

Zoom Rules

1. All participants are muted when joining.
2. All voting participants rename themselves using the following nomenclature that fits their role in the meeting.
 - a. Club Presidents and Vice Presidents Education please use:
PRES or VPE, then Last Name, First Name
Example: PRES Doe, Jane
VPE Smith, John
 - b. District 36 DEC Members: Division Directors, Area Directors, Administrative Manager, Finance Manager, Public Relations Manager, please use:
DEC DIV (X) DIR, then Last Name, First Name
DEC AREA (XX) DIR, then Last Name, First Name
DEC ADMIN MGR, then Last Name, First Name
DEC PR MGR, then Last Name, First Name
DEC FIN MGR, then Last Name, First Name
3. All non-voting participants, use First and Last Names.
4. All participants keep videos off unless you are speaking.
5. During the meeting, if you have a question, please use the "Raise Hand" feature in Zoom. Type your name (first/last), your club name and club number into the chat. Type your question or motion into chat and wait to be acknowledged by the Chair.
6. The Zoom host will un-mute your audio to allow you to speak.
7. The "Raise Hand" feature is available by clicking on the hand icon in the participant's window. If you are participating by phone, please press *9 (star 9) to raise your hand.
8. To make a motion when called for, please raise your hand and write the motion in the Chat box, giving your name and club name and club number.
9. To second a motion, please raise your hand and write it in the Chat box.