



## Procedure for Annual Meeting

Saturday, May 18, 2024

Call to Order at 4:45 pm with Election of WCG officers for 2024-25 to begin at 5 pm.

This is WCG's first hybrid (in person and via Zoom) Annual Meeting.

1. **Login time.** Members shall have access to the Zoom meeting at least 15 minutes before the **call to order at 4:45pm**. At 5pm all Zoom members will be muted. This is done to avoid feedback.
2. III. **Signing in and out.** Members shall identify themselves as required to join the meeting; shall maintain access throughout the meeting; and shall click "leave the meeting" upon departure.
3. IV. **Technical Support Personnel.**
  - A The secretary or her designee shall be the host and shall be responsible for
    - 1) monitoring the chat box
    - 2) sharing the screen
  - B The president shall appoint a monitor who shall be the co-host, who
    - 1) monitors the participants' list
    - 2) determines the order in which individuals shall be recognized
4. V. **Quorum.** The quorum shall be determined by the participants list and a count of those present in the room, and reported to the chair by the monitor.
5. VI. **Technical requirements and malfunctions.**
  - A Each member is responsible for their connection; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's Zoom connection prevented participation in the meeting.
  - B For Zoom assistance call the **hotline number 703-400-6586**.
- 7 VII. **Forced disconnections.** The presiding officer may direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The chair's decision to do so is subject to an undebatable appeal.
- 8 VIII. **Assignment of the floor.**
  - A To seek recognition on Zoom:
    - 1) a member shall **click on the 'raise hand' icon** and wait to be recognized
    - 2) the monitor shall identify the member at the top of the queue to the president and lower the hand icon
    - 3) the chair shall recognize the member

**B To seek recognition by smartphone:**

- 1) If chat is not available, call the hotline number. The Tech Host shall note the member's position in the queue with raised hands
- 2) the monitor shall identify the member, when at the top of the queue, to the president
- 3) the chair shall recognize the member. Note: members must unmute themselves in order to speak.

**C To seek recognition in the room:**

- 1) Members must raise their hand to be recognized by the chair.
- 2) Members must go up to the podium to speak. At that point all Zoom members will be muted.

D For Zoom participants to raise a point of order, a question of privilege, make a parliamentary inquiry, or request information:

- 1) the member must type the point or question in the chat box
- 2) the monitor shall relay the information to the chair
- 3) the chair shall rule on the matter and
- 4) notify live and virtual participants of the status of the situation

E For members in the room to raise a point of order, a question of privilege, make a parliamentary inquiry, or request information:

- 1) Members will raise their hand and wait to be recognized by the chair.
- 2) Once recognized, the member will go up to the podium and speak. The Tech Host will mute all Zoom members.

9 IX. **Motions.**

A Zoom members: Main motions and amendments shall be submitted to the secretary using the chat box.

B For Procedural motions, including points of order, Zoom members must raise their *hand icon* and Tech host will unmute them. They can then make their motion or amendment orally.

X. **Display of motions.** The secretary shall display the pending main motion and amendment using the share screen function.

XI. **Voting.** The chair/presiding officer shall take votes in the following order:

1<sup>st</sup> By unanimous consent if there is no objection.

2<sup>nd</sup> Zoom members raise *hand icons* which the monitor after counting shall lower in gross and give the count to the chair. The members in the room will raise their hands and be counted. The count will be given to the chair.

XII. **Video display.** If there are too many Zoom participants for all to be displayed simultaneously, the monitor shall cause a video of the chair to be displayed throughout the meeting and shall also cause display of the video of the member currently recognized to speak or report.