

## **Information and Instructions**

### **June 16<sup>th</sup> Civic Federation Virtual Membership Meeting**

The Civic Federation will be conducting its June 16<sup>th</sup> Membership Meeting virtually, via the Zoom platform. This will be our third Membership Meeting conducted virtually. Please bear with us as we continue to test out this new format for our meeting. Many of you are familiar with this platform, others are not. Guidelines and instructions for the meeting are below.

If you have not used Zoom before, you can access it via a web browser on a laptop or desktop computer using the information provided at the beginning of the May BOD meeting announcement. There is also an app that can be downloaded to your tablet or smartphone. There are several security protocols that will be implemented for this session. See below for details.

### **Joining the meeting**

Delegate; alternates; and others associated with CivFed organizations are receiving invitations with a sign-in link, including a meeting password. There will also be a dial-in number for attendees unable to use Zoom on a computer.

Each attendee will be admitted to the meeting individually. Please use your first and last name and organization as your Zoom name so that we can check off attendees against the list of delegates; alternates; and others associated with CivFed organizations. This process will take some time. Please be patient while you are waiting for the host to admit you. For phone attendees, you will also be admitted individually. Be prepared to verbally identify yourself and organization upon admission to the meeting so that we can check your name off our list.

We will be admitting attendees until 7:10 pm, the meeting will be locked after that, meaning no one else can join. If there are still attendees in the queue to be admitted, we will lock the meeting after everyone in the queue is admitted.

### **Meeting logistics and etiquette**

Everyone's line will be placed on mute unless unmuted by the meeting chair.

Screen sharing by attendees will be disabled.

Chat will be monitored and can also be disabled. Offensive or disrespectful language will result in the offender being removed from the meeting.

We will be conducting virtual votes during the meeting. This will be done using email ballots sent to delegates. The host will introduce these ballots. The results will be announced the day after the meeting.

During the meeting, there will be an opportunity for delegates to speak via 'raised hand' sharing. To raise your hand, there is an option in Zoom to 'raise your hand'. See instructions below:

## **How to raise your hand:**

- If you are using a laptop or desktop computer, select the 'Participants' button on the bottom of the screen. This will open a list of participants. In the lower right-hand corner of the participants window, there are three dots ●●●. Click there and choose 'Raise Hand' if you would like to speak when the host asks. The host will call your name and unmute your line.
- If you are using the Zoom app on a smartphone or tablet, there are three dots in the lower right-hand corner ●●●. Click there, and you will see the option to Raise Hand. Click here if you would like to speak when the host asks. The host will call your name and unmute your line.

## **How to Chat:**

- If you are using a laptop or desktop computer, select the 'Chat' button on the bottom of the screen. You can chat with another participant or send a chat to everyone.
- If you are using the Zoom app on a smartphone or tablet, there are three dots in the lower right-hand corner ●●●. Click there, and you will see the option to Chat. You can chat with another participant or send a chat to everyone.

## **Security Information:**

We are implementing the following security protocols for this meeting:

- There is a password required to join this meeting.
- Each attendee will be admitted individually and their name checked off on a list of delegates; alternates; and others associated with CivFed organizations.
- Participant screen sharing will be disabled.
- All lines will be placed on mute unless unmuted by the host.
- The online connection is via 'https', which is an encrypted security protocol for communication over the web. This is the same protocol used to protect your information during online shopping.