RULES AND PROCEDURES FOR VIRTUAL TRUSTEE MEETINGS

ALL PARTICIPENTS: Must have downloaded and installed the latest version of the software. They must be running the minimum internet speed for both hard wired and wi-fi recommended by the software app. If the participant is not, then we can not guarantee that the platform will function properly and our technicians will not be able to help individuals who are having issues with the platform. It is each individuals responsibility to understand how the platform works, and the separate functions the individual needs to perform to participate in the meeting. It is not the responsibility of the Committee or its members to train individuals. The committee will answer any questions prior to the actual meeting.

REGRISTRATION:

All Trustees must register with the International Executive Secretary (IES) before the meeting takes place. Registration must take place no later than 1 week before the meeting. Payment must also be received before registration. Once registration takes place the IES will email the meeting information and an 8-digit identification number for each participant. The IES will give a listing of all persons who have registered including the 8-digit identification number, to the Virtual Trustee Meeting committee chairman to use during the meeting.

MEETING ROOMS:

On the day of the Virtual Trustee Meeting the host will create two meeting rooms. One room will be where all persons who have registered will wait until they are admitted into the Virtual Trustee Meeting. All individuals admitted will be muted and will not have the ability to unmute themselves unless given permission by the host or co-host of the meeting.

CHATS:

No private messages will be allowed between individuals within the meeting area, all conversations have to be able to be heard (seen) by everyone who is attending the meeting. The only exception is between members of the executive committee.

ROBERT RULES OF ORDER ITEMS:

Out of order, Withdrawal of item, Challenge of Chair, Point of Information, Point of Order, Motions, Motion to Commit, Move to Postpone, Table an Item, are items that each Current Trustee can make. In order to do so, the Current Trustee has to raise their coffee mug within the app. The Current Trustee must then write what they intend to do (ie point of order, point of information etc.) The meeting monitors will tell whoever is chairing the meeting that a Roberts Rule of Order has been raised. If the item has the power to stop all discussion, then that will happen and the item will then be taken care of.

MOTIONS:

All motions before they can be voted on will have to be submitted to the IES. A copy of the motion sheet will be available on the platform. The person who is making the motion will have to fill the motion sheet out and email the sheet to the IES.

VOTING:

Only current trustees are allowed to vote. Once a vote has been called for, and the IES has acknowledged that a motion sheet has been submitted, a poll will be taken. All eligible trustees will be able to vote at the same time, A checkmark will mean yes and an X will mean no. The counting of the poll will be automatic. The results will appear on everyone's screen

TRANSLATION:

If a Trustee is in the need of a translation an app called Wordly Translation and Captions which is a plugin and can translate in real time for the individual who needs it. The app translates hundreds of languages both from English into the needed language and in reverse. For every language that needs translations from English into the needed language one trusted servant is needed for an individual who speaks that language back into the Trustee meeting. The cost of this service will be born by the number of people who are using the service.

Attending a Wordly Session

Use the Wordly App for Zoom to attend a meeting

Any Zoom meeting participant can use the Wordly App for Zoom to join an ongoing Wordly translation session for that meeting. Only the Zoom host who scheduled the meeting can start the Wordly translation session.

Prerequisites

It is easy to join an existing translation session, but there are a few prerequisites:

It is highly recommended that you enable Original Sound in your Zoom preferences for the absolute best translation experience (see Use Original Sound).

You cannot be in a Zoom breakout room (see the FAQ)

Receiving a Link

Zoom allows others to send you an invitation to use the Wordly App for Zoom. When they do, you will receive a notification like the following:
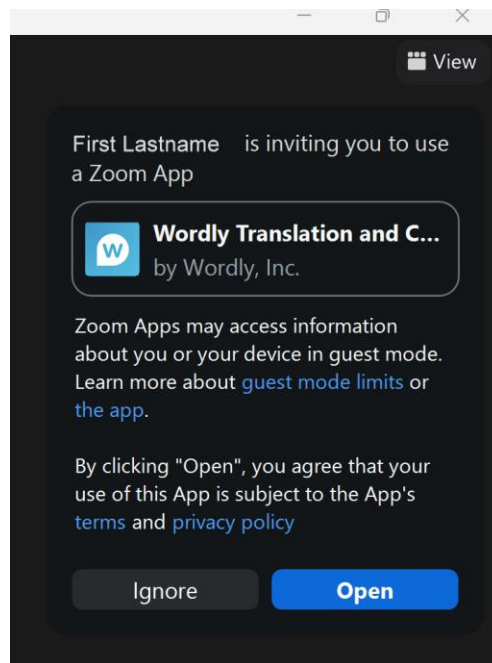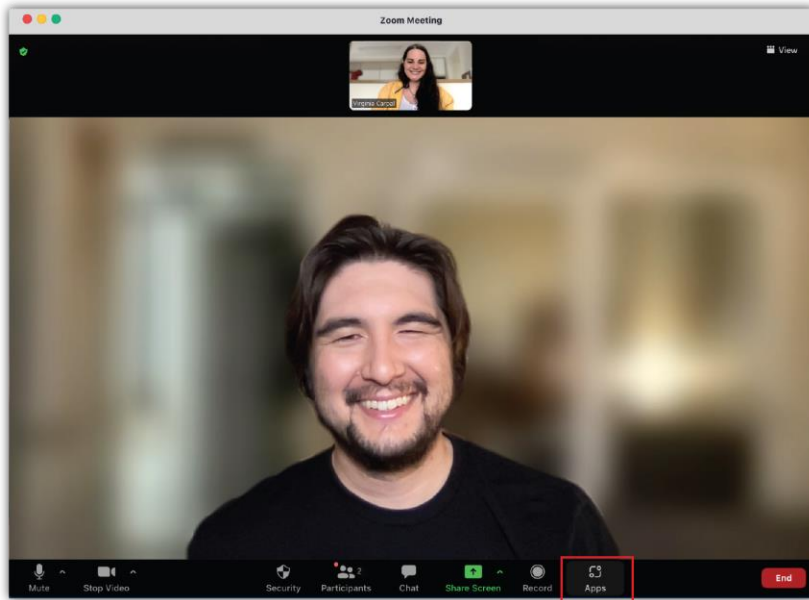

Accept Wordly App for Zoom

Accept the invitation by pressing "Open" to begin receiving all of the benefits that the Wordly App for Zoom provides.

Note: Remember, anyone can install the app for free, and you do not need a Wordly account to see translations started by your host.
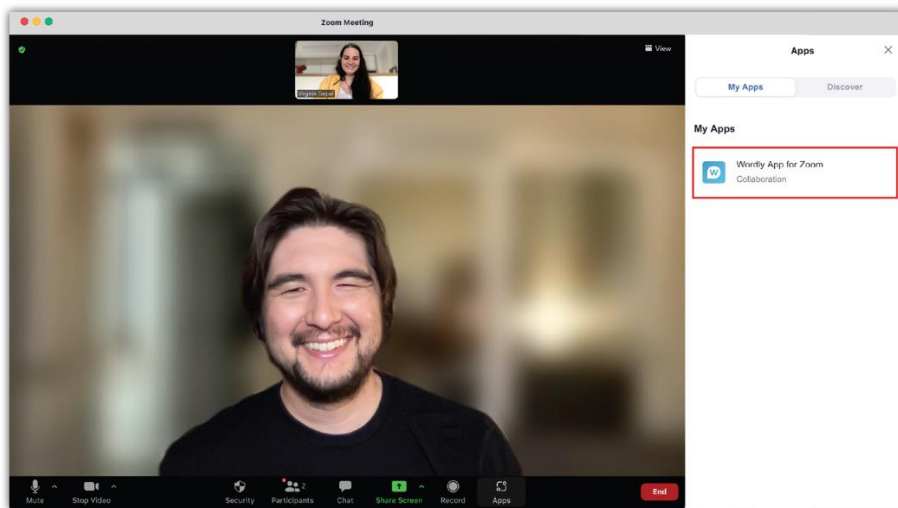
Joining a Session

Joining an ongoing translation session is as simple as starting the Wordly App for Zoom in your meeting.

Click on the "Apps" button after starting your Zoom meeting.

Click on "Wordly App for Zoom."

As soon as the app starts up in your meeting, it will automatically join the translation session started by the Zoom host. After joining, you will begin seeing translations in the language you have chosen.

If the host has not started a Wordly session, then the app will keep trying to join for a short while. If no session starts, you will end up in the session lobby. The lobby will show a "Join" button for you to click once the host starts a Wordly session.
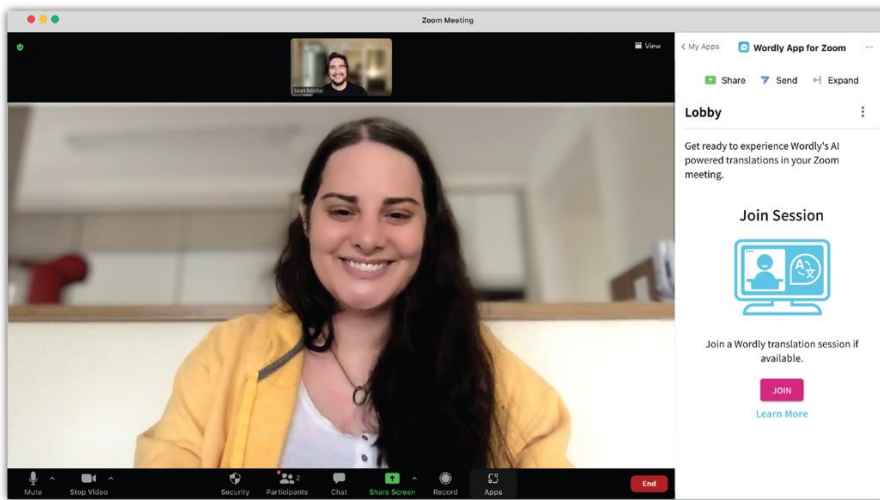
Choosing a Language

The Wordly App for Zoom allows participants, including the host, to view translations in a large number of different languages, depending on their preference.

To change the translation language, click on the "Translate To" control near the top of the Wordly App for Zoom window:
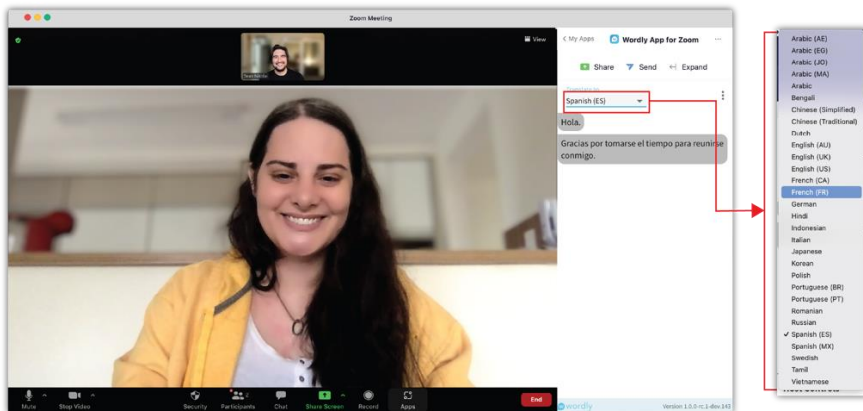
The new translation language should take effect as soon as it is selected.

Rejoining a Session: In rare circumstances, you may be inadvertently disconnected from an ongoing Wordly session and taken back to the session lobby.

You can rejoin the ongoing session by clicking on the "Join" button.

TIMING:

With all area's that are timed, the timing function will be turned on. Either a clock or a timing element will appear with the time counting down until time either runs out or is extended.

TECHNICAL ISSUES:

Since this meeting platform will be held on a computer, the Virtual Meeting Committee will be taking every precaution available to make sure it is running smoothly. If an individual is having issues telephone numbers will be provided to contact to solve those issues.

MEETING DISRUPTION / BREAKING OF RULES

This is a reminder that this meeting will not be like an in-person meeting (although we will try to make it as close as possible). If any participant creates a disruption of the meeting in any form (ie inappropriate graphics, loud music, whatever,) That participant will be automatically moved to the waiting room for 10 minutes. If a second infraction happens the participant will be expelled from the meeting and will not be allowed to return until the next session.