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

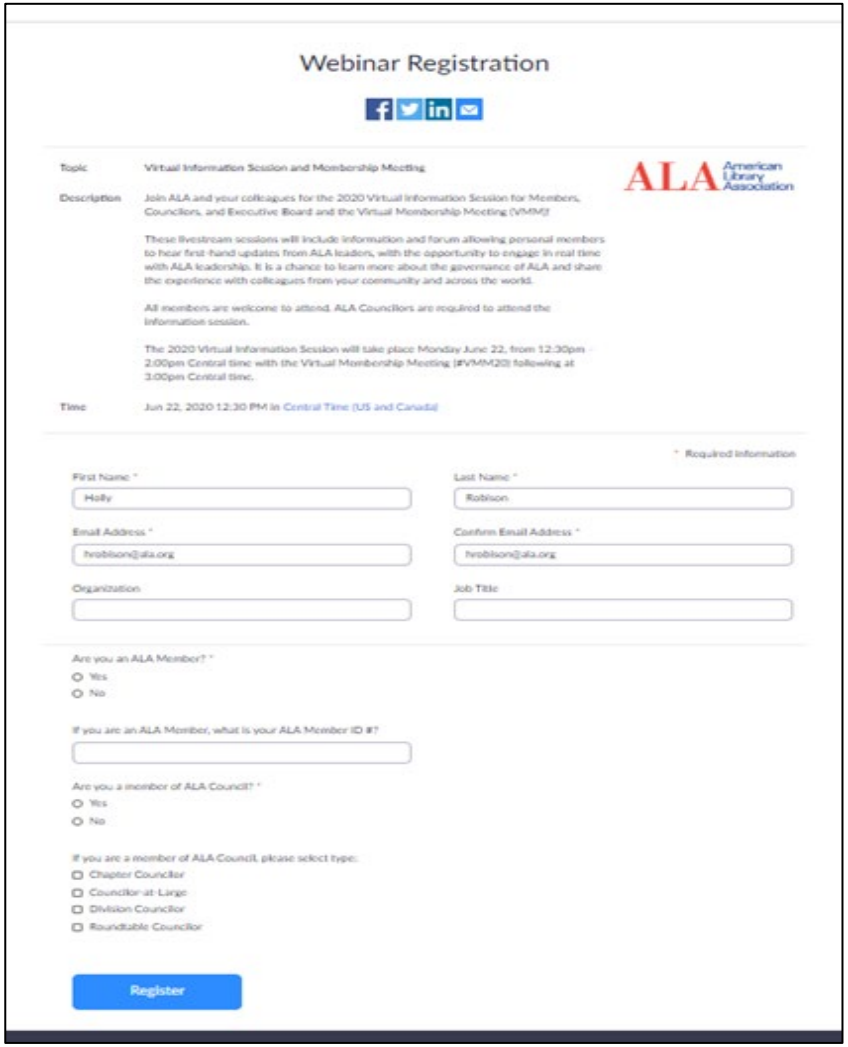
ALA American Library Association

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)



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

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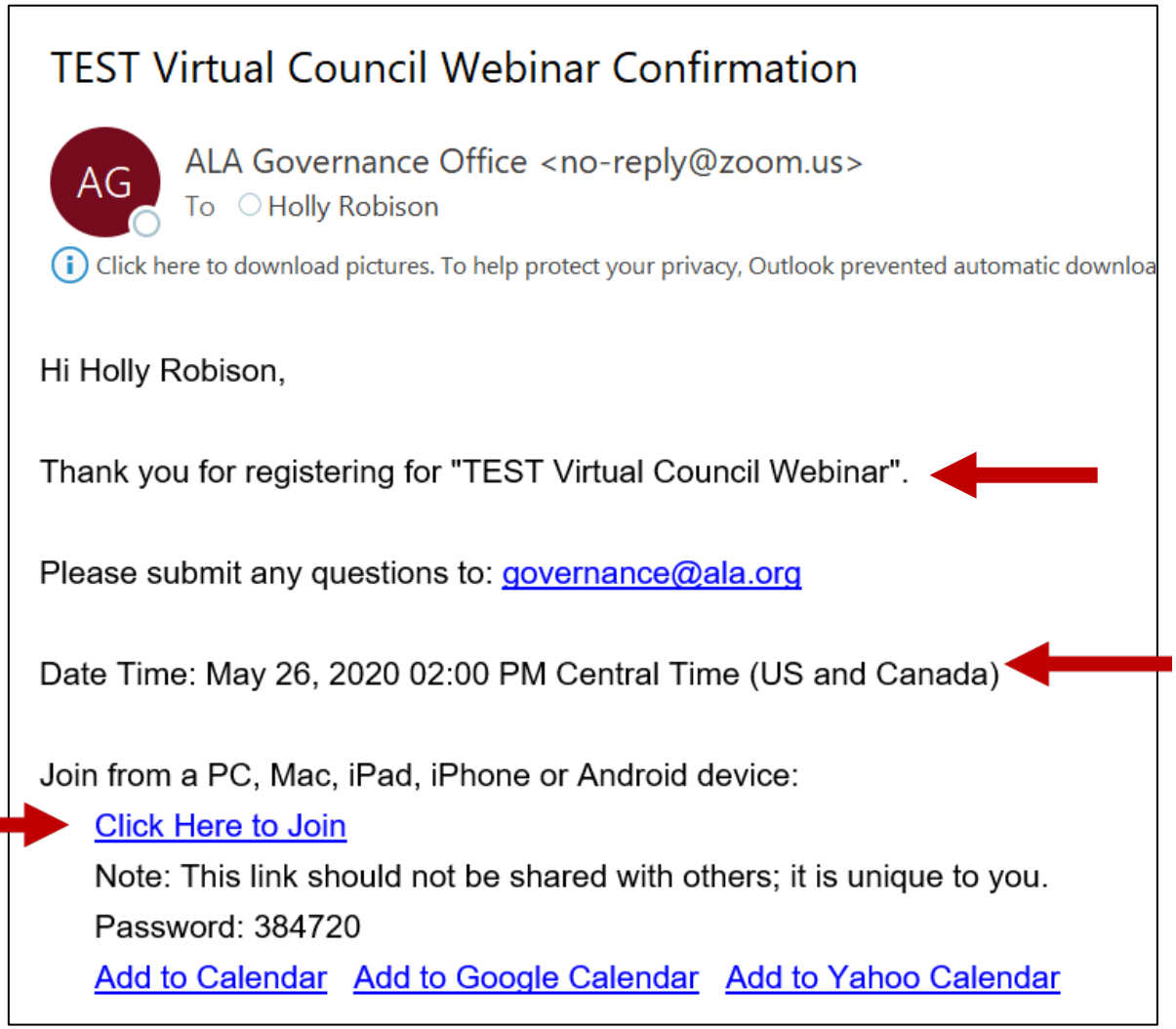
Once you have registered, you will receive a confirmation email with a link to join the webinar. Use the unique link to join. Confirm that you are joining the correct session.



TEST Virtual Council Webinar Confirmation

AG

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

To Holly Robison

Click here to download pictures. To help protect your privacy, Outlook prevented automatic downloa

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

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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-

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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.

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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)

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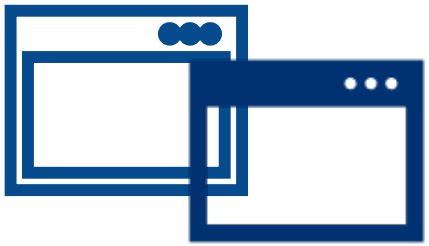
If you do not have access to two devices, we recommend keeping two windows or internet browser tabs open at the same time:



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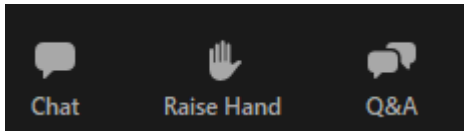
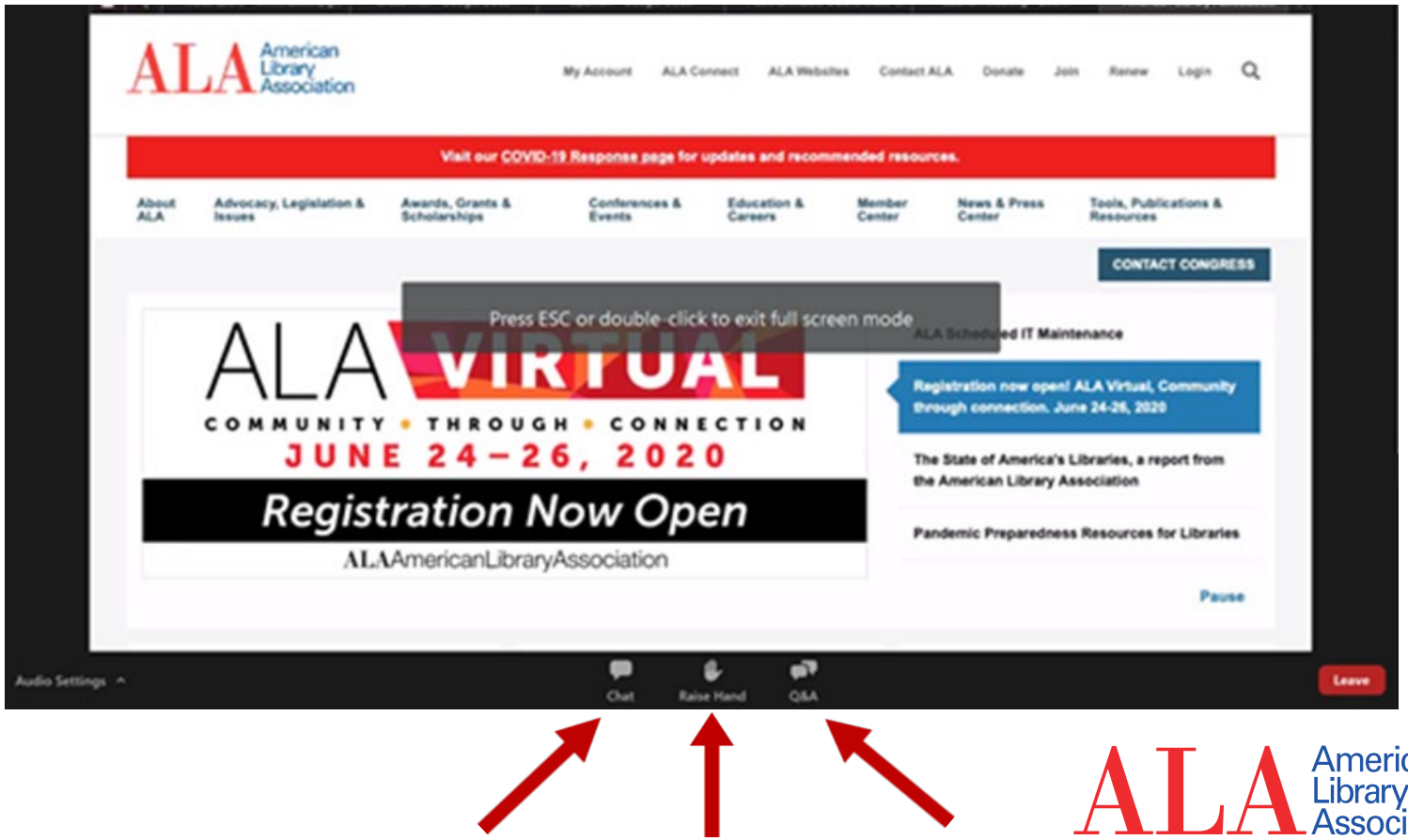
Participating in the Virtual Sessions

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





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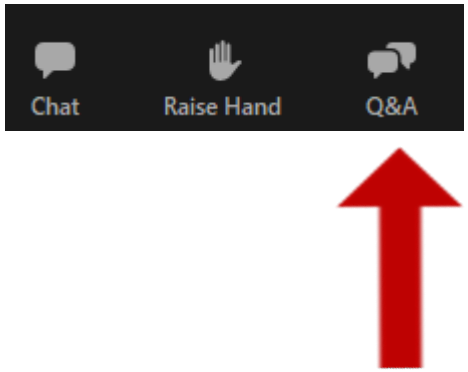
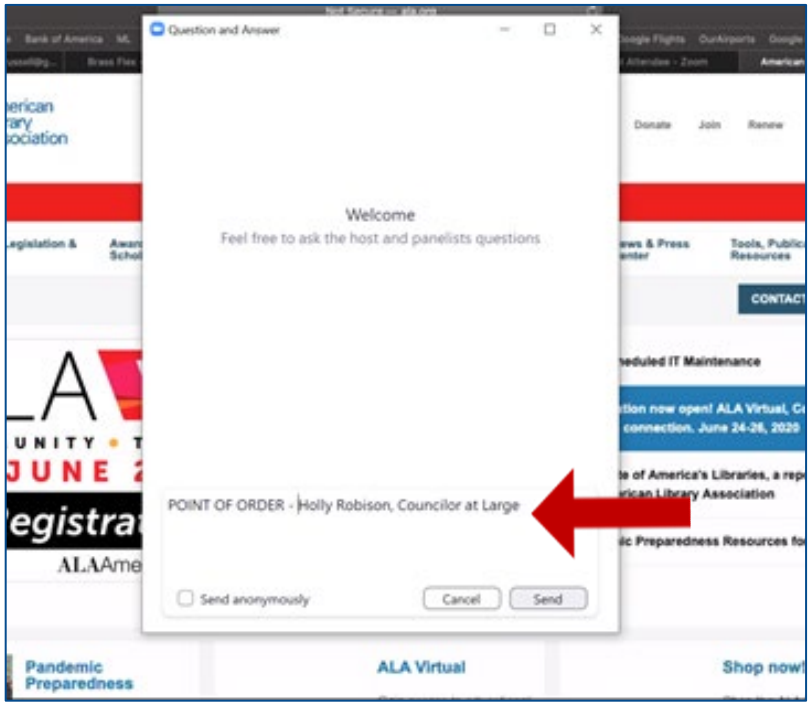
Q&A Function





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.

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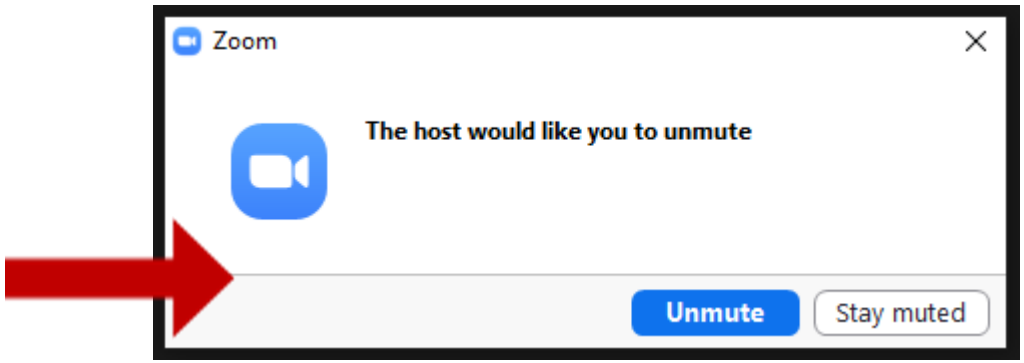
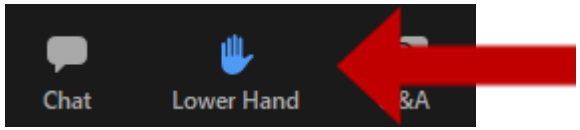
Raise Hand Function

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.

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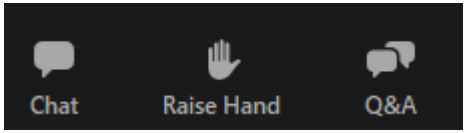
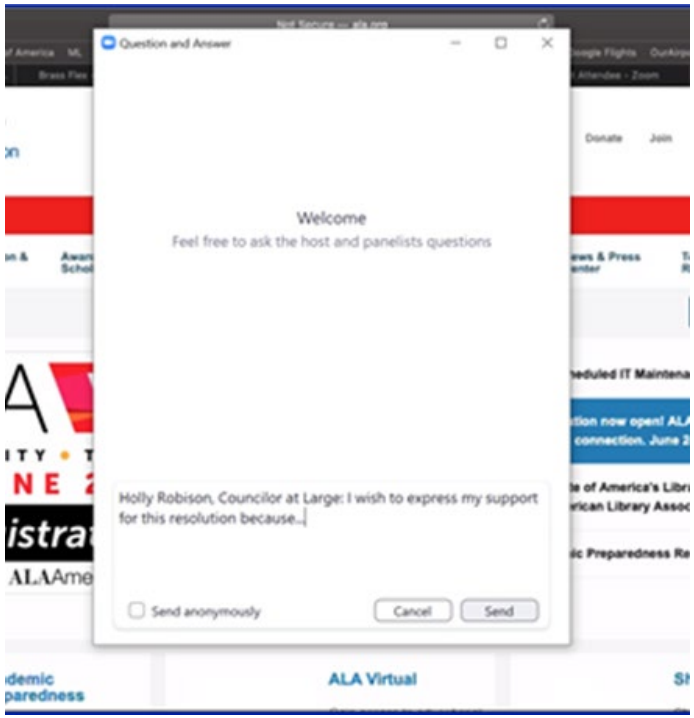
Chat Function



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



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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.

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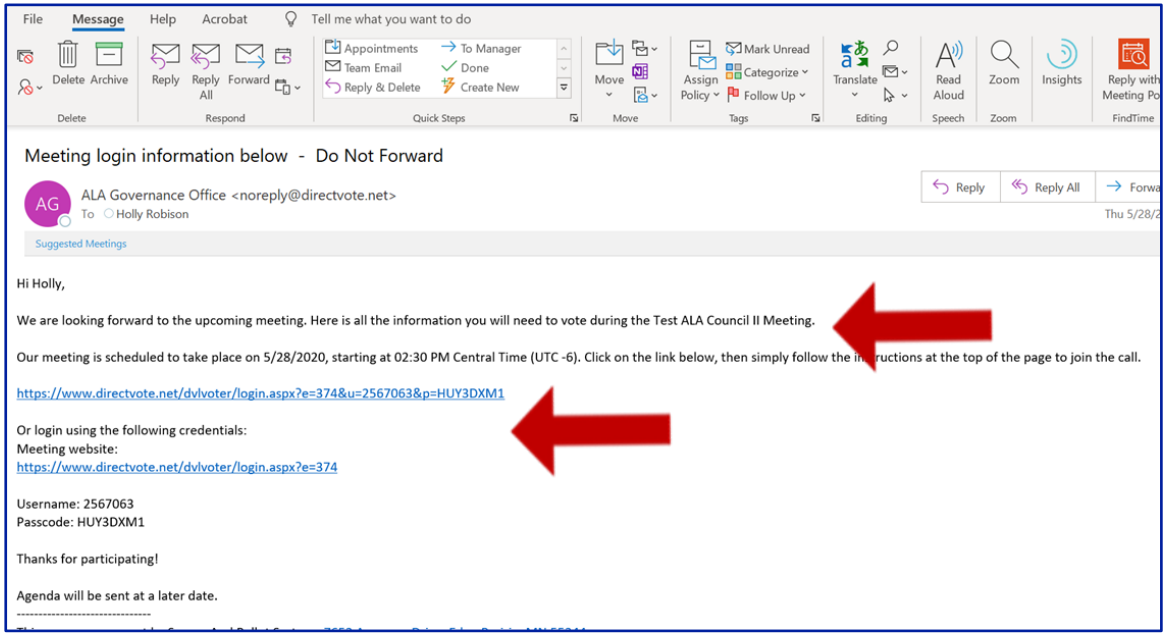
Voting During Virtual Council Sessions

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.



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.

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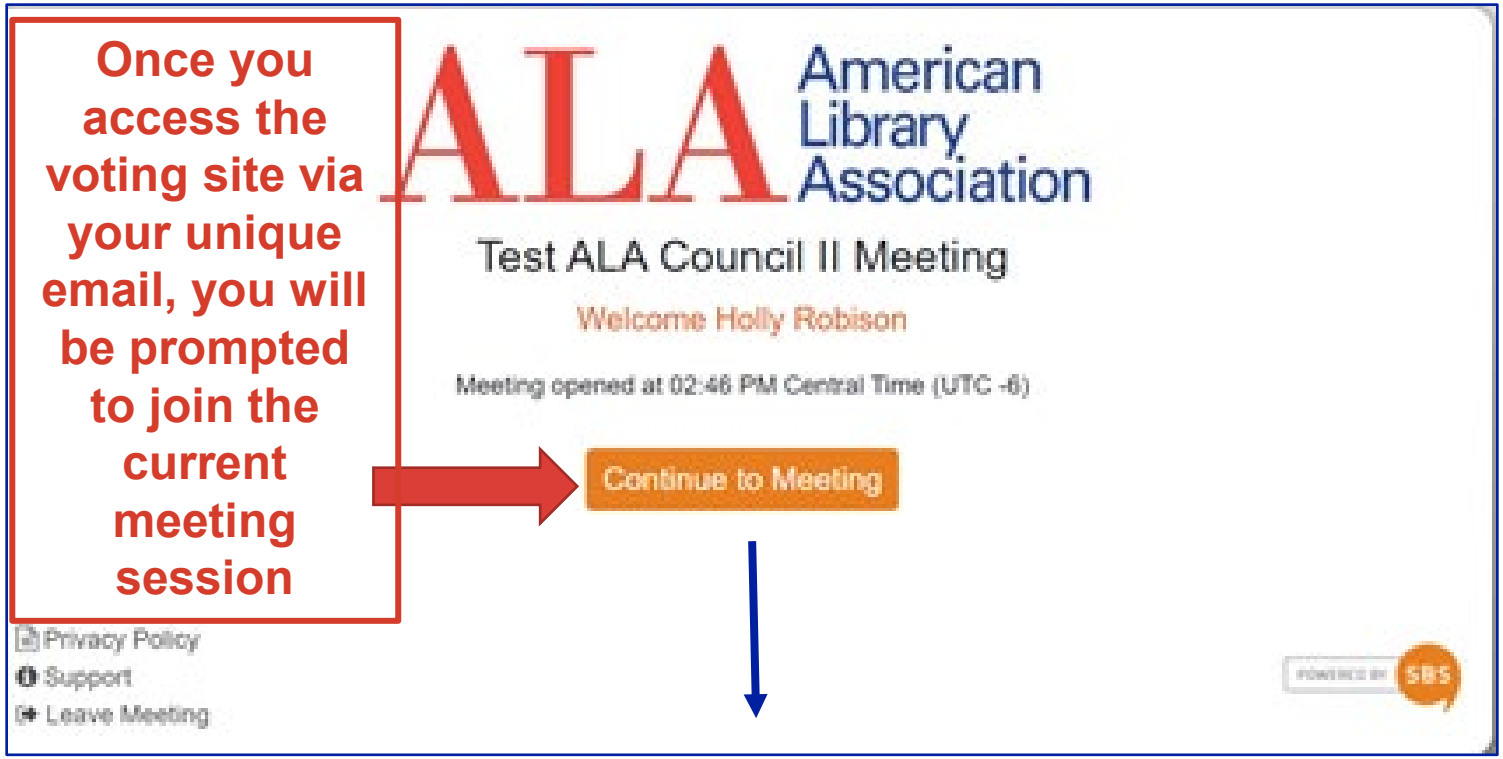
Once you access the voting site via your unique email, you will be prompted to join the current meeting session



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.

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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.

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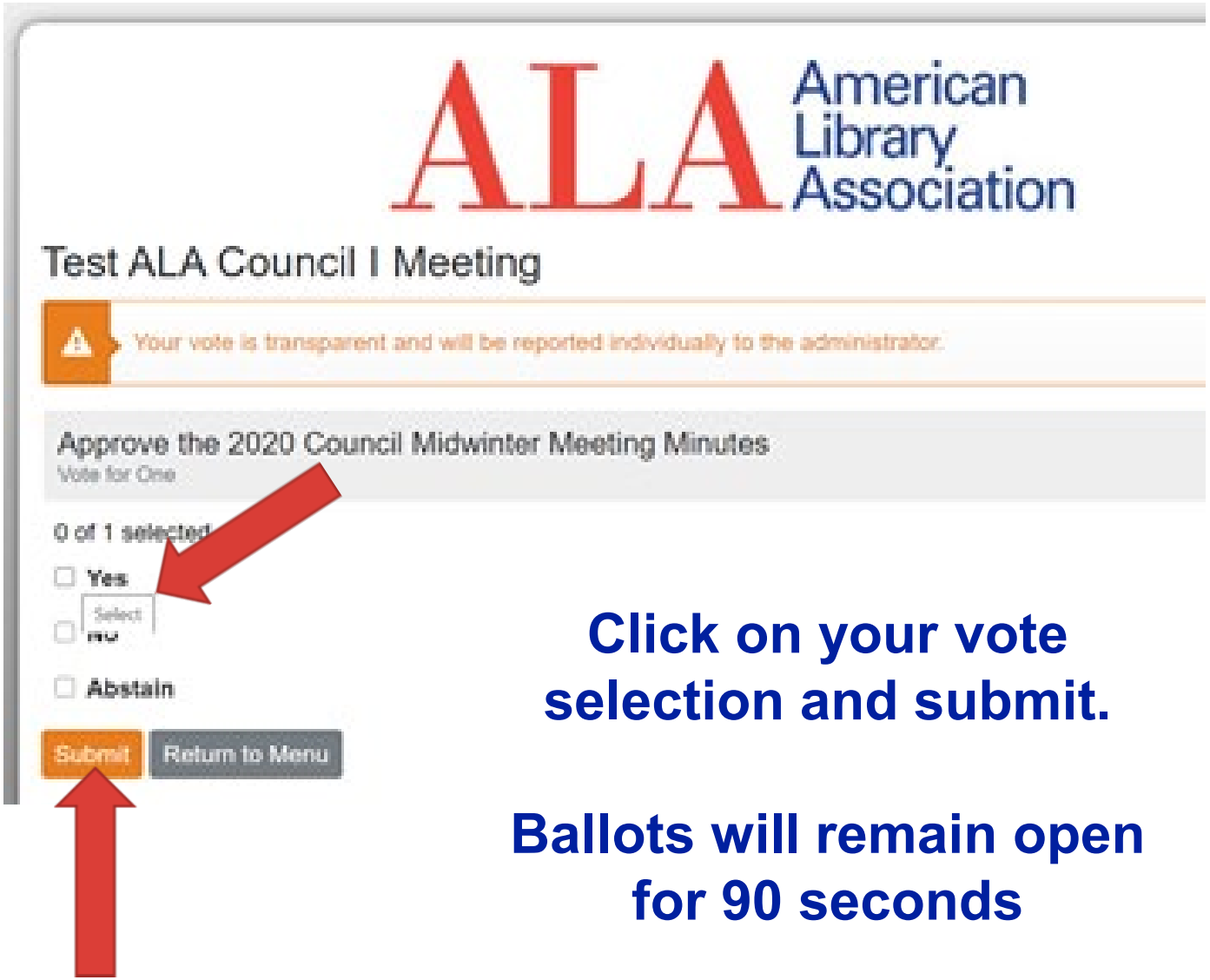

Click on your vote selection and submit.

Ballots will remain open for 90 seconds

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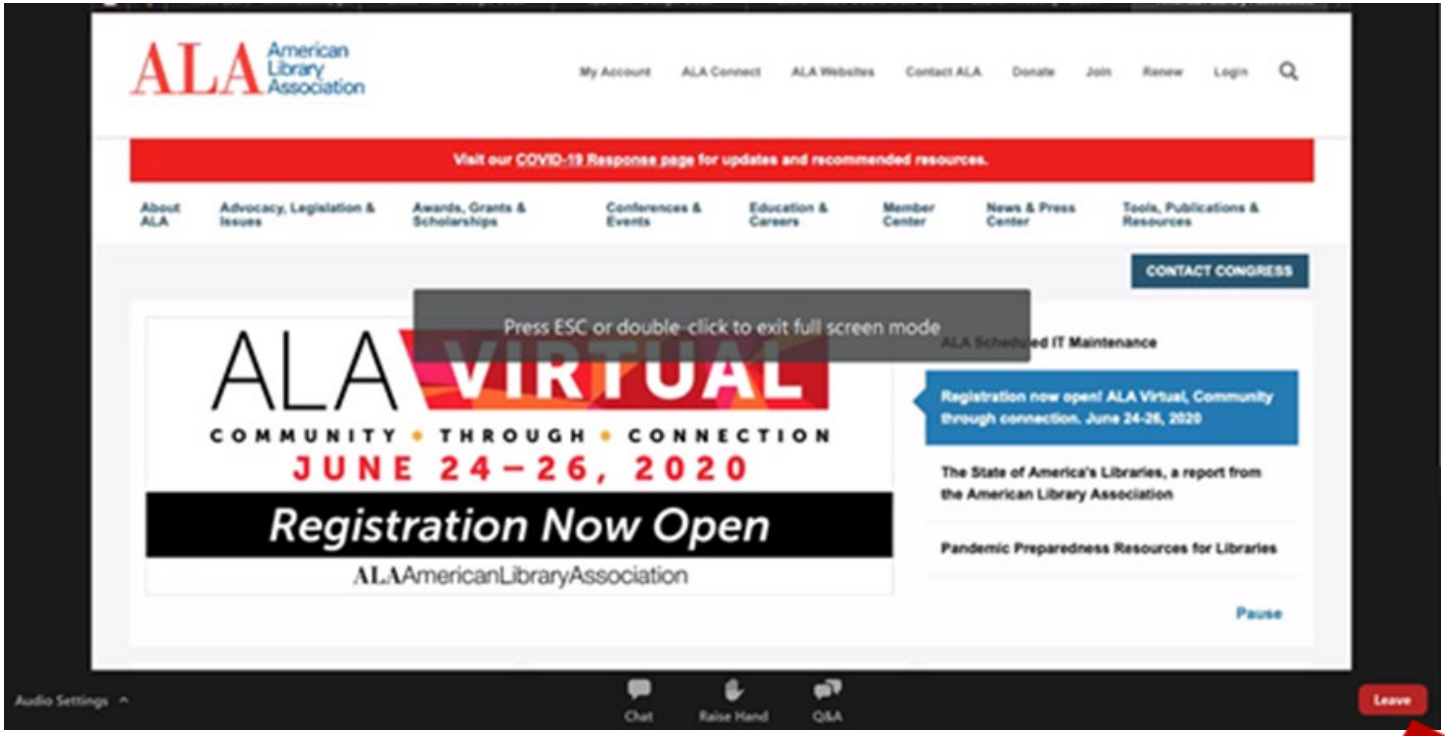
Leaving the Meeting



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.

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Questions?