

Illinois Swimming House of Delegates Meeting Protocols:

- ✓ As with all other Illinois Swimming Meetings, Roberts Rules of Order will be followed.
- ✓ ***Please remain on Mute to ensure no disruptive background noise.***
- ✓ In order to ensure active participation of the delegates and participants, the “Raise Hand” feature of Zoom will be used.
 - Whenever you want to speak, you can signal the General Chair or Presenter by raising your hand virtually. The General Chair will then acknowledge you and give you the floor to speak or ask questions.
 - Using this feature will ensure decorum during the meeting and will prevent multiple delegates from speaking at once.
 - We will do our best to use a “first-come-first-served” approach, but please understand that can be difficult at times.
- ✓ ***If connecting via Smartphone, Tablet or Computer, please use the Zoom app to be able to access all functions, including raising your hand. Raising your hand by phone---Press *9***
- ✓ For Optimal viewing, choose the speaker view at the top of the right of the screen. For viewing presented materials, select the full screen option.
- ✓ All materials presented during the House of Delegates meeting will be available on the ISI website.
- ✓ If you are experiencing any technical difficulties, you may use the chat feature of Zoom to connect with the Meeting Host, who will do their best to help with Zoom.
 - An election ballot will be sent out via Survey Monkey.
- ✓ The Election Ballot will be sent out via survey Monkey to the voter’s registered address once we know if there are nominations from the floor.
- ✓ Other Voting will be done by voice vote; if we have division, we will use Survey Monkey to vote.
 - Only credentialed voters will receive Survey Monkey emails from ISI to vote.
 - If you are a voting delegate, please be sure to fill out the Google Form that ISI sent out. Google Forms need to be filled out by Wednesday 9/30.