

Virtual Council Sessions

This Quick Guide is intended to provide a brief overview of the mechanisms of the Virtual Council Meetings.

Please reach out to the ALA Governance Office with any further questions at governance@ala.org

Statement of Appropriate Conduct

- ALA seeks to provide a conference environment in which diverse participants may learn, network and enjoy the company of colleagues in an environment of mutual human respect. We recognize a shared responsibility to create and hold that environment for the benefit of all. Some behaviors are, therefore, specifically prohibited:
 - Harassment or intimidation based on race, religion, language, gender, sexual orientation, gender identity, gender expression, disability, appearance, or other group status.
 - Sexual harassment or intimidation, including unwelcome sexual attention, stalking (physical or virtual), or unsolicited physical contact.
 - Yelling at or threatening speakers (verbally or physically).

Registration & Setup

PLEASE NOTE: ALL COUNCILORS & OBSERVERS MUST REGISTER FOR EACH DAY OF THE COUNCIL SESSIONS (WHEN THERE ARE MULTIPLE SESSIONS)

The screenshot shows a 'Webinar Registration' form for the ALA American Library Association. The form includes a title, description, and time. The registration details are as follows:

Field	Value
Topic	Virtual Information Session and Membership Meeting
Description	Join ALA and your colleagues for the 2020 Virtual Information Session for Members, Councilors, and Executive Board and the Virtual Membership Meeting (VMM20). These livestream sessions will include information and forum allowing personal members to hear first-hand updates from ALA leaders, with the opportunity to engage in real time with ALA leadership. It is a chance to learn more about the governance of ALA and share the experience with colleagues from your community and across the world. All members are welcome to attend. ALA Councilors are required to attend the information session. The 2020 Virtual Information Session will take place Monday June 22, from 12:30pm - 2:00pm Central time with the Virtual Membership Meeting (VMM20) following at 3:00pm Central time.
Time	Jun 22, 2020 12:30 PM in Central Time (US and Canada)

The registration form includes the following fields:

- First Name * (Required Information): Input field with value 'Hoff'
- Last Name * (Required Information): Input field with value 'Robison'
- Email Address * (Required Information): Input field with value 'hrobison@ala.org'
- Confirm Email Address * (Required Information): Input field with value 'hrobison@ala.org'
- Organization: Input field
- Job Title: Input field

Additional questions and options:

- Are you an ALA Member? *
 - Yes
 - No
- If you are an ALA Member, what is your ALA Member ID #?: Input field
- Are you a member of ALA Council? *
 - Yes
 - No
- If you are a member of ALA Council, please select type:
 - Chapter Councilor
 - Councilor at Large
 - Division Councilor
 - Roundtable Councilor

A blue 'Register' button is located at the bottom of the form.

Visit

http://www.ala.org/aboutala/governance/council/meeting_calendar
to view the Virtual Council Session schedule & registration links


Once you have registered, you will receive a confirmation email with a link to join the webinar. Use the unique link to join. Confirm that you are joining the correct session.

TEST Virtual Council Webinar Confirmation




ALA Governance Office <no-reply@zoom.us>

To ○ Holly Robison

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Hi Holly Robison,

Thank you for registering for "TEST Virtual Council Webinar". 

Please submit any questions to: governance@ala.org

Date Time: May 26, 2020 02:00 PM Central Time (US and Canada) 

Join from a PC, Mac, iPad, iPhone or Android device:

 [Click Here to Join](#)

Note: This link should not be shared with others; it is unique to you.

Password: 384720

[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

Joining a Zoom Meeting

If you have not used Zoom before, we highly recommend allowing a few extra minutes prior to the first time you join a meeting to install Zoom on your computer.

When you click to join a meeting, you will be automatically prompted to install Zoom if you have not already done so.

You can also view a brief tutorial here on joining Zoom meetings:

<https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->

Joining a Zoom Meeting

ALA will open all Virtual Council Sessions 30 minutes prior to the scheduled start times.

ALL Councilors should login at least 15-20 minutes ahead of scheduled start time to check-in.

This will help ALA staff conduct a brief sound check with you, track attendance, and ensure that meetings have met quorum.

After checking in, you are free to complete other tasks and rejoin at the start time.

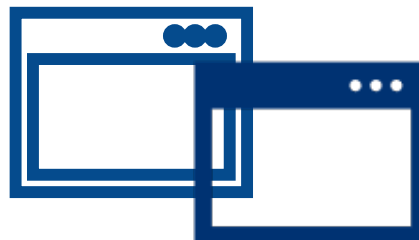
For each Virtual Council Session, we recommend that you have two devices available:

A computer to participate in the Council Session via Zoom



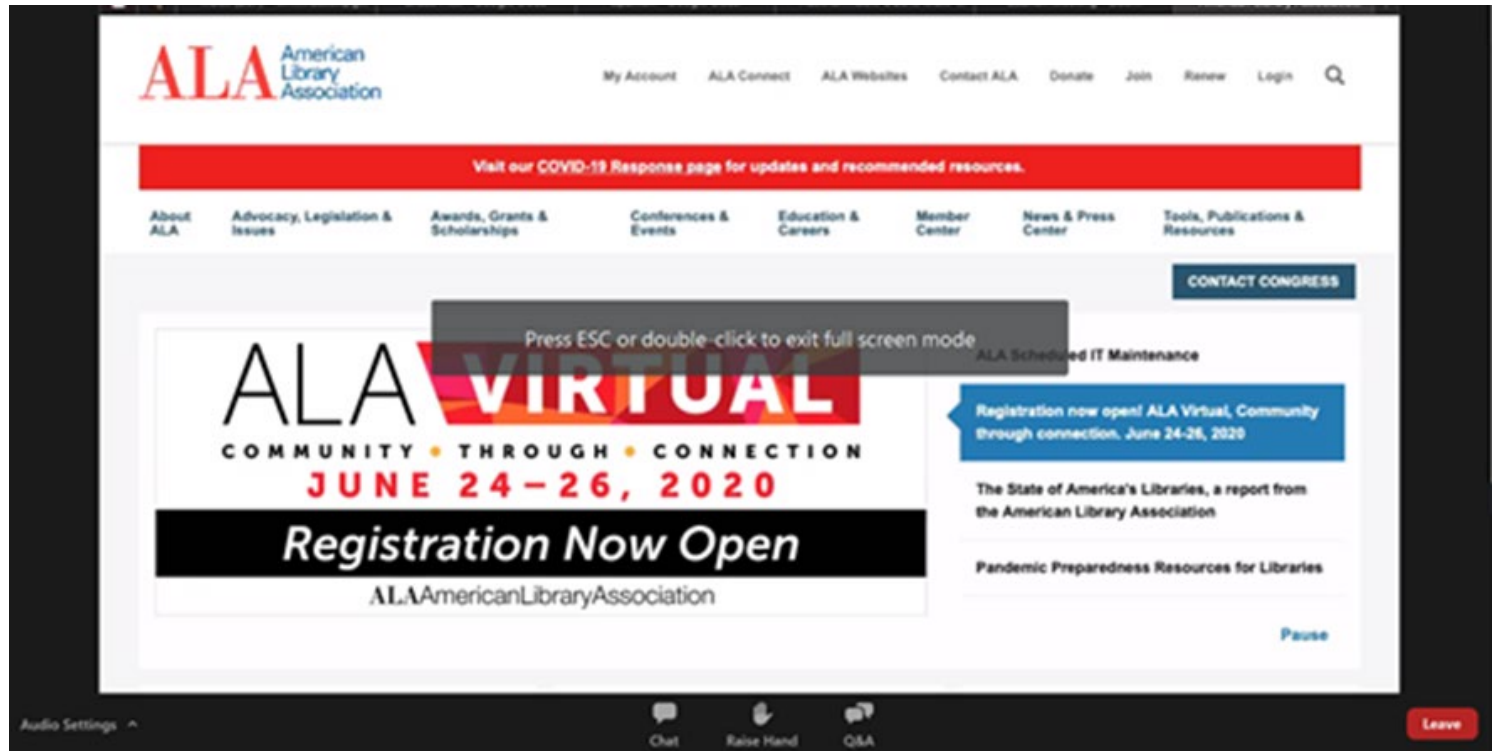
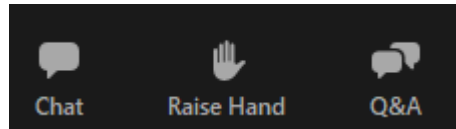
A mobile device to access your email & the electronic voting site (unique link will be provided via email)

If you do not have access to two devices, we recommend keeping two windows or internet browser tabs open at the same time:

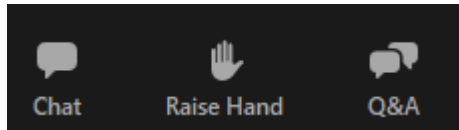


Participating in the Virtual Sessions

As a participant, you will be automatically muted and have the following three functions on the toolbar at the bottom of your Zoom screen:

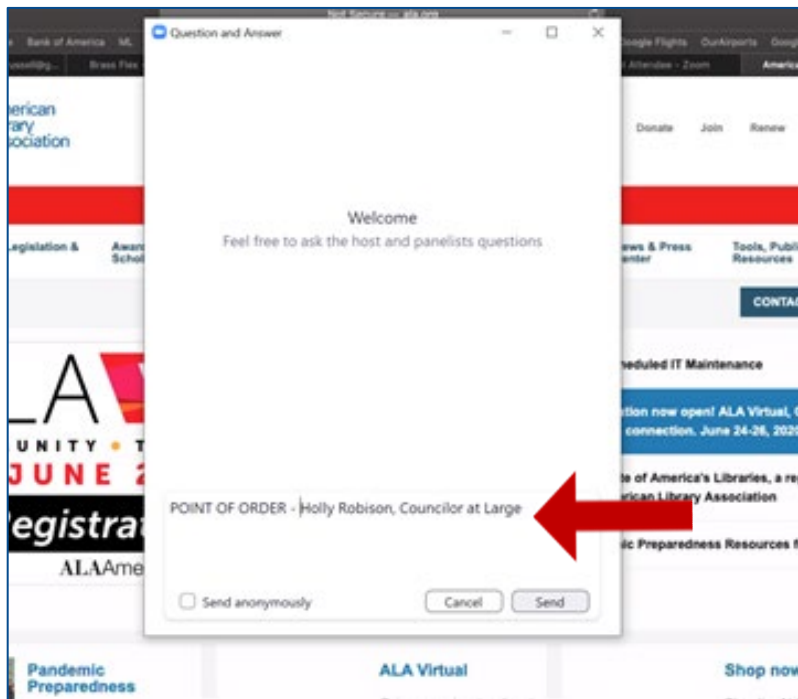


Q&A Function



Councilors may use the Q&A function to type comments and questions, which will be read aloud by a moderator.

Please use this function for a comment requiring immediate attention, such as “Point of Order”

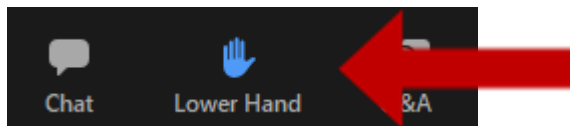
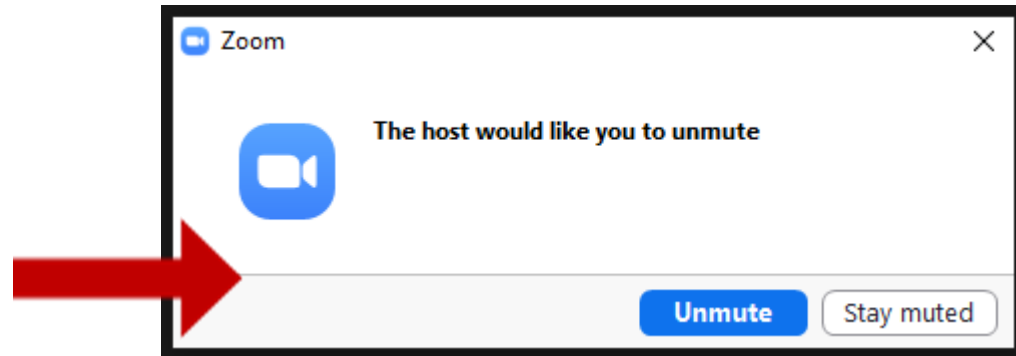


To identify yourself, please state your name, type of Councilor and your question or comment.

Raise Hand Function

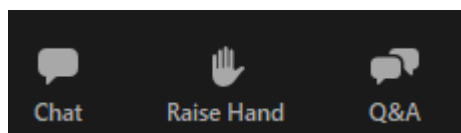
The “Raise Hand” and “Q&A” functions are reserved for official Council business only. Councilors who wish to speak or communicate can use one of these two functions. Only Councilors should use these functions.

To speak, use the raise hand function. Your name will be called by the moderator when it is your turn to speak and you may see the following prompt

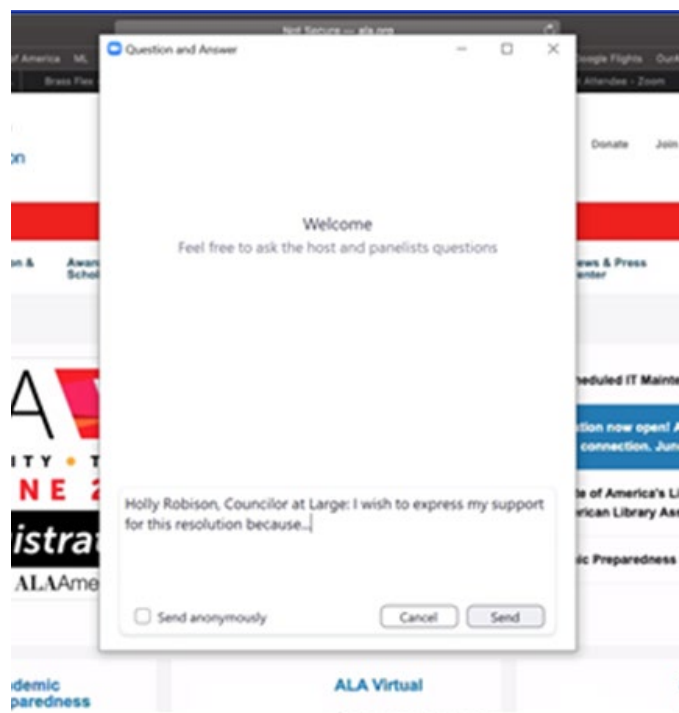


Lower your hand when you have finished speaking or to withdraw your request to speak. Please remember to mute yourself.

Chat Function



The Chat Function should be used only to communicate technical difficulties.



Closed Captioning

Option 1:

Live Stream Text

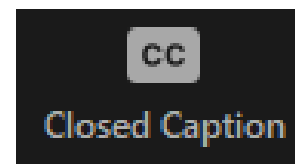
To follow closed captioning via a separate window for you to modify the font color and size go to the following link:

<https://www.streamtext.net/player?event=CFI-ALA>

Option 2:

Embedded in Zoom

To follow closed captioning embedded in the Zoom platform, you can click on “Closed Caption” on the bottom of your screen.



Voting During Virtual Council Sessions

Prior to the Virtual Council Meetings, all Councilors will receive an email from ALA Governance with instructions on accessing the SBS real-time voting site. This email is in addition to your email for logging into Zoom.

Again, we recommend councilors use a secondary device to access the voting site. OR you must toggle between two web browsers open simultaneously:

- (1) Zoom Council Meeting
- (2) Real-time voting website.

File Message Help Acrobat Tell me what you want to do

Delete Archive Reply Reply Forward All Respond Quick Steps Move Move Assign Mark Unread Categorize Follow Up Tags Editing Speech Zoom Insights Reply with Meeting Po FindTime

Meeting login information below - Do Not Forward

ALA Governance Office <noreply@directvote.net>
To: Holly Robison

Suggested Meetings

Hi Holly,

We are looking forward to the upcoming meeting. Here is all the information you will need to vote during the Test ALA Council II Meeting.

Our meeting is scheduled to take place on 5/28/2020, starting at 02:30 PM Central Time (UTC -6). Click on the link below, then simply follow the instructions at the top of the page to join the call.

<https://www.directvote.net/dlvtoter/login.aspx?e=374&u=2567063&p=HUY3DXM1>

Or login using the following credentials:

Meeting website:
<https://www.directvote.net/dlvtoter/login.aspx?e=374>

Username: 2567063
Passcode: HUY3DXM1

Thanks for participating!

Agenda will be sent at a later date.

Please ensure you are logging in to the correct session. The link emailed to you is unique and will be used to track your voting record during meetings, in lieu of paper ballots.

Once you access the voting site via your unique email, you will be prompted to join the current meeting session



Test ALA Council II Meeting

Welcome Holly Robison

Meeting opened at 02:48 PM Central Time (UTC -6)

Continue to Meeting

- Privacy Policy
- Support
- Leave Meeting



Once in the meeting session, you may see a list of prepopulated ballot items or motions

Please keep the voting site open on your second device or browser window.





Test ALA Council II Meeting

Motions

Approve the Council Minutes

Status Open Submitted No



Vote

 Privacy Policy

 Support

 Leave Meeting



When the Presiding Officer calls for a vote, access the voting site on your second device or second browser window. When the ballots open for a particular vote, a “Vote” button will appear. Click on this button to cast your vote.



Test ALA Council I Meeting



Your vote is transparent and will be reported individually to the administrator.

Approve the 2020 Council Midwinter Meeting Minutes

Vote for One

0 of 1 selected

Yes

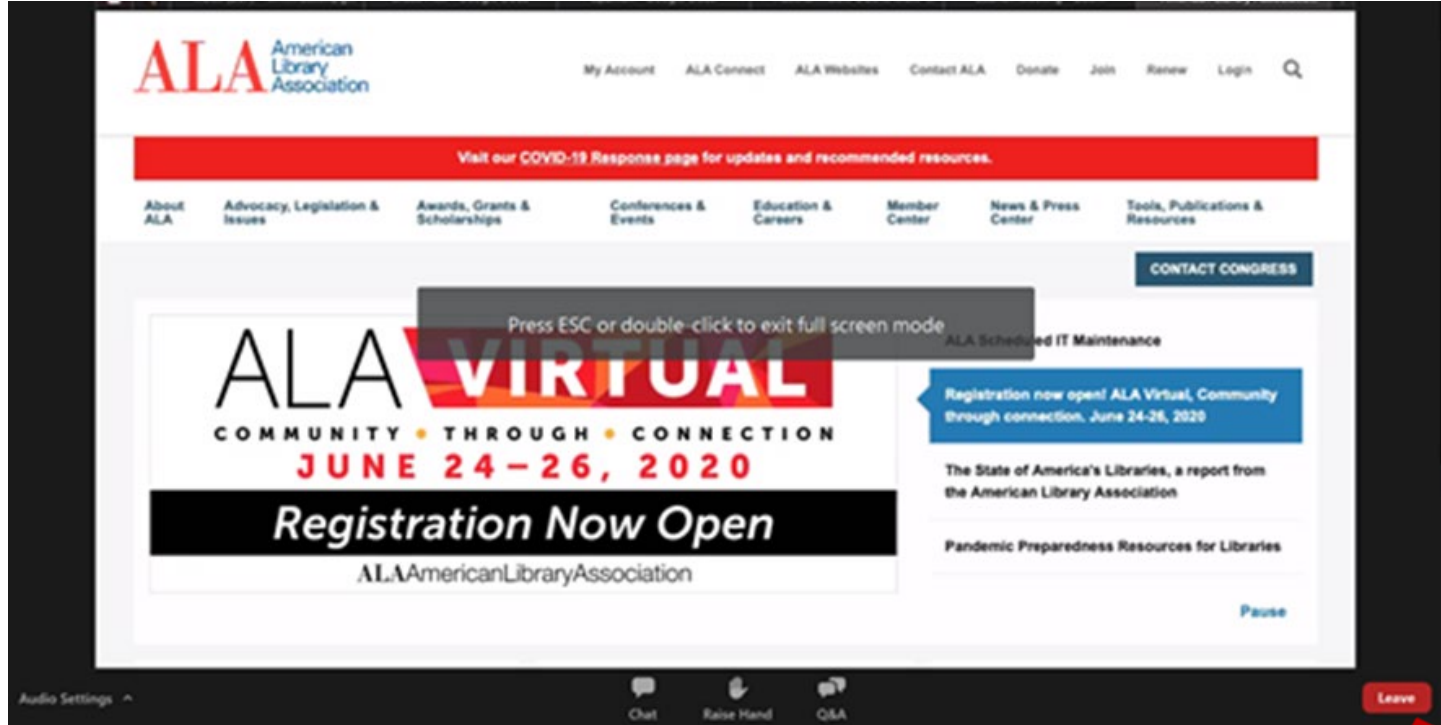
Select one

Abstain

Click on your vote selection and submit.

Ballots will remain open for 90 seconds

Leaving the Meeting



This guide outlines what you will need to know to participate in Virtual Council Meetings. You can exit the meeting by clicking on the red “Leave” button.

Please e-mail the Governance Office at governance@ala.org if you have to leave a session prior to its adjournment.

Questions?

The image features a solid dark red background. In the center-left, the word "Questions?" is written in a large, bold, white sans-serif font. Below this text, there is a large, horizontal red rectangular shape that spans most of the width of the image. This shape has a slight 3D effect, with a darker red shadow on its right side, suggesting it is a floating or layered element. The bottom of the image is a plain white area.