DELEGATE ZOOM INSTRUCTIONS

Delegates must be familiar with all convention Zoom functions so that plenary will run smoothly and every delegate's voice and vote will be heard.

PLENARY SESSIONS

Plenary attendance is required of all delegates. All plenary sessions are webinar format. Delegates will not be seen on the screen and will be muted. The webinar manager will control the microphone.

ZOOM LINKS

Zoom links for all convention events will be sent to each delegate Monday, June 5. The Zoom link for each specific event will be sent again to each delegate one hour prior to the specific event.

ZOOM FUNCTIONS DURING PLENARY

SIGNING IN

Delegates are requested to arrive by clicking on their Zoom link 15 minutes before the start time to allow for checking of credentials. Delegates must sign into Zoom with their first and last name.

VOTING: USE THE POLLING FUNCTION

Most votes will use the poll function. Polls are anonymous.
 A poll will appear on your screen stating a specific motion. You will enter your yes or no vote and click submit. Delegates must vote within the time announced.

VOTING: USE THE RAISE HAND FUNCTION

The presiding officer may choose to use the raise hands function for voting. Delegates will be asked to click on the raise hands icon to indicate their "aye" vote. If there is no clear majority, hands will be lowered. Then a "no" vote will be called, hands raised and counted.

QUESTIONS: USE THE Q&A FUNCTION

The Q&A function will be used for questions after presentations. Delegates should type QUESTION, the name of their League, then their question. The Convention team will read questions to the presenter.

DEBATE: USE THE Q&A FUNCTION

The Q&A function will be used for delegate debate after a motion has been made. To state a PRO or CON, delegates should type either PRO or CON, and the name of their League. Delegates will be called on and their microphones will be turned on by the webinar manager. Delegates have one minute to speak. They should state their name, League and pro/con position. After one minute, the webinar manager will mute the microphone. PROS and CONS will be alternated.

PARLIAMENTARY RED FLAGS: USE THE CHAT FUNCTION

The chat function will **only** be used for the Parliamentary Red Flags below. The chat can only be seen by the Convention Team and the parliamentarian. Delegates must type the specific Red Flag (below) their name, and the name of their League. The Convention Team will read the Red Flag to the parliamentarian.

POINT OF ORDER: To be used when Rules of Convention or proper procedure are not being followed.

REQUEST FOR INFORMATION: Used to seek urgent information necessary before decisions can be made.

PARLIAMENTARY INQUIRY: To ask for direction or procedure.

QUESTION OF PRIVILEGE: This relates to the comfort of the delegates or operation of the assembly.

Parliamentary procedure will be used and the current edition of *Robert's Rules of Order Newly Revised, 12th Edition*, will be referenced. The purpose of using parliamentary procedure is simple - to uphold basic League principles by encouraging civil discourse and ensuring that delegates have an equitable opportunity to be heard.

The parliamentarian will be available at a separate Zoom meeting for 30 minutes immediately preceding each plenary session.