

# 2020 GENERAL ENDORSEMENT - PROCEDURES

## About Zoom Nonverbal Feedback

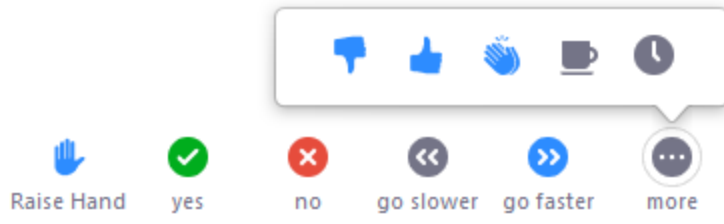
To provide nonverbal feedback to the host of the meeting:

1. Join a Zoom meeting as a participant.
2. Click the Participants button.



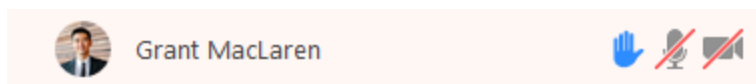
3. Click one of the icons to provide feedback to the host. Click the icon again to remove it.

Note: You can only have one icon active at a time.



- Raise Hand / Lower Hand
- yes
- no
- go slower
- go faster
- Additional icons are available by clicking the more button:
  - agree
  - disagree
  - clap
  - need a break
  - away

The icon will appear next to your name in the participants list.

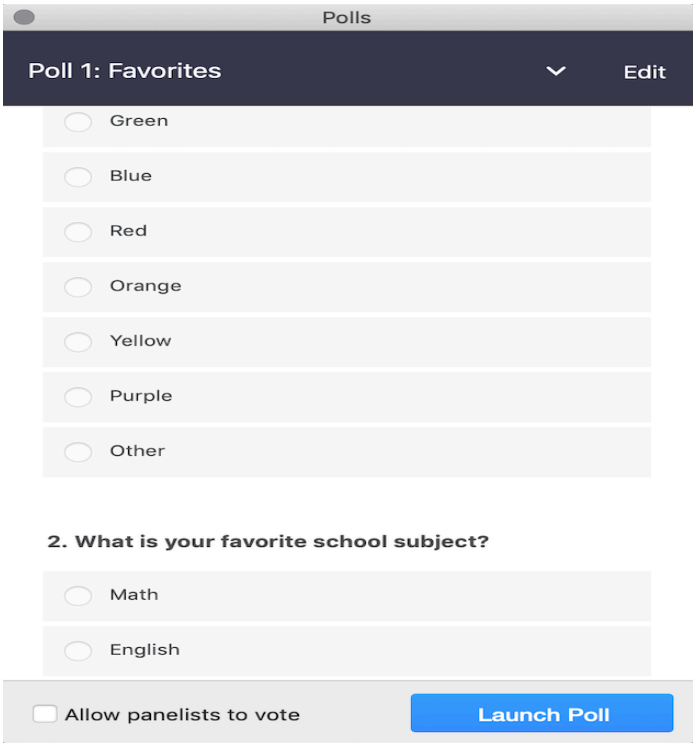


TECH SUPPORT DURING MEETING - CALL/TEXT \_\_\_\_\_

## First Motion -

1	The first motion to be considered is the board recommendation
2	A speaker from the board speaks to the board recommendation - 1 min.
3	The chair asks if there are any speakers against the motion on the floor
4	Using the hand raise feature, speakers wishing to speak against the motion raise their hand
5	The chair will recognize a speaker against
6	The first speaker against speaks - 1 min.
7	The chair will ask if there is a another speaker for the motion and another speaker against
8	If not, we move to voting; If so, speakers for select yes button and speakers against select no button
9	If there are both for and against speakers, the chair will call on the next speaker for the motion; followed by a speaker against - 1 min.
10	For the final for/against, we will repeat steps 7-9
11	After 3 for and 3 against, or if there are not an equal amount of speakers for and against, we will move to a vote on the motion
12	To vote, we will use the yes/no buttons. First we will ask for those wishing to vote yes on the motion. Then we will ask for those wishing to vote no on the motion. The tally committee will count the votes for each.
13	If the motion passes by 55% of those present and voting, we move on to the next item on the agenda; if the motion does not pass, then we proceed to the below steps.
14	Only voting members may make motions from the floor and speak for/against motions. Voting members may cede time to non-members.
15	It is the prerogative of the Chair to move the agenda when it is apparent that various endorsement combinations (e.g., dual or triple endorsements) will not reach the 55% threshold necessary for an endorsement.

## If the first motion fails -

1	<p>To determine the order in which motions from the floor will be considered, the Chair will ask for all proposed endorsement motions to be made at the outset.</p> <p>To make a motion, use the raise hand feature. The chair will clear the raised hands and ask again until there are no additional items to add to the poll.</p>
	<p>The chair will ask if there is a second following each request made. To second a motion, use the yes button.</p> <p>The chair will clear the yes's and repeat the process until there are no additional items to add to the poll.</p>
2	<p>For each motion receiving a second, there shall be a non-debatable straw vote using the Zoom polling feature (see image).</p>  <p>The image shows a Zoom poll interface. At the top, it says "Polls". Below that, the poll title is "Poll 1: Favorites" with a dropdown arrow and an "Edit" button. The poll options are: Green, Blue, Red, Orange, Yellow, Purple, and Other. Below this, there is a second question: "2. What is your favorite school subject?" with options: Math and English. At the bottom, there is a checkbox for "Allow panelists to vote" and a blue "Launch Poll" button.</p>
3	<p>The motion receiving the most straw votes will be debated and voted upon first.</p>

4	If that motion fails (does not meet the 55% threshold), the Chair will ask for any additional motions to be added to the original list and a new straw vote will be held.
5	Each motion on the floor shall have up to three speakers for the motion and three speakers against the motion, timed at one minute each, rotating in turn.
6	For motions made from the floor, the maker of the motion is given preference as the first speaker in favor.
7	Only voting members may make motions from the floor and speak for/against motions. Voting members may cede time to non-members.
8	It is the prerogative of the Chair to move the agenda when it is apparent that various endorsement combinations (e.g., dual or triple endorsements) will not reach the 55% threshold necessary for an endorsement.

## ENDORSEMENT CHEAT SHEET

- To make a motion: Raise hand button
- To second a motion: Yes button
- To vote: Use the Yes or No button
- To speak: Raise hand; you must be recognized by the chair before speaking
- Point of clarification? Type “POC” in chat; you must be recognized by the chair before speaking
- Point of personal privilege: Type “PPP” in chat; you must be recognized by the chair before speaking
- Point of order: Type “POO” in chat (ha!); you must be recognized by the chair before speaking

## RESOLUTION - PROCEDURES

1	Any member who wishes to suggest amendments to the resolution shall contact the author no later than three days prior to the membership meeting. The author shall review changes and send the final version to the Chair for distribution no later than two days prior to the membership meeting.
2	The Chair shall distribute the final proposed resolution to the membership no later than one day prior to the membership meeting.
3	The Chair shall invite people to sign up to speak for or against the resolution (a maximum of three speakers on each side).
4	Speakers for and against the Resolution shall address the membership at the electronic meeting.
5	Consideration of resolutions shall, to the extent possible, use Robert's Rules, except that:  a) A person making a motion, including proposing a resolution, may accept a proposed amendment as friendly without approval of the rest of the body; and  b) No motion, point of privilege, or other action can be taken by any person without that party being recognized by the Chair.
6	Voting shall occur electronically during the meeting using a combination of electronic voting tools and voice vote. Passage of a proposed resolution shall require a simple majority of present and voting members.

### RESOLUTION CHEAT SHEET

- To make a motion **for/against** the motion: Raise hand button
- To second a motion: Yes button

- To vote: Use the Yes or No button
- To be a speaker to the motion: Raise hand; you must be recognized by the chair before speaking
- Point of clarification? Type “POC” in chat; you must be recognized by the chair before speaking
- Point of personal privilege: Type “PPP” in chat; you must be recognized by the chair before speaking
- Point of order: Type “POO” in chat (ha!); you must be recognized by the chair before speaking
- All other motions: Type the full motion in the chat; you must be recognized by the chair before speaking