

## 2020 ASPE Online Business Meeting

For the event to run smoothly, ASPE suggests that all Delegates attend at least one of the four available practice sessions. This will help you become familiar with the way we will present and vote during the Business Meeting. It will also allow you to set up your computer or devices prior to the start of the Business Meeting. If you have any problems with signing on, we can work through them before we start the meeting on Saturday, September 12.

### Additional Suggested Guidelines

- Please review all advance materials available on the Delegate website: Bylaws Changes, Candidate Profiles, How to Videos, etc.
- On the Day of the Business Meeting:
  - Minimize distractions.
  - Keep it professional.

## ASPE Business Meeting

### Information & Best Practices

Delegates will use two different platforms for the ASPE Business Meeting:

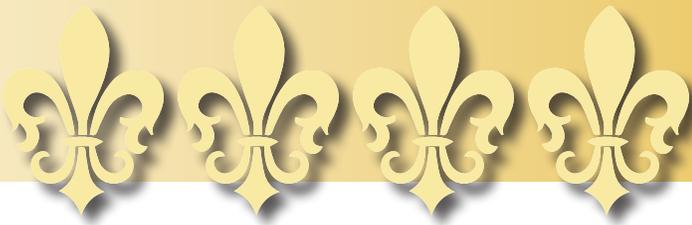
1. Zoom for the webinar broadcast
2. ResponseWare for voting

Delegates will receive one invitation from Zoom, which includes the voting software: ResponseWare URL. This will contain your ResponseWare login credentials and password. Your login will be your email address, and the password for start will be ASPE!2020. You must join both Zoom and ResponseWare to fully participate in the meeting. Do not share this email address and password, since this is the way the system recognizes each Delegate.

The Zoom invitation will come from one of Freeman's Zoom accounts: [no-reply@zoom.us](mailto:no-reply@zoom.us)

### Best Practices (ResponseWare & Zoom)

- **Chrome is the recommended browser on PC or Mac.** However, Microsoft Edge, Safari, and Firefox will also work. (Internet Explorer is not recommended.) If you are using your smartphone or tablet, your default mobile browser will be fine.
- For the best results, it is recommended that you use your mobile device (tablet or smartphone) for the ResponseWare voting and your computer/laptop for Zoom.
- You have other options if you want to only use your computer.
  - If you have multiple screens on your computer, you can have the ResponseWare voting browser on one screen and the Zoom webinar on the other screen. This will make it easier to see both during the meeting but viewing size could be a problem.
  - If you only have a single display, you should resize the windows so you can see both the Zoom webinar and the ResponseWare voting window.
- If you have multiple devices or need to switch to another device when using ResponseWare voting, you may do so, but you can only be connected to ResponseWare on one device at a time. Your vote only counts once regardless of how many devices you use.
- If you are using your mobile device (smartphone or tablet), consider disabling sleep mode so you can easily access the next vote quickly.



## Zoom Sample Email Below

### 2020 ASPE Business Meeting



Nadine Saucedo

To: Nadine Saucedo

You are invited to a Zoom webinar:

Topic: ASPE Business Meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/81123822805>

Meeting ID: 811 2382 2805

One tap mobile

+19292056099,,81123822805# US (New York)

+12532158782,,81123822805# US (Tacoma)

Dial by your location

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 811 2382 2805

Find your local number: <https://us02web.zoom.us/u/keq8lmZvGm>

## Zoom Webinar Process

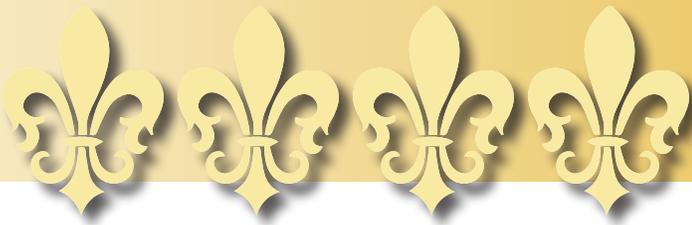
When you are invited to the Zoom webinar you will be an attendee; you will not have the option to activate your microphone or camera. Delegates will see and hear the Chair, Parliamentarian, and other panelists as well as any presentation or documents shared.

Candidates will receive a separate email invitation explaining details.

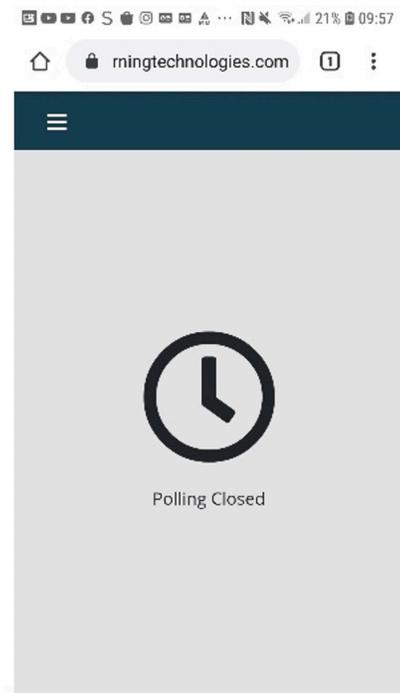
## How to Speak During the Meeting

When the Bylaws discussion is open to Delegates, you will click on the Q&A tab in Zoom and enter what your intentions are to speak. You can use short phrases like For the change, Against the change, Ask for the motion, or Point for a Point of Order, etc. Once in the queue, you will be recognized by the Parliamentarian and asked to raise your hand in Zoom. By raising your hand electronically, we will be able to find you and unmute your microphone. Once unmuted, you will be allowed to speak. As has been done in past Business Meetings, you must identify yourself before speaking. When addressing the assembly, please state your name, Chapter affiliation, and whether you are speaking for or against the motion on the floor. You will not be seen by the other Delegates or the Chair, just heard. Once you are finished speaking, you will be required to mute yourself, but if you forget the Parliamentarian will mute your microphone for you.

Please be patient in the process. Others could be in line to speak, and it may take a few second to recognize you and unmute your microphone.



## Voting Instructions



1. You will join ResponseWare through the URL provided and enter your credentials to allow you access to vote. You will see the home screen showing polling is closed.
2. When a Candidate or Bylaws vote is open, your screen will automatically change to the voting screen. (If it does not, you can refresh your screen.) Your ResponseWare voting screen will display the current vote and the options. This example is 1 = Yes, 2 = No.
3. Once you select your option, it will be highlighted in blue. You can change your vote as long as the vote is open, and only your last choice is accepted.
4. The voting process will repeat in the same fashion throughout the meeting. If you close your ResponseWare voting browser accidentally, you can always reopen with the URL. If your device goes to sleep, make sure you refresh the browser, so you are viewing the latest information.

With regards to the Candidate elections, there will be different participant lists for each of the Region Directors elections. It should be noted that all Delegates in each Region will be able to see and vote in all Regions, but the voting system will only count the votes from the Region that is allowed. For example, for the Region 1 Director election, Regions 1, 2, 3, 4, and 5 will be able to see the vote and click on a vote on the screen (but please do not if you are not in Region 1). Only the Delegates in Region 1 will be counted. The backend programming will only accept the votes from the correct Region, and ALL other votes will be disregarded.

When you cast your vote in ResponseWare, you will see the confirmation on your screen. You can change your vote up until the time the Parliamentarian announces that voting is closed. Your final response will be the only vote that is recorded.

[Click here](#) to see a video on the voting process.



### Troubleshooting

- If your device browser is blank after clicking the link, you may need to use another browser or device.
- ResponseWare voting will update your browser automatically, but if your voting screen does not appear to be displaying the current motion, please refresh your browser to make sure you have the latest data.
- Zoom connection – We recommend you run on a wired Internet connection for best results and limit or eliminate other devices using the connection (like for streaming or downloading).
- If you get disconnected from Zoom, it is recommended to close your browser completely before trying to rejoin, as Zoom may still think you are connected. If that does not work, you may need to restart your computer to rejoin the Zoom meeting. Note that since there are two applications, Zoom and ResponseWare, if you get disconnected from Zoom you will still be able to vote on resolutions **IF** you are using a second device to access the ResponseWare platform.