

PSFC General Meeting

How to Zoom (Webinar version):



Viewing Slides and Speakers

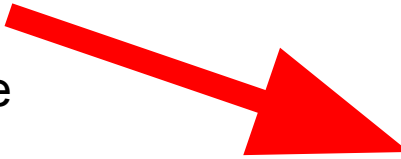
Viewing Slides

- The webinar version of Zoom is pre-set for you to see the slides/shared materials, and the panelist who is speaking.



Requesting to Speak

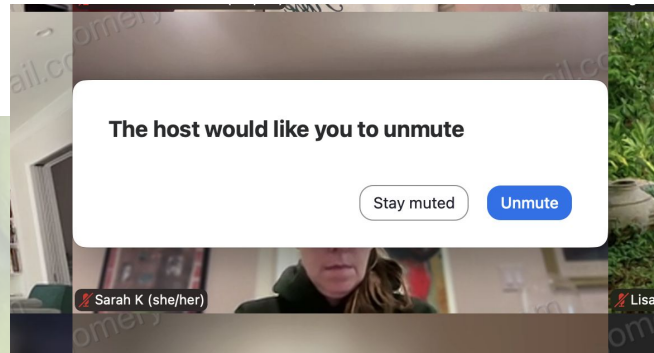
- “Raise hand” to get on stack. Select “Raise Hand” at the bottom of the Zoom window.





Mute / Unmute

- All participants are automatically muted upon entering the meeting.
- Once you've been called on to speak, you'll be invited to unmute. Please unmute right away and start talking.
- Please wear headphones if you can, and speak up!



Technical Support

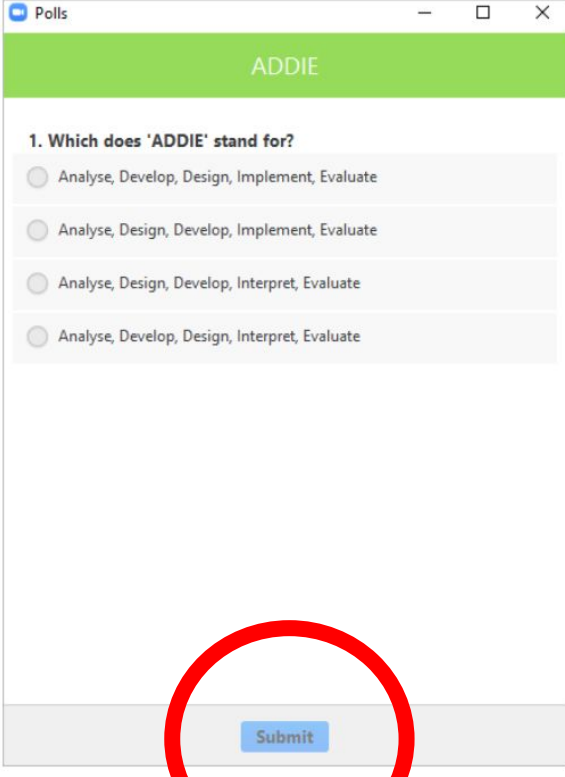
- Click “Q&A” in the toolbar.
- Technical support will respond to you ASAP.



How to Vote

Vote in a poll

- For proposals, elections, and certain procedural items, a poll will appear on your Zoom screen. Make your selection and click “Submit.” You can only vote once in any single poll.
- After the allotted time, the poll will be closed and the results tabulated in real time.



polls

ADDIE

1. Which does 'ADDIE' stand for?

Analyse, Develop, Design, Implement, Evaluate

Analyse, Design, Develop, Implement, Evaluate

Analyse, Design, Develop, Interpret, Evaluate

Analyse, Develop, Design, Interpret, Evaluate

Submit



How to Turn On Closed Captioning

Instructions (Desktop):

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

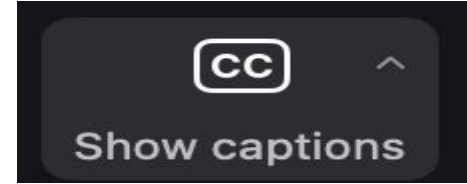
If You Don't See it:

- 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 'hosts and panelists' and someone will DM you



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.

