



Region 5 Spring 2021 Assembly Information

Schedule

- Please refer to the proposed agenda in Packet A, document A02.R5 2021 Spring Assembly Agenda.pdf for the proposed schedule. We are basically following the standard schedule for every past Spring Assembly for the last several years.
- All times are Eastern Standard Time.
- Each session will open 15 minutes before the schedule start. Please try to join early to make sure you are not late.
- The links for the sessions will be emailed to you 3 days prior to the event. Please do not distribute these links to anybody who is not registered for the Assembly.
- Please rename yourself as soon as you connect to a session. This is to provide a sort and grouping to the names in the participant window. Please follow the requested naming convention (as defined in Standing rule number 12).
 - All Region Representatives will name themselves R: NAME; INTERGROUP
 - E.g., "R Steve B. COSIGOA"
 - b. All Officers will name themselves: B: NAME; OFFICE
 - E.g., "B Joel I. Secretary"
 - c. Non-voting appointees will name themselves: X: NAME; OFFICE
 - E.g., "X Karen B. Parliamentarian"
 - d. Visitors will name themselves: V: NAME; CITY, STATE
 - E.g., "V Sandy R. Chicago, IL"

To rename yourself, open the participant window by clicking on the participant button in the toolbar. Hover over your name, click More, and choose Rename to change your screen name displayed to other participants.

Standing Rules

- In Packet B document "B03_Standing Rules for Region 5 Virtual Assembly.pdf" replaces the standing rules that were published in Packet A. These standing rules are very similar to the standing rules that were voted in at the Fall 2020 Assembly. The rules have been modified to be appropriate for Virtual Assemblies. There are differences, please review this document carefully before attending.

- Standing rule number 4 provides for the appointment of Zoom Hosts. Hosts will manage all technical aspects of the virtual session including recordings, screen sharing, breakout rooms, and polling for elections. Officers might also be given host privileges so they can fulfill their service commitments. Chat will be turned off except for communicating with the Host. Please pay attention to the chat for important instructions. You can also chat with the Host to ask questions or ask for help if you are having problems. In addition to Hosts there will be Host assistants appointed who will be helping the host monitor all of the Video feeds.
- Please leave your video always turned on except when you are eating or if you are having bandwidth problems. Standing Rule 14 states “If a participant chooses to eat during a session, they must turn off their video.” You can turn your video off or on by clicking the Video button in the toolbar. If you forget to turn your video off the Host will turn it off for you. Remember to turn it back on when you are done eating. You do not need to turn your video off if you are drinking.

Roll Call

- We will be calling a Roll Call Saturday morning, Saturday afternoon, and Sunday morning within the first 10 minutes of the session after the opening readings. You do not want to miss this if you are planning on voting. Only those counted Representative, Alternates and Officers will be allowed to vote.
- Standing Rule 3 states that all Region 5 Representatives, Officers, and Non-voting appointees must join with a device that supports video (IE: Computer, Tablet, or Smart Mobile device). You may not connect to the Assembly by a phone call. If we cannot see your face during roll call, then you will be counted as a visitor. The reason for this is that voting, and elections will be performed using the reactions in the participant window or using polling, which is only available on these devices.
- When your intergroup is called, please, unmute yourself, state your name, whether you are a representative, alternate, or officer (by stating your office), and your intergroup and then mute yourself. For example: “Steve B. Representative for Central Ohio Service Intergroup”.
- Intergroup are allowed one vote by Representative or Alternate per 10 groups. Please refer to the credentials document in Packet B: B20_R5_Spring_2021_Assembly_Credentials.pdf. The maximum allowed votes is in the Eligible Reps column. Only the eligible Reps who can vote should recognize when your Intergroup name is called. If your intergroup has two Reps and 1 alternate and all 3 are present when your intergroup is only allowed 2 votes, then only the 2 Reps should be counted. The third person should wait to be counted as a visitor and should not participate in debate or voting.
- Only voting and Non-voting Appointees may participate in debate. Everybody is invited to participate in Committee Meetings.

Questions and Debate

- Standing Rule number 7 states “Please wait until you are recognized by the Chair before you speak. Give your name and intergroup and then state your business.” What this means is you should remain muted throughout all sessions unless you have been recognized by the Chair to speak. If you are unmuted without being recognized, the Host will mute you. You can unmute and mute yourself by clicking the microphone button in the toolbar.
- If you have a question or a point of order during the proceeding, raise your hand. You can raise your hand from the reactions button on the Zoom toolbar or from the bottom of the Participant Window.
- If you are asking a question it needs to be a legitimate question and not a statement that has been turned into a question.
- After reports are given there will be a period open by the Chair for questions, raise your hand and wait to be called before unmuting yourself. You will be called on by the Chair in the sort order presented in the Participate window within the time allotted for the question period. When the question period is over the Host will lower all remaining raised hands.
- Standing rule number 8 defines debate as “Discussion of main motions is limited to three (3) speakers for pro and three (3) speakers for con.” The Chair will define how you should line up for Pro’s and Con’s. It will be something like using the “Yes” feedback button for Pro’s and the “No” feedback button for the Con’s. It may be different, so pay attention to the instructions given. Only the first three of either Pro or Con will be called on. When debate is closed the Host will clear all feedback.

Voting

- Other than the election the method the Chair decides to do voting is at the Chair’s discretion. One method she might employ is to ask everybody to raise their hands as she calls for those in favor or against. She might have everybody just vote with Yes or No feedback buttons. The Raise hand and other Feedback buttons are found in the Reactions button in the toolbar or at the bottom of the participant window. The Host will clear all votes when the vote has been counted.
- There is a strict procedure that is followed for elections. Please pay attention to the instructions as the Chair gives them to you. We will be using Polling. If you are a Visitor, you will be put into the waiting room until the vote has concluded. Non-Voting appointees can remain but may not participate in the vote. The host will be running the polling session. When the poll is launched a window will appear, select your choice, and then wait for the poll to be closed.

Breakout Rooms

- Committee meetings will be conducted in breakout rooms. During the committee meeting you do not need to stay muted, however, please remain respectful and try to keep background noise to a minimum.
- When your committee meeting is done, you can leave the breakout room and join the main room.

Other Zoom Functions

- Standing rule 13 states that the meeting is not to be recorded by anyone other than the Secretary or appointed meeting Hosts.
- Only the meeting host can transfer files. If you need to transfer a file to the host, use the chat to ask the host their email address. In other words, transfer the file to the host by email and then the host can transfer the file for you. Please make sure the file being transfer has a purpose for the Region 5 Assembly. The Host will not transfer inappropriate files.
- Only the meeting host can share screen. If there is a document that you want to want to share, please send this document to the Host or the Region 5 Secretary. Only OA Appropriate material that is within our traditions can be displayed. If there is a question, please run it by the Region 5 Trustee first to make sure it is appropriate.
- If we are Zoomed Bombed during one of our session the Host will suspend all activity, mute everybody, open the waiting room and report the participants who are disturbing us. Please sit quietly until the Host reopens the session. All precautions have been made to minimize this from occurring.
- There are 3 video layouts when no one in the meeting is screen sharing:
 - Speaker view
 - Speaker view will switch the large video window between who is speaking with 3 or more participants in the meeting.
 - Click View in the top-right corner, and then select Speaker view.
 - Gallery view
 - Gallery view lets you see thumbnail displays of participants, in a grid pattern, which expands and contracts as participants join and leave the meeting
 - Click View in the top-right corner, and then select Gallery view
 - floating thumbnail window.
 - The floating thumbnail window allows you to minimize the main Zoom window but keep the video on top of other applications you have open. You can move the window around your screen as needed or hide the video entirely.
 - To switch to floating thumbnail view click on the minimize icon, located at the top-right corner for Windows, or top-left corner for macOS. Once in mini-window view, you can collapse the video by clicking on the arrow on the left side. Click the arrow again to expand the video thumbnail.
 - To close the floating thumbnail window and return to the full Zoom window click the arrow on the right side.
- You can pin a video if you want to stay focused on one person. At the top of your meeting window, hover over the video of the participant you want to pin and click ... From the menu, click Pin. To remove the pin Click Remove Pin in the upper left corner of any video pinned currently.
- Please ensure you are running the latest Zoom software update. There should be a new version coming out on March 1st, 2021.

- Here are minimum requirements

All desktop computers and laptops must have:			
<ul style="list-style-type: none"> • an internet connection (broadband wired or wireless—3G or 4G/LTE) • speakers and a microphone (built-in, USB plug-in, or wireless Bluetooth) • webcam or HD webcam (built-in or USB plug-in) • Refer to this Zoom article for all requirements/recommendations. 			
	Windows	macOS	Linux
Operating System	Windows 7, 8, 8.1 or 10 (10 S Mode is not supported)	macOS X with macOS 10.9 or later	Ubuntu 12.04 or higher Mint 17.1 or higher Red Hat Enterprise Linux 6.4 or higher Oracle Linux 6.4 or higher CentOS 6.4 or higher Fedora 21 or higher OpenSUSE 13.2 or higher ArchLinux (64-bit only)
Browser	Internet Explorer 11+ Edge 12+ Firefox 27+ Chrome 30+	Safari 7+ Firefox 27+ Chrome 30+	Firefox 27+ Chrome 30+

All mobile devices must have:			
<ul style="list-style-type: none"> ▪ an internet connection (wifi or wireless 3G or 4G/LTE) ▪ Refer to this Zoom article for requirements/recommendations. 			
	iOS	iPadOS	Android
Operating System	iOS 8.0 or later (iPhone 4 or later, iPad Pro, iPad Mini, iPad 2 or later, iPod Touch 4 th Gen, iPhone 3GS)	iPad OS 13 or later	Android 5.0X or later
Browser	Safari 5+ Chrome	Safari 5+ Chrome	Webkit (default) Chrome

Please send any Zoom questions you may have to the Region 5 Secretary (R5Secretary@outlook.com) before the Assembly starts. After the Assembly starts, please chat with the Host for assistance.