

**Alpha Delta State Ohio Educational Foundation  
Annual Meeting – August 4, 2020**

**Zoom Ground Rules**

The Directors of ADSOEF welcome your participation in this meeting. By following the ground rules and tips below, everyone will be able to hear and be heard. The **meeting will be recorded**.

1) Our meeting host will keep everyone **muted** unless recognized to speak (as in #3). Please remember to mute yourself again after you speak.

2) Your primary mode of participation is through **chat**, which is where you will ask questions or make comments pertinent to items on the agenda.

Begin your chat **addressing the Director or topic**. (i.e. Treasurer. Where do I .....?; Scholarship. When will the applications be.....?)

Responses to chat will be made at the end of the meeting unless questions are answered by other participants in the chat or voiced within a presentation.

**3) In the special case of a motion** being brought up for a vote, when the Chairman puts it on the floor for debate/discussion, those who wish to speak concerning the motion must type **“Question on motion”**, **“For motion”** or **“Against motion”** into chat to be recognized. The meeting Host or Co-Host will recognize each participant who will then unmute herself, state her name and chapter, and speak to the issue. When there is no further debate, the Chairman will restate the question on the motion.

4) Voting will be done by **Polling**. During polling, the ballot will appear in the center of the screen. You will click **yes** or **no** and click to cast your ballot within an announced time frame.

5) Voting data will appear on your screen and the results will be announced.

**Tips for the BEST Annual Meeting experience**

1) Print the Agenda found under the ANNUAL MEETING tab at [adsoef.weebly.com](http://adsoef.weebly.com)

2) Use a laptop or computer with large screen if possible.

3) Sign in early (about 2:30 PM Tuesday, August 4) from your unique **Alpha Delta State Ohio Educational Foundation Annual Meeting 08.04.20 Confirmation** email.

4) Make sure your face can be seen.

5) Limit distractions in your background setting (i.e., noise)

6) Using your cursor...

move to the upper right and click on **“speaker view”** and **“enter full screen”**.

move to the bottom left to **“mute”** or **“unmute”** yourself.

move to the bottom middle to **“Chat”**, sending it to everyone.

7) The host will be sharing screen presentations much of the time during our meeting. When a screen is shared, your view of the other participants will move to an adjustable video panel at the right of your screen. At the top of the video panel, click on **“active speaker video”** to see the person who is presenting.