

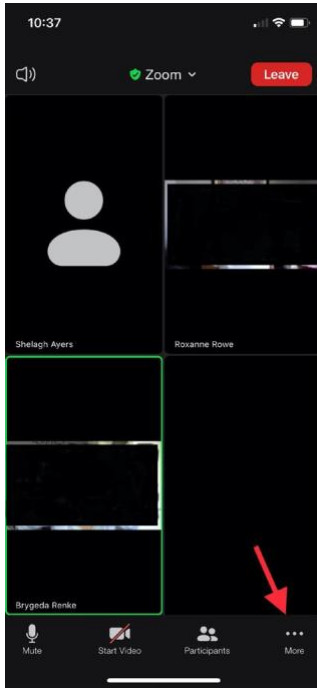


AASUA Council Zoom Meeting Procedures

1. Please sign into the session with your **full name** so that we can confirm your attendance.
2. Meeting participants will be admitted by the Host once name confirmed.
3. Please keep **microphone** muted.
4. Participants may choose to have **video** turned on or off.
5. Please refrain from changing **background** images during the meeting.
6. **Chat** function is restricted for **Movers / Seconders, submitting motions and amendments, and the receipt of secret ballot voting links.**
7. Use the “**raise hand**” function to join the speakers list.
8. Participants can speak when recognized by the Speaker; the **Host will unmute** individual speakers when it is their turn (wait for the mic icon to change).
9. The Host or Co-Host will screen share **Agenda and meeting Materials** as required.
10. **Voting** will normally take place using the “**yes / no**” buttons. In certain circumstances, the use of the “**polling**” function may be used as an alternative means to vote. For **Secret Ballot votes**, a voting link will be distributed to all eligible voters in the **Chat** area.
11. Technical issues can be brought to the attention of the Host or Co-Host using the **Chat** function.

To access the Chat using Zoom mobile:

1. Tap anywhere on your screen. This will bring up banners at the top and bottom of your screen. Tap the “More” icon.



2. Tap on Chat to open the chat window.

NOTE: If you tap a link provided in the chat, it will NOT remove you from the meeting. Your phone will treat the Zoom meeting like a phone call and leave it running while you access another app on your phone.

