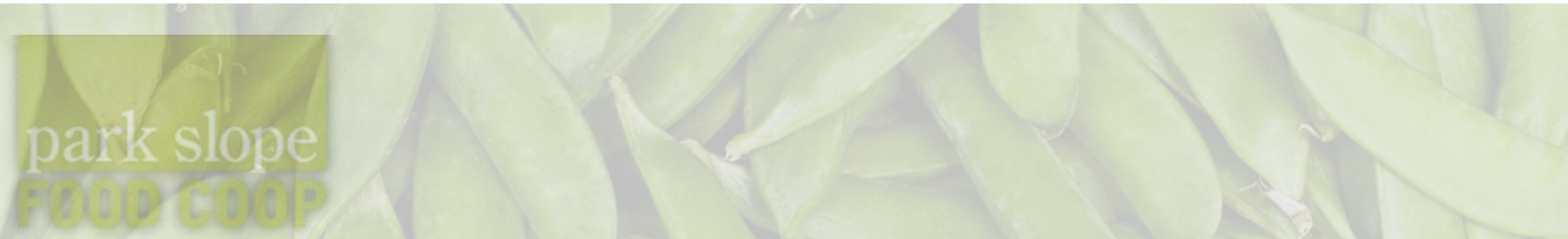


PSCF General Meeting

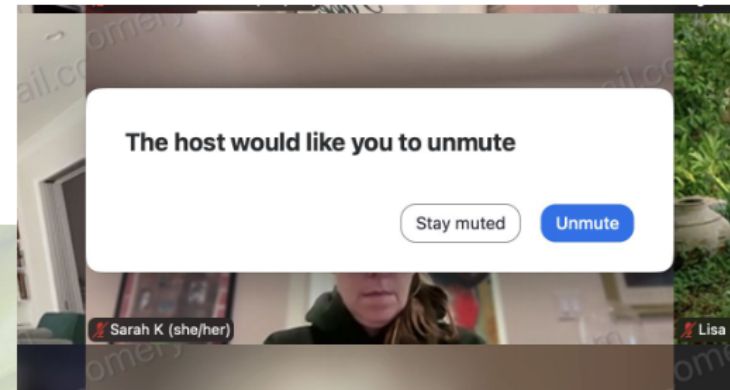
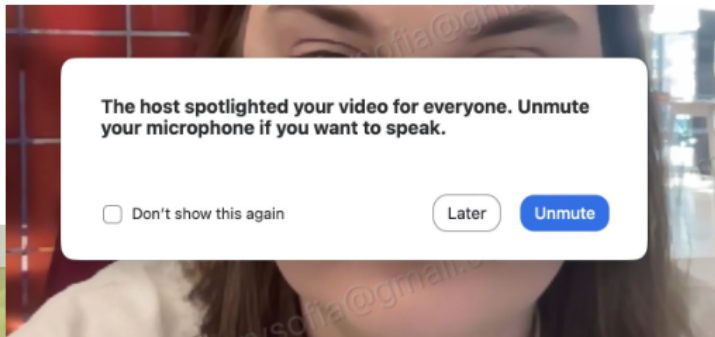
How to Zoom:





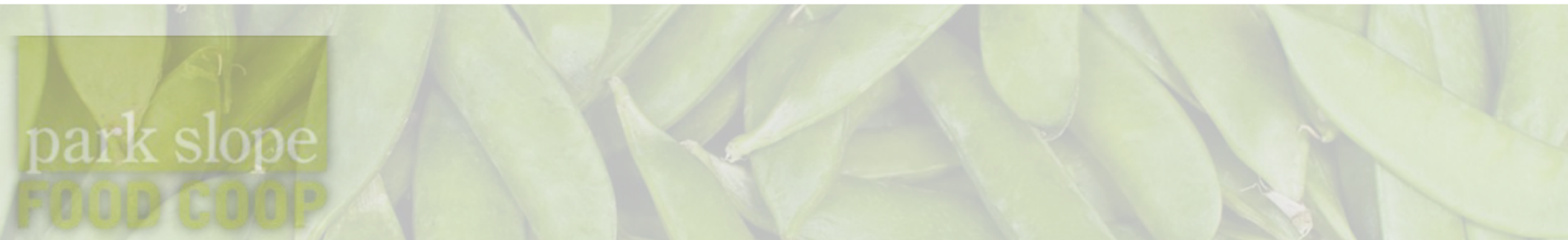
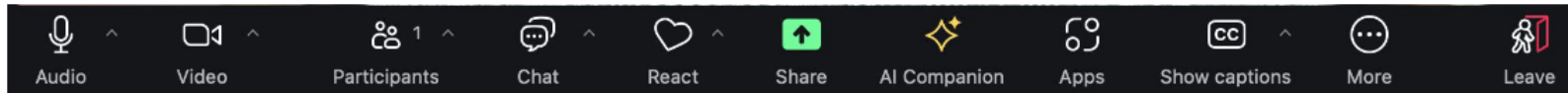
Mute / Unmute

- You will be automatically muted and invited to unmute if you are called on or spotlighted, please unmute right away and start talking.
- Please wear headphones if you can, and speak up!



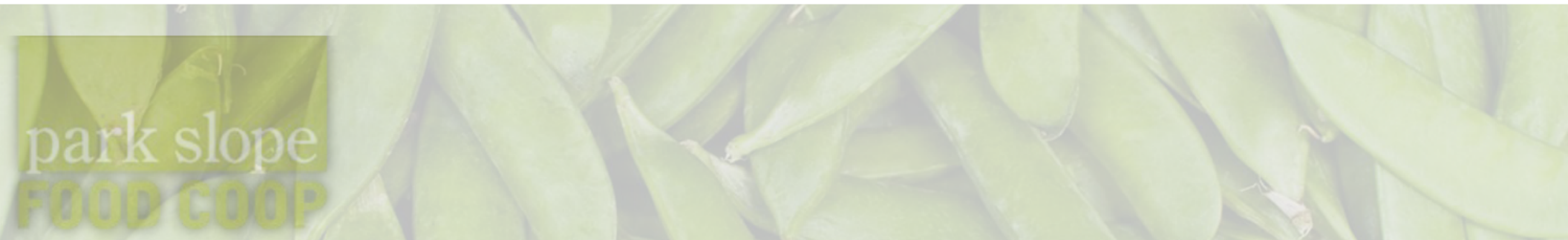
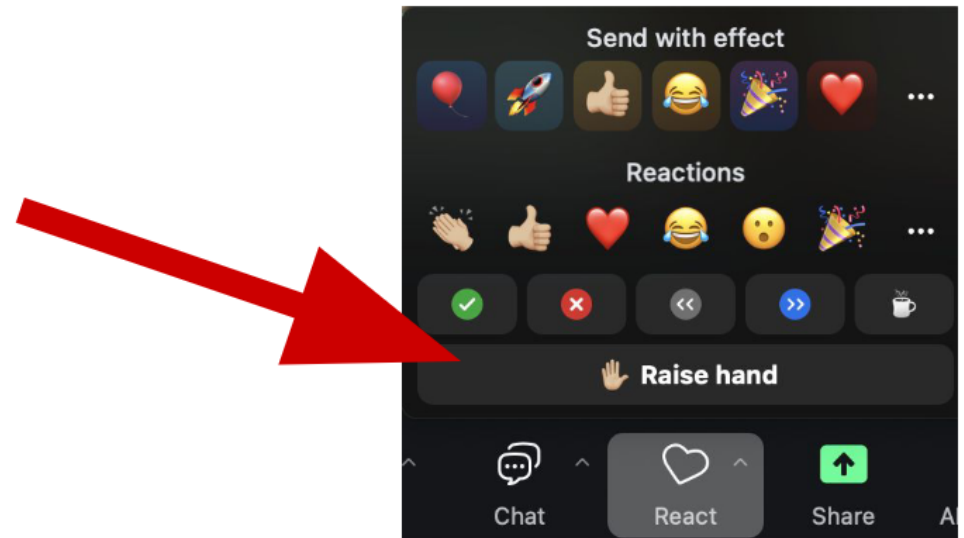
Camera On/Off

- Click the camera icon next to the mic. If you are speaking we ask that you please turn your camera on!



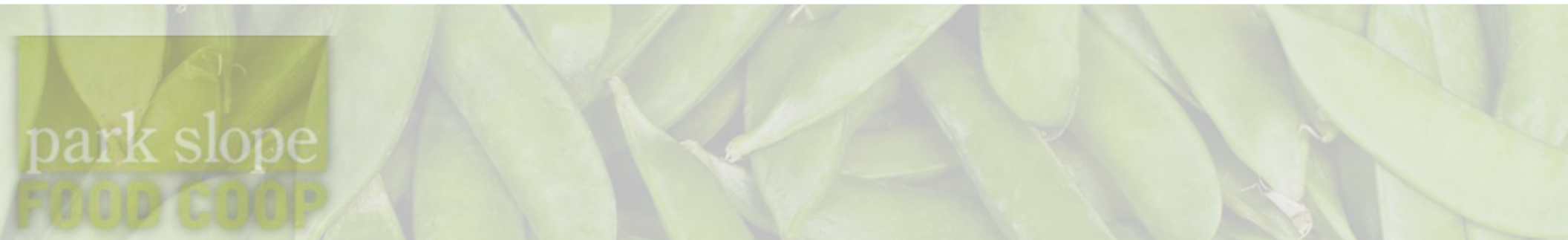
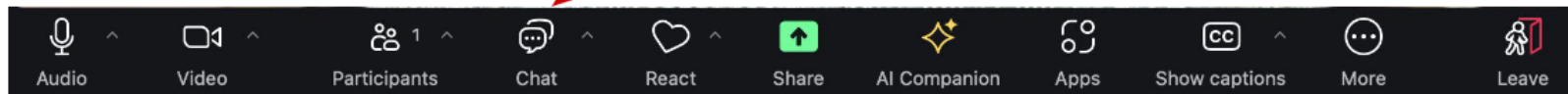
Requesting to Speak

- “Raise hand” to get on stack. The zoom moderator will chat a list of the upcoming speakers so you can be ready. Click “Reactions” → Select “Raise Hand.”



Technical Support

- Click “Chat” in the toolbar. Click “New chat” and message “technical support”
- The technical support moderator will respond to you ASAP and may invite you to a breakout room to talk you through your question.



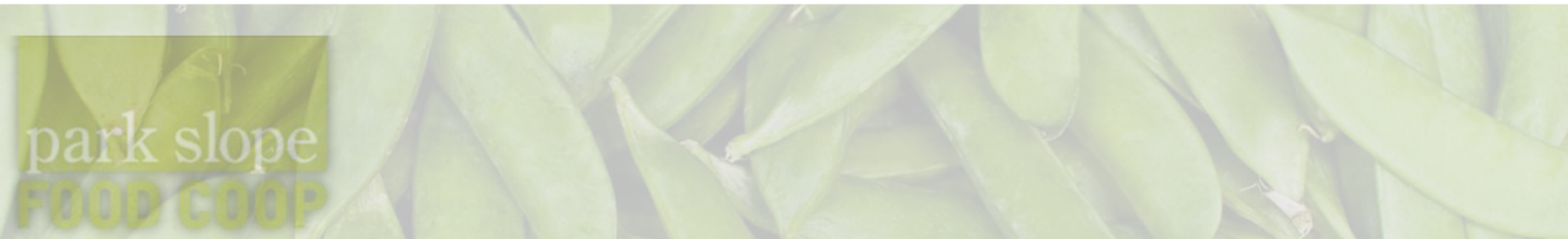
How to View Slides and Speakers

Speaker View

- To view the person speaking, click on “View” in the upper right corner and select “Speaker.” This view will automatically update with whomever is recognized to speak.

Gallery View

- To view everyone in the Zoom meeting, click on “View” in the upper right corner and select “Gallery.’



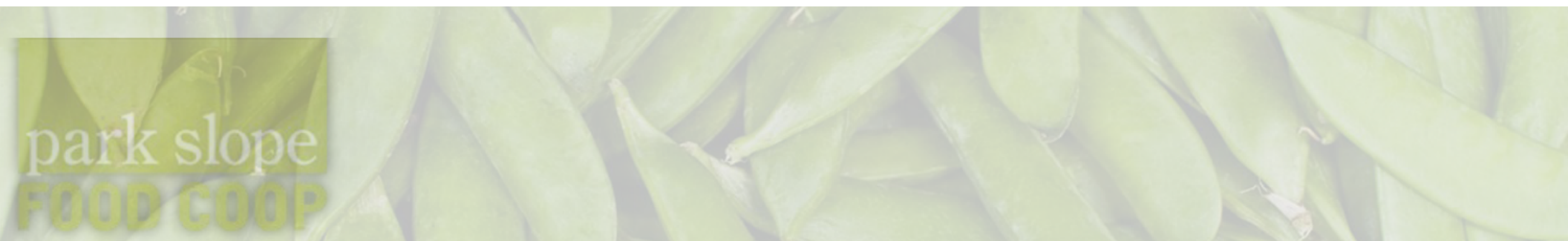
How to View Slides and Speakers

Viewing Slides

- The zoom moderator will share this screen when there are slides to view, you can spotlight that screen if you want to view it larger.

Return Home

- To return to the speaker or gallery view, click on the tab with the meeting name on the bar at the top of your Zoom window.



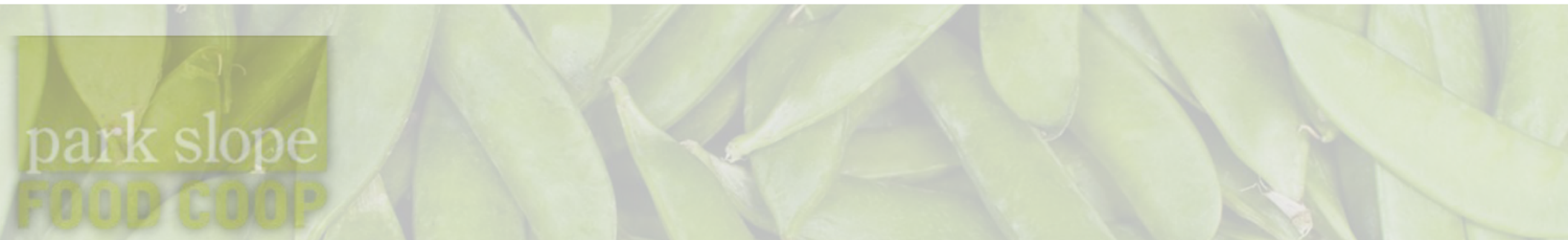
How to Vote

Raise Hand (To vote by a show of hands)

- Click “Reactions” → Select “Raise Hand.”
- Only lower your hand after requested to do so by the Zoom moderator.

Vote in a poll

For proposals, elections, and certain procedural items, a poll will appear on your screen. You can then vote in the poll. The poll will be closed and the results tabulated with the in-person ballots.



How to Turn On Closed Captioning

Instructions (Desktop):

1. Click the **“Show Captions”** in the toolbar

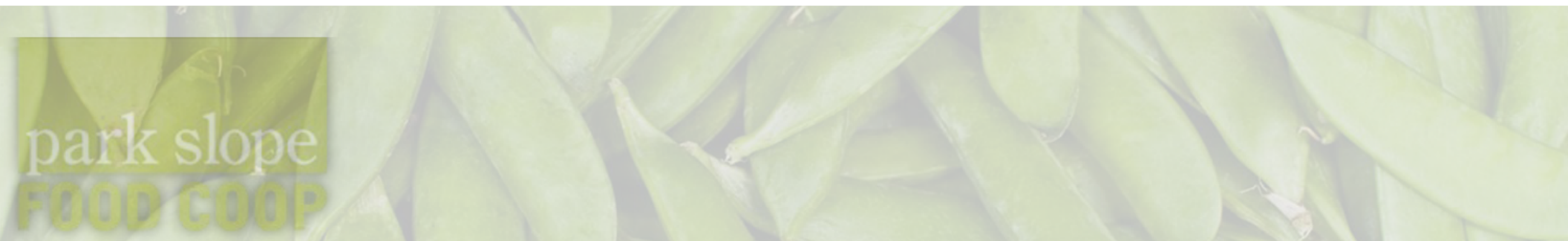
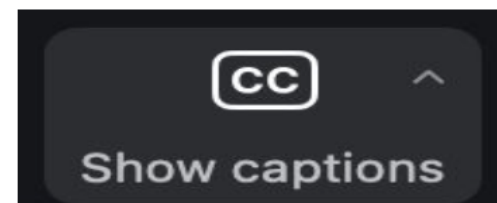
If You Don't See it:

- Click **“More”** (•••) in the toolbar.
- Select **“Captions.”**

Mobile App:

1. Tap **“More.”**
2. Tap **“Captions”** → Enable.

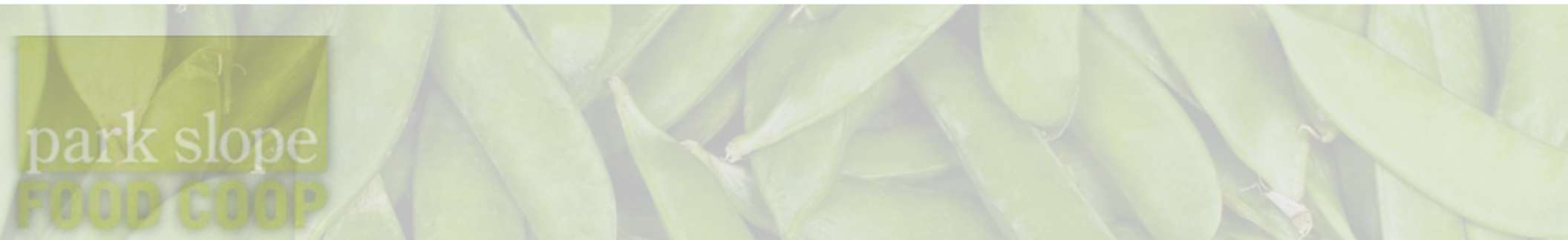
🔗 If you experience issues, please use the chat for assistance.



Accessibility & Support

- Closed captions are available throughout the meeting.
- Need additional help?

 Chat the member identified as Technical Support



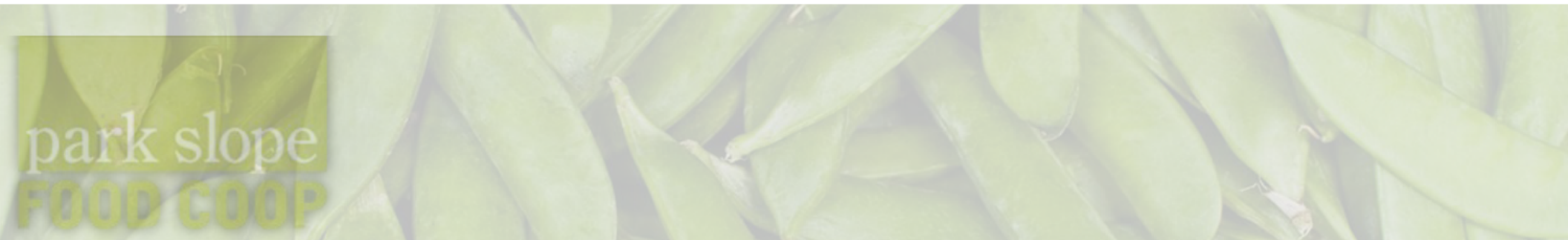
Who do I contact if I want to speak or need help?

Open a chat with these people for the following purposes:

Robert's Rules Moderator: You want to raise a motion

Zoom Moderator: You want to speak during a discussion item (we prefer you raise your hand)

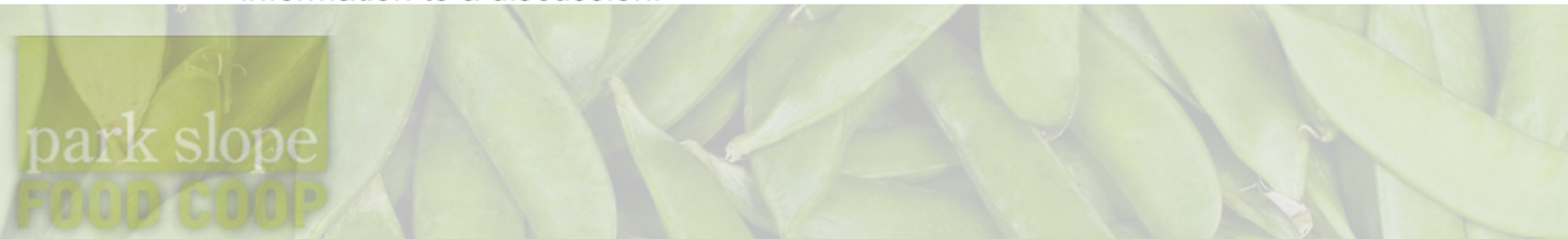
Technical Support: You have questions about how Zoom works



Robert's Rules of Order – basic motions

Members can interrupt normal meeting proceedings if they have information they'd like to offer or request. To do any of the following, open chat with the Robert's Rules moderator:

- **Point of order:** you wish to remind the chair of a rule that has been overlooked. If the chair agrees, the meeting will immediately observe the rule; if the chair disagrees, they will explain why the rule is invalid or irrelevant.
- **Point of information:** you seek or offer *necessary* or *immediate* information to a discussion.



Robert's Rules, cont. (rarely used motions!)

- **Point of personal privilege:** you have an issue of general comfort or physical emergency.
- **Motion to assist the chair:** it appears the chair needs assistance to facilitate the meeting, you can motion to offer specific parliamentary advice on the current issue.
- **Motion to overrule the chair:** must be seconded. If you disagree with the ruling of the chair, and if the chair does not cede, this proceeds to a simple majority vote.
- **Motion to adjourn the general meeting:** must be seconded. Not debatable or amendable, and is decided by simple majority.

Robert's Rules – for proposals only

- **Motion to amend:** you can amend a motion under discussion. Must be seconded, discussed, then taken to a simple majority vote. Non-germane and negating amendments are not allowed.
- **Motion to table a motion:** must be seconded, cannot be discussion, and goes to simple majority vote.
- **Motion to extend, limit, or end discussion of a main motion:** must be seconded. Not debatable, and an extension requires amount of time (which is amendable). This is decided by 2/3rds majority.

Robert's Rules – dilatory motions (rarely used)

Dilatory motions: Members may not attempt to delay the progress of the meeting or an individual motion by proposing numerous amendments or making frequent interruptions. When this happens, the chair may declare such motions dilatory and refuse to allow the meeting to consider them.

