the participants or reactions function to share on a topic or ask a question. Whether attending in person or virtually, you will be called on in order by the Host or Chairperson

Voting – whether you are attending in-person or virtually:

9. Your cell phone will be used for voting whether you are attending in person or virtually. If attending in person, you can join the WiFi at the college by selecting **ccc_public** as your WiFi. If attending virtually, you should already be connected to the same WiFi connection you are using for to join the virtual platform.

   • You can connect to our polleverywhere account by scanning the QR code below with your cell phone camera.

   • You can also connect by texting: **technologyoregonarea995** to **22333** to access the voting platform polleverywhere. You do not need to download the app. Once the item being voted on is activated, you can choose your response by tapping on it or by typing the letter corresponding to your answer choice and hitting the enter/return key to send the text response.

   • If you are not able to access polleverywhere by using the QR code or by text:

      1) Text or call the Oregon Area Secretary at 541-500-9534 or, if in person,

      2) Give the Oregon Area Secretary a paper ballot.

Roles during Meeting

Chairperson Role: Facilitate the meeting for all attendees.

Secretary Role: Record meeting for accuracy. Roll call on day of meeting. Take minutes.

Treasurer Role: Make a list of attendance.

Presenters Role :   Before meeting send presentations/reports to Technology, Website and Secretary per the "Prior to Assembly" request above.

Technology Role: Sets up the microphones and speakers and ensures those attending virtually can be seen on the projection screen and those attending in person can be seen via camera when speaking and heard by those attending virtually. Watches Chat, notifies Chair when members attending virtually have comments or questions, assists Chairperson in calling on the virtual attendees in the order listed. Runs polls as needed and voting app, and screen shares documents.

Host/Co-Host Role: Be available 30minutes before the meeting to greet people attending virtually when they log into meeting, and assist in renaming members.