

# CONVENTION 2021

**LWV** LEAGUE OF WOMEN VOTERS'  
OF ILLINOIS



## DELEGATE ZOOM INSTRUCTIONS

Delegates must be familiar with all convention Zoom functions so that plenary will run smoothly and every delegate's voice and vote will be heard. With an unprecedented number of delegates, it is important that all delegates are "Zoom functional" for plenary.

## PLENARY SESSIONS

All plenary sessions are webinar format. Delegates will not be seen on the screen to other delegates. The webinar manager will have control over the microphone. You will be muted. Plenary attendance is expected of all delegates.

## ZOOM FUNCTIONS AND THEIR APPLICATION DURING PLENARY

### SIGNING IN:

Delegates must sign in with their first and last name and are requested to arrive 15 minutes early to allow for checking of credentials.

### VOTING: USING THE POLLING FUNCTION

Most votes will use the poll function. A poll will appear on your screen stating a specific motion. You will enter your yes or no vote and click submit. Polls are anonymous.

### VOTING: USING THE RAISE HANDS FUNCTION

The chair may choose to use the "raise hand" icon for voting. Delegates will be asked to click on the raise hand icon to indicate their "aye" vote. If there is no clear majority, hands will be lowered. Then a "nay" vote will be called and hands raised and counted.

### QUESTIONS: USE THE Q&A FUNCTION

The Q&A function will be used for questions after presentations. Delegates should type QUESTION, the name of their League, then their question. (EXAMPLE: "QUESTION, Wilmette, Why is the sky blue?") Panelists may respond directly to questions, or will read them to the presenter.

### DEBATE: USE THE Q&A FUNCTION

To speak during debate, delegates should use the Q&A function.

Type either PRO or CON and the name of their League (EXAMPLE: "PRO, Peoria"). Speakers will be alternated, pro and con. Microphones will be turned on by the webinar manager. Delegates should state their name, League and pro/con position. There is one minute to speak. After one minute, the webinar manager will mute the microphone.

## **PARLIAMENTARY RED FLAGS: USE THE CHAT FUNCTION**

The chat function will be used for the Parliamentary “red flags” below. The chat can only be seen by the panelists and the parliamentarian.

**POINT OF ORDER:** To be used when Rules of Convention or proper procedure are not being followed.

**POINT OF INFORMATION:** Used to seek urgent information necessary before decisions can be made.

**PARLIAMENTARY INQUIRY:** To ask for direction or procedure.

**QUESTION OF PRIVILEGE:** This relates to the comfort of the delegates or operation of the assembly.

Parliamentary procedure will be used and the current edition of *Robert’s Rules of Order Newly Revised* will be referenced. The purpose is simple - to uphold basic League principles by encouraging civil discourse and ensuring that every person in the meeting has an equitable opportunity to be heard.

The parliamentarian is available at a separate Zoom meeting half an hour before each plenary session to take questions.