

## **Information and Instructions**

### **November 17, 2020 Virtual ACCF Membership Meeting**

The Civic Federation will be conducting its Membership Meeting on November 17, 2020 virtually, via the Zoom platform. This will be our fifth Membership Meeting conducted virtually. Registration is required prior to receiving the unique sign-in link and passcode. Please bear with us as we continue to test out this new format for our meetings. 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 Zoom via a web browser from a laptop or desktop computer. There is also an app in the September Newsletter that will allow you to download Zoom to your tablet or smartphone.

### **Joining the meeting**

Delegates, alternate delegates, and others associated with CivFed organizations will have to register in order to receive the sign-in link and passcode for the meeting. The registration link will be provided in the November Newsletter. There will also be a dial-in number for those using phones.

After registering, attendees will receive a confirmation email containing unique log-in/phone-in details for the meeting. We encourage you to check-in *between 6:00 PM and 7PM.*

Each attendee will be admitted to the meeting individually. To expedite the check-in process, please display your first and last name and organization as your Zoom profile. This process will take some time. Please be patient while you are waiting for the host to admit you. Phone attendees will also be admitted individually. Be prepared to verbally identify yourself and your organization prior to admission to the meeting. While meetings are open to all, this verification process is in accordance with our bylaws to ensure ballots are emailed to delegates and/or voting alternates in attendance.

### **Meeting logistics and etiquette**

- Everyone will be placed on mute unless unmuted by the meeting chair.
- Screen sharing by attendees will be disabled.
- Chats 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 on ballots at the end of the meeting.
- 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, alternates, and those affiliated with Member Organizations to speak via “raised hand” sharing in that order of priority. 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 invited. 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 invited. 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:

- Registration is required.
- A sign-in link and passcode will be emailed after registration.
- Each attendee will be admitted individually and names cross checked against our 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.