**DRAFT DATE 3/16/2021**

**Virtual Meeting Participation Guidelines**

**Prior to the meeting:**

1. Obtain link for meeting and password (if you lost the link or need it again for some reason) from Chairperson (Dawn K. – dawnkdist4@gmail.com).
2. Find a quiet location for your meeting that will have limited distractions and appropriate lighting (If you are sitting in front of a window, you may appear darkened or if a bright overhead light is on, you may not be seen). You can test this out and adjust when you begin logging onto your meeting. Position your camera at eye level to create a more direct sense of engagement.
3. Have your agenda, minutes, and other documents ready to view on another device or printed hard copies. If you are sharing content during the meeting, make sure you send the files to the designated person in charge of uploading files prior to the meeting.
4. Please avoid multi-tasking during the meeting, including eating. Your focused attention on the meeting is greatly appreciated. If there is a need to take brief break, we ask that you disable the video during your absence.
5. The meeting is being recorded strictly for the purposes of accurate recording of the meeting. The only person that will have access to the recording is the Secretary (Deanna).

**Day of the meeting**

1. Meeting will open 60 minutes early to allow time for any tech issues and fellowship. Groups are given slots in which they can begin logging into the meeting by position. Specifically, for the Assembly meeting, AWSC members can begin logging in at 7:30am, Group Representatives in Districts 1-10 at 7:45, and Group Representatives in Districts 11-17 at 8:00. Please try to log in as close to your time as possible to avoid a rush at the end.
2. To help keep background noise to a minimum, please mute your microphone when you are not speaking. The host has the option to mute participants should you forget. If an individual becomes disruptive, you may be removed from the meeting.
3. The Chat function will be set up for Host-only messages during the meeting except for discussions. This is in an effort to meet the intentions of the Assembly guidelines in the Oregon Area Handbook. If you want to share on a topic, please use the Chat window to type in “Comment,” or if you have a question, please type in “Question” and you will be called on by the Moderator if you have Voice. Any added comments typed into the Chat window will not be read by the Moderator or Chair and will not be part of the recorded minutes for the meeting.
4. To aide in limiting distractions for yourself and others, please disable your video when eating or when another enters the room.
5. Please turn your phone and other devices off or on silent mode. If you dialed in or your video is off, please introduce yourself when called on and confirm you are the only person who can hear. The meeting host can update your display name.
6. Rename yourself according to your position by right clicking on your own video feed and selecting Rename:
   1. **Group Representatives**: DISTRICT NUMBER (TWO DIGITS), FIRST NAME, GR, GROUP (Example: 04 Sue GR Set Free)
   2. **District Representatives**: DISTRICT NUMBER (TWO DIGITS), FIRST NAME, DR (Example: 01 Charlie DR)
   3. **Coordinators, Officers, AIS Liaisons, Past Delegates, Audit/Budget**: FIRST NAME, POSITION (Example: Jill Treasurer)
   4. **Visitors**: DISTRICT NUMBER (TWO DIGITS), FIRST NAME, VISITOR (Example: 05 Fred Visitor)
7. When finished speaking, please indicate that you are finished by saying “I am done” or “Thank You” so everyone knows you are done.
8. If you have to leave the meeting for an extended period of time, please “Leave” the meeting and sign back in when you return.

**Tech Support during a Zoom Call**

There are many facets to a successful Zoom call. We have identified specific roles that are needed. This list is evolving, and suggestions are welcome.

**Meeting Chair:** Dawn (Chairperson)

**Role:** Facilitate the meeting as if we were in person. Coordinate and electronically send out agenda for meeting.

**Secretary:** Deanna (Secretary)

**Role:** The meeting is scheduled to be recorded for accuracy. Roll call on day of meeting. Capture attendance using Participants list. Coordinate and send electronically reports (Past meeting minutes, reports, etc.) to attendees prior to meeting.

**Thought/Task Force/Coordinators:** Varies

**Role:** Send presentations to Secretary and Bunny 3-4 days before the event. Send any handouts to attendees prior to the meeting.

**Moderator(s):** Dawn K

**Role:** Handles questions via Chat and counting voting as needed. These people shall instruct the Meeting Chair that someone has a question or that someone has called point of order. This is indicated through the chat window by typing “Comment.”

**Host/CoHost(s):** Deanna, Bunny

**Role:** Be available 1 hour before the meeting to greet people when they log into meeting. Start meeting. Use Polling to gather consensus when needed.