



ANNUAL MEETING OF COUNCIL 2021

AMOC 2021 QUICK NOTES - Zoom



WHERE ARE THE ZOOM CONTROLS?

Zoom controls are located at the bottom of your computer window screen, inside the session page. Zoom controls for the group session meetings look a bit different than Zoom controls for the plenary session webinars.

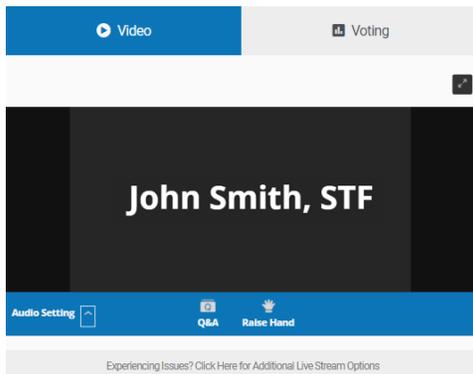
There is a full screen option at the top right of the Zoom window.

Group Sessions



If you are having trouble, click **Experiencing Issues** at the bottom of the screen for additional live stream options.

Plenary Sessions



ZOOM CONTROLS

The following Zoom controls are being used to support the Annual Meeting of Council.

AUDIO SETTINGS (Group Sessions Only)



Click the up arrow by the microphone to show the menu box. Select the appropriate microphone and speaker.

CHAT



Chat in Zoom will be disabled for the group sessions, but the **Public Session Chat** will remain available on the right side of your session page; however, it is not being monitored by the chair.

RAISE HAND (Group Sessions - Meeting)



The **Raise Hand** feature will look a bit differently for the Group Sessions than it will for the Opening of Council and Plenary Sessions. Click the **Participants** button to see the participant list. Once clicked, you will see **raise hand** icon. Click this icon to raise/lower your hand when called upon by the chair.

RAISE HAND (Opening and Plenary - Webinar)



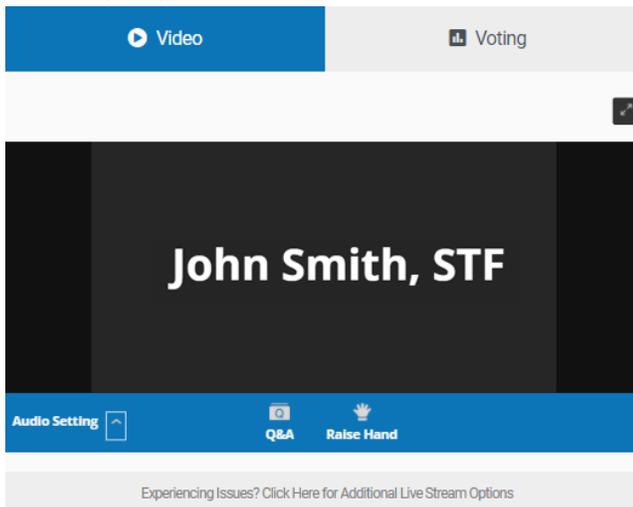
During the Opening and Plenary sessions, the **Raise Hand** button will appear in the Zoom window.

AMOC 2021 QUICK NOTES - Plenary



How do I cast a vote?

- Above the Zoom window, there will be two tabs: one for **Video** and one to **Vote**. To vote, click the **Vote** tab and place your vote. When you are done, click on the **Video** to return to your previous screen.



How do I get in line to speak to a motion?

1. **Raise Hand**. Councillor will be placed in the queue and will be allowed to speak in the order in which the request was made according to the participant list.
2. The chair will call the name of the councillor and invite them to speak.
3. Councillor **unmutes** their microphone, states their name, local association, and then proceeds.



How do I respond to call for questions?

- Councillor types question in the **Q&A**.



How do I respond to a request to provide an amendment in writing?

1. The chair may request the amendment in writing.
2. The councillor making the amendment will submit in **Q&A**.



How do I respond to request for a seconder?

1. The chair will ask for a seconder.
2. Councillors will respond through **Q&A**.
3. Staff will clear the names as seconder is recognized.



Where is everybody?

- In the webinar format, delegates will not have access to their video. The only video seen is the chair and any presenters.



How do I make a motion to amend?

- **Raise Hand**. Councillor will be placed in the queue and will be allowed to speak in the order in which the request was made according to the participant list.
- The chair will call the name of the councillor and invite them to speak.
- Councillor unmutes their microphone, states their name, local association, and then proceeds.



How do I raise a point of order (interrupt to raise an item of precedence)?

- Use **Q&A** button.

AMOC 2021 QUICK NOTES – Group Sessions



How do I cast a vote?

1. **Raise Hand.**
2. The chair will ask for hands to be lowered when counting is complete.



How do I respond to a call for question?

- Councillor clicks button to **unmute** their mic and can then call out question.



How do I respond to a request to provide an amendment in writing?

- In Group Sessions, amendments must be read out to the group.



How do I raise a point of order (interrupt to raise an item of precedence)?

- Councillor **unmutes** their mic and calls it out.



How do I get in line to speak to a motion?

1. **Raise Hand.** Councillor will be placed in the queue and will be allowed to speak in the order in which the request was made according to the participant list.
2. When next in the queue, the chair will call the name of the councillor and invite them to speak.
3. Councillor **unmutes** their microphone, states their name and local association and proceeds.



How do I make a motion to amend?

1. **Raise Hand.** Councillor will be placed in the queue and will be allowed to speak in the order in which the request was made according to the participant list.
2. When next in the queue, the chair will call the name of the councillor and invite them to speak.
3. Councillor **unmutes** their microphone, states their name and local association and proceeds.



How do I respond to request for a seconder?

- Councillor **unmutes** their mic and calls it out.