MANUAL FOR
ZOOM MEMBERSHIP
MEETINGS

CONTENT

INTRODUCTION

This manual contains essential information needed to participate in the Virtual Meeting. It also provides guidance on how to download, register, and make full use of the features on Zoom during our monthly meetings.

Please read the manual carefully to understand how to register for and join the meetings, to interact and intervene during meetings and operate the Zoom settings. In addition to this manual, if further assistance is required. Please reach out to the Host/Moderator: **Ralph McCoy** at r**mccoy@afge1345.org** for further assistance.

To facilitate the proceedings of the Zoom membership meeting, the following procedures and points of etiquette will be implemented:

Speaking

Members wishing to speak should use the **Raise Hand** feature in Zoom to be added to the speakers list, you will be allowed to speak in the order you Raised you Hand. You will be prompted to Unmute your self, while you are speaking your Hand will be lowered automatically. Member are required to repeat this step each time you want to provide input.

Voting

Members wishing to vote should use the **Raise Hand** feature in Zoom to be added to the Que of Voters. The will be (3) voting criteria, Yay, Nay and Abstain

- Be aware of your audio and video settings.
- Use the video option when possible (High Speed Internet required).
- Make sure you have a good light in the room.

- Look into the camera when talking.
- Ensure that you have a work-appropriate background.
- Use clear phrasing when using the chat room.

Voting Rules:

Yay: When someone votes "Yay," they are expressing their support or approval for a particular proposal, motion, or decision. In most voting systems, a "Yay" vote indicates agreement or a positive stance. If the majority of voters say "Yay," the proposal is usually accepted or approved.

Nay: Conversely, when someone votes "Nay," they are expressing their opposition or disagreement with the proposal, motion, or decision. A "Nay" vote indicates a negative stance, and if the majority of voters say "Nay," the proposal is typically rejected or not approved.

Abstain: When someone abstains from voting, it means they choose not to express either support or opposition to the proposal, motion, or decision. Abstaining can occur for various reasons, such as uncertainty, neutrality, or the presence of a conflict of interest. In some voting systems, abstentions are not counted in determining the outcome of the vote, while in others, they may be considered as effectively neutral votes.

"These voting rules are commonly used in various decision-making processes, such as parliamentary procedures, organizational meetings, and voting systems in governments and institutions. Each vote, whether "Yay," "Nay," or "Abstain," contributes to determining the overall outcome of the decision being made."

How to REGISTER

You should have receive an email which will contain a link to Zoom Meeting registration, if not click here

Please register for the Zoom meetings upon receipt of the email.

The President/ Moderator will verify participation to the Zoom meetings on this basis.

After registering for the Zoom meeting, a final confirmation e-mail will be received by the participants, containing the details for joining the meeting.
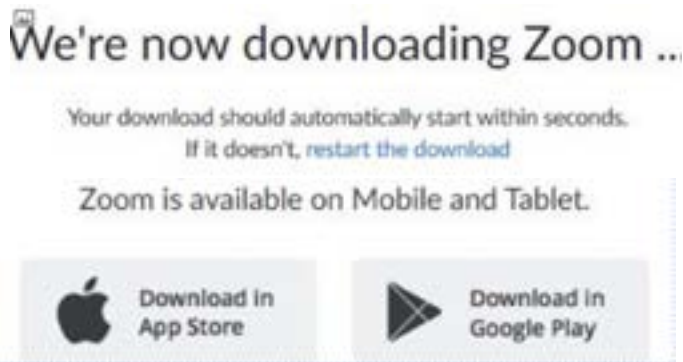
To join a Zoom meeting, see "How to join a Zoom meeting" below."

- **Please complete the form in its entirety.**

HOW TO DOWNLOAD ZOOM

Please download and install the Zoom application before the meeting you would like to join. For the best viewing experience a Personal Computer is perfered, however you can use your mobile device!
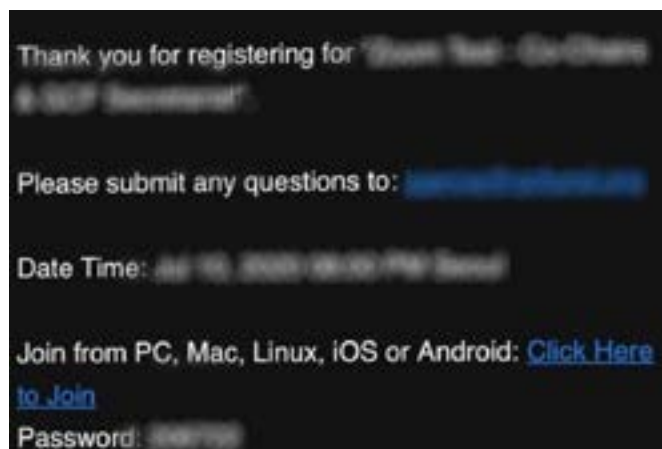
Go to **https://zoom.us/download** download the specific version for your device, and run the installation.

HOW TO JOIN A ZOOM MEETING

After registering for the Membership meeting via Zoom, you will have received a confirmation email with the relevant link and all the necessary information to join the meeting.

1. Select "**Click Here to Join**" to join the meeting through a computer.
2. **Enter the meeting password**, which is provided in the confirmation e-mail.
3. Once successfully connected, you will be placed in the meeting "**waiting room**", and the Moderator will admit you to the meeting.
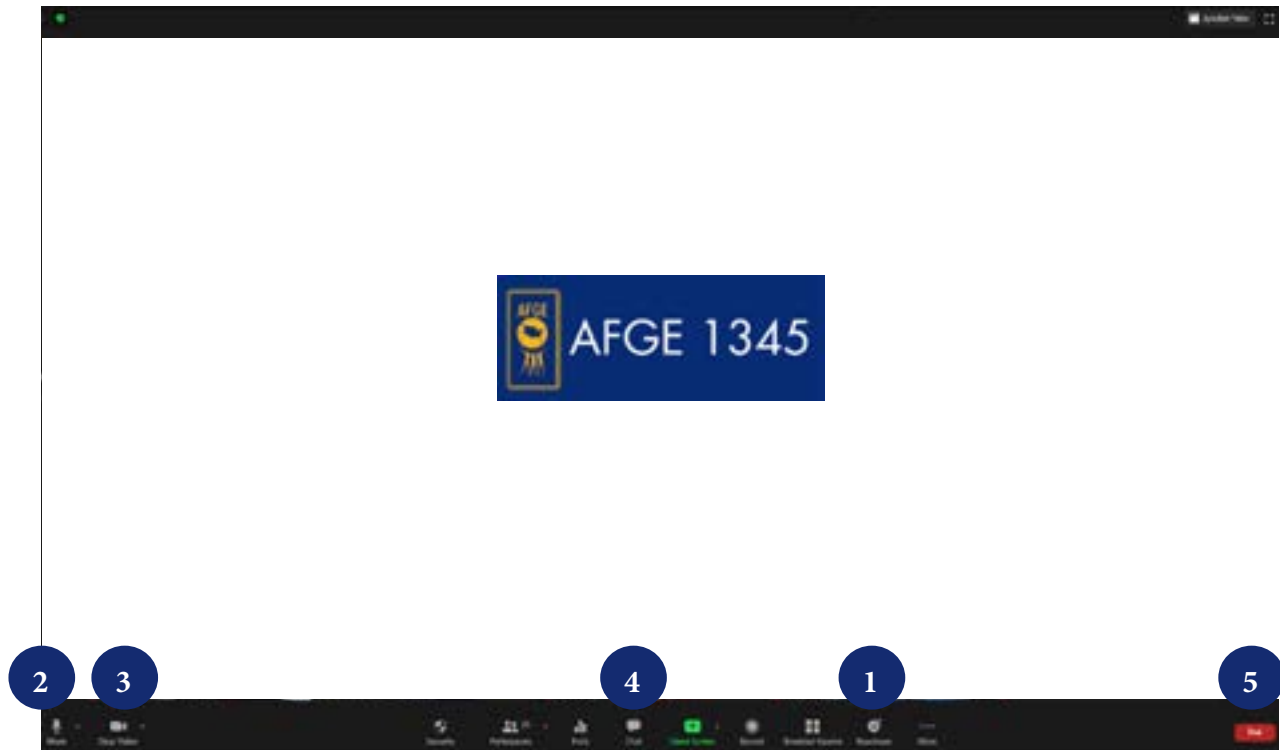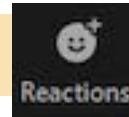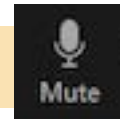
Members are invited **to be familiar** with the following relevant features of Zoom:

1. **Raise Hand**: Nested under **"Reactions"** Is the Rasie Hand button, you will use this button for questions/comments and to cast your vote.
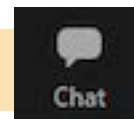
2. **Mute / Unmute:** Mute and unmute your microphone. Everyone will be on "Mute" during the meeting and will be ask/prompted to **"Unmute"**
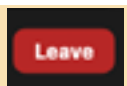
3. **Start Video / Stop Video:** Turn your camera on or off.

4. **Chat:** Access the chat window to chat with the host/co-host.

5. **Leave:** Leave the meeting while it continues for the other participants.

The following additional features will be especially important for participation in the Board meeting: **Raise Hand and Chat.**

HOW TO RAISE HAND

This feature will allow members and active observers to intervene during the Membership meetings. By using the **Raise Hand** feature, the members will be added to the speakers list.

Click on the Reactions button.
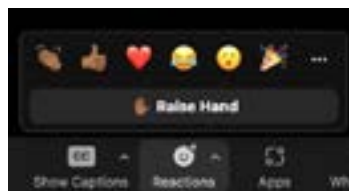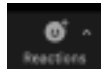
*Once you have selected the **Reactions button**, you will see a contextual menu select **Raise Hand.**

The Moderator **will note the order in the list** and inform the Co-Host internally. The Co-Host will invite members to speak accordingly.

When it's your designated time to contribute to the discussion, the Moderator will kindly request you to "Unmute," allowing your voice to be heard clearly by all participants. Simultaneously, the Moderator will assist by lowering the virtual hand icon associated with your name, signifying that it's your opportunity to share your thoughts, questions, or concerns.

This process ensures smooth and orderly communication during the meeting or discussion, facilitating active participation from all attendees.

HOW TO USE CHAT

The **"Chat Function"** serves as a versatile tool for members to engage in **real-time communication** with the Host, Co-host, and fellow participants.

Through this feature, attendees can exchange ideas, ask questions, provide feedback, or share relevant information related to the ongoing discussion or event. Whether seeking clarification on a point, offering insights, or simply connecting with others, the Chat Function fosters a dynamic and interactive environment conducive to collaboration and active participation.

Additionally, it provides a platform for networking and building connections, enhancing the overall experience for all involved.
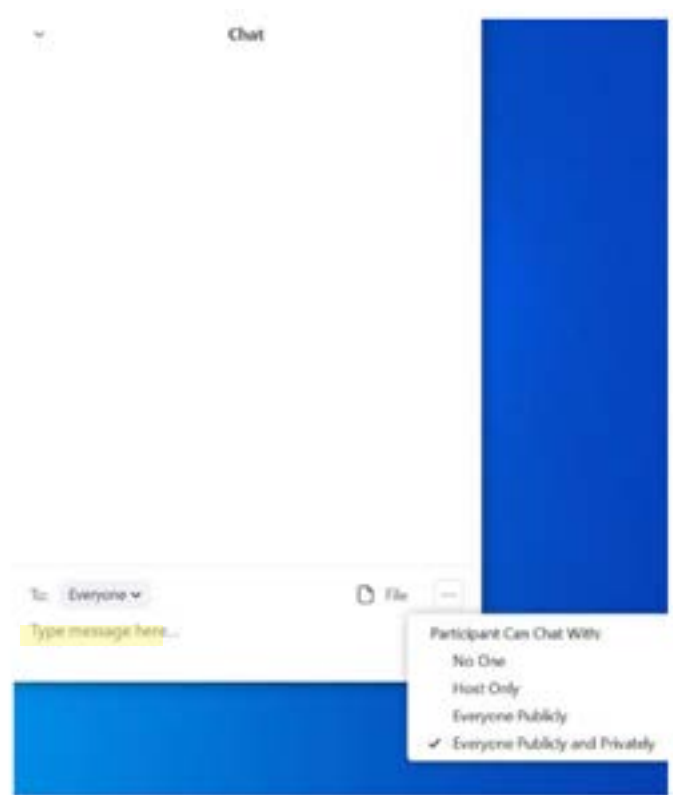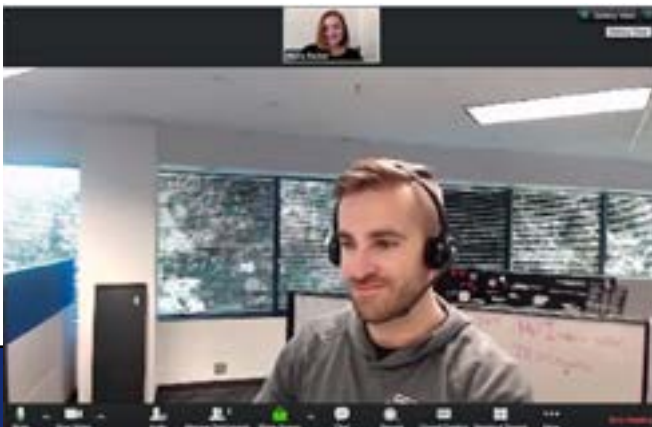

Ensure **you select** which Participant you want to Chat with.

- **Host/ Moderator**
- **Co-Host**
- **Members (Directly)**
- **Everyone**

ZOOM DISPLAY LAYOUT

On the top right corner, you will find different display options.

Active Speaker Zoom Layout

Gallery View (up to 49 tiles)

TIPS & BEST PRACTICES

Stay on mute if you are not talking, and again.

- Be aware of your audio and video settings.
- Use the video option when possible (High Speed Internet required).
- Make sure you have a good light in the room.
- Look into the camera when talking.
- Ensure that you have a work-appropriate background.
- Use clear phrasing when using the chat room.

TROUBLESHOOT AND TECHNICAL SUPPORT

AFGE Local 1345 Technical Support:

Participants can contact the Host/ team for assistance at any time through the three channels:

1. **By e-mail:** please contact **Ralph McCoy** at **rmccoy@afge1345.org** for further asssistance.

2. **By WhatsApp**: Members may use the WhatsApp Messenger App.

Scanning the following QR:

Opening the following URL in your phone:
https://v.gd/H4e4Jn

3. **By Zoom**: please send a chat message to the Host/Co-Host in the Zoom meeting chat space.

Please bear with us as our local transitions our Monthly Membeship meeting using Zoom.
Thank you for your time and we'll see you online!