Oregon Area Al-Anon Virtual Meeting Participation Guidelines

(Assemblies & AWSCs)

Prior to the meeting:

1. Obtain 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 for display during the meeting.

Day of the meeting

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 60 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 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.
6. The Chat function is set up for Host-only messages during most of the meeting. If you have Voice, please use the electronic hand in the participants or reactions function to share on a topic or ask a question. You will be called on in order by the Host. No additional comments will be read out loud and such written comments will not be recorded for the minutes.
7. Polls are used for voting. If you cannot see or access the poll on your screen, you can text your vote as an alternate method for transmitting your vote.
8. If you have to step away from the Zoom 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.

Roles during a Virtual Meeting

Chairperson Role: Facilitate the meeting as if we were in person.

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: Watches Chat, notifies Chair when members have comments or questions, calls on them in the order listed. Runs polls as needed, and screen shares documents.

Host/Co-Host Role: Be available 1 hour before the meeting to greet people when they log into meeting, and assist in renaming members.