

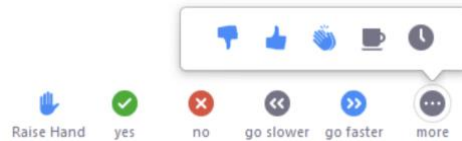
Participant Quick Reference Sheet

Rename yourself





- Group or Intergroup Number, First Name, Last Initial (e.g., NC1223 Jim B)
- “AWAY” in front of number if plan to be away more than 5 minutes(e.g., AWAY NC1223 Jim B)

Familiarize yourself with the “Nonverbal” icons in Zoom







- Hover cursor at bottom of Zoom window; click on “Participants” to open Participants window
- Nonverbal icons are at the bottom of the Participants window



During Motion Process

- Ask to speak –  Raise Hand
- Make a motion (I move to / that ...) -  Raise Hand
- Second a motion –  Raise Hand **NOTE: This is changed from “Modified Robert’s Rules”**
- Change vote after minority opinion –  yes
- Respond to poll – click button for answer of your choice for every question; then “Submit”
- Point of Order – send chat to Greg - Procedure
- Point of Information – send chat to Greg - Procedure

Backup Plan (only if announced)

- Respond to Poll: use nonverbal icons
 - Vote:  yes ,  no , abstain –  Raise Hand
 - Multiple Choice: 1 –  yes , 2 –  no , 3 –  Raise Hand

Signals to Speakers

- Proposal / motion discussions: Greg will give verbal notice at “**20 seconds**” remaining and “**Time**” when there is no time left
- Committee Reports: Greg will give verbal notice at “**2 minutes**” remaining in total time period; (remember to leave time for Q/A) and “**Time**” when there is no time left
- Greg also will hold up a sign in his video feed at each time notice

Other Communications

- Tech help / questions – send chat to “Tech - Sharon F”
- Points of Order and Information, other Procedures – send chat to “Greg – Procedures”
- Floor motions – send email to secretary@adultchildren.org no later than 6:00 pm EDT
- Do not send chat to “Mary Jo – No Chat”