

WWSF ZOOM MEETING PROTOCOL

Meeting Notification & Login Information

Meeting date, time and login information (meeting ID/link) shall be sent to all known team contacts, officers, directors, committee chairs and others in the Benchmark email system. We will not post the link on the WWSF website to prevent unauthorized participants from joining.

Participants should join the Zoom “call” five to ten minutes early as we intend to start on time. Those who join late will cause delays because of attendance and voting designation.

General rules

Eliminate background noises and distractions when not muted.

Please keep your camera on and remain visible in the meeting as a sign of active participation and courtesy to those who are speaking/presenting.

Eliminate anything inappropriate from being visible in your video feed.

We will use the chat feature to capture questions during the meeting if the individual chooses not to seek assignment of the floor. Send all such questions to everyone so all participants can see. We will assign a chat monitor to address with the chair. Limit private chat between participants.

Screen sharing will be allowed for all participants, but any participant who wishes to share his/her screen must seek permission from the chair to do so.

Limit or avoid the use of the emotions feature of Zoom.

Roll Call – Attendance & Quorum

Attendance will be taken via roll call. Only those who are officially representing their team as the voting rep should make their presence known.

Those who will be voting (officers, directors, team reps) are required to rename their Zoom to include their title. Doing so will make it easier to identify those who have a vote.

For example...

Chris Coupland – President

Jane Doe – Team XYZ Rep

Bob Koehler – VP/NSSA/Nominating

Jim Babcock – Past Pres/AWSA/Safety

Michelle Meike – Think Tank & Open

Julie Abramson – Membership

Announce quorum and number of voters immediately after attendance roll call.

Rules

All bylaws and P&P apply. Procedurally, the meeting runs as usual, but certain things such as voting, addressing questions in chat, etc. may take a little longer than normal.

Chair appoints parliamentarian just as would be done if the meeting were held in person.

Technical Requirements and Malfunctions

Each member is responsible for his/her audio, video and Internet connections. No action shall be invalidated on the grounds of loss of or poor quality of a member's individual connection

The chair may direct the host (if host is someone other than the chair) to disconnect or mute a member's connection if it is causing undue interference with the meeting. The chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.

Discussion

Assignment of the floor – to seek recognition from the chair, a member shall utilize the chat feature to seek the floor or simply speak up if no one else currently has the floor.

Interruptions – please avoid interrupting an individual who currently has the floor. Use the chat feature to seek the floor. The chat monitor will ensure that all who wish to speak have an opportunity to do so.

Motions

Motions are made in the same manner as if we were meeting in person. The chair should acknowledge the motion and the individual who made the motion as well as the individual who seconded the motion.

We will display (type) complex motions using the chat feature for all to see.

Voting

We will use the Polls feature of Zoom for voting and election (if applicable) purposes. Appropriate options (Yes, No, Abstain, names, etc.) will be established. The results of each poll can be shared at the conclusion of the poll for validation. The total number of votes in a poll must equal the quorum call for the vote to be valid.

The polling feature is anonymous. Results of each vote (poll) will be shared at the conclusion of the vote.

In the event of technical difficulties, we may revert to visual show of hands. This process would require more time.