

<b>Pre Meeting</b>														
<p><b>BOD Responsibilities</b></p> <ul style="list-style-type: none"> <li>-Each chair/officer must submit reports by Wed, June 3, Noon (<b>BOD Officers</b>)</li> <li>--See sample report</li> <li>-Participate in HOD Practice (Sat, June 6, 1pm) (<b>BOD Officers</b>)</li> <li>-Prepare HOD agenda (<b>Steve, Beau, Megan</b>)</li> <li>--If it's not on the agenda, it won't be discussed</li> <li>-Prepare incomplete list of items to be voted on/approved (<b>Beau, Megan</b>)</li> <li>--Should come from reports</li> <li>-Create HOD Zipped folder of documents, distribute to GSI members, post onto GSI website by June 6, 2020 (<b>Beau, Megan</b>)</li> <li>-Publish delegate size for each team in advance (<b>Megan</b>)</li> <li>-Establish rules for virtual HOD (see below)</li> </ul>	<p><b>Software</b></p> <table border="1"> <tr> <td>Zoom License up to 300 1 month with 5 hosts</td> <td>100 +70/host Total \$380 (1 month)</td> </tr> <tr> <td>Google form for registration</td> <td>Free</td> </tr> <tr> <td>Election Runner platform</td> <td>\$29-\$45</td> </tr> </table>	Zoom License up to 300 1 month with 5 hosts	100 +70/host Total \$380 (1 month)	Google form for registration	Free	Election Runner platform	\$29-\$45	<p><b>Cost</b></p> <table border="1"> <tr> <td>1 - Managing check-in, confirming registration names match user name</td> </tr> <tr> <td>1 - Monitoring chat, hands raised for comments</td> </tr> <tr> <td>1 - Pulling reports/polls on Zoom</td> </tr> <tr> <td>1 - Pulling reports/polls on Election Runner</td> </tr> <tr> <td>1 - Parliamentarian</td> </tr> </table>	1 - Managing check-in, confirming registration names match user name	1 - Monitoring chat, hands raised for comments	1 - Pulling reports/polls on Zoom	1 - Pulling reports/polls on Election Runner	1 - Parliamentarian	<p><b>Staffing/Volunteers</b></p>
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<b>Registration</b>														
<p><b>Procedures</b></p> <ul style="list-style-type: none"> <li>-Teams declare delegate &amp; non-delegate names and emails via Google Form by 6:00pm, Thurs June 11.</li> <li>-Database created, used for admittance into Zoom HOD, and to create email list for Election Runner</li> <li>-Adds/Changes discouraged, but allowed up to 12pm on Sat, June 13</li> </ul>	<p><b>Running meeting</b></p> <ul style="list-style-type: none"> <li>-Roberts Rules govern the meeting, per GSI bylaws</li> <li>-Consent agenda will be used; GC will read off reports asking for any that need pulled. Attendees may say "pull" if a report needs pulled for discussion or vote</li> <li>-Report and motions are made by BOD officer</li> <li>-Attendees must push "raise hand" button to be acknowledged, moderator will unmute. Attendees may speak on 1) new information, 2) echo/support the same argument only once in the same discussion</li> <li>-General Chair/BOD reserve the right to suspend the meeting if order cannot be kept.</li> </ul>													
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<p><b>Welcome/Admittance</b></p> <p>Attendees must enter waiting room, admitted one by one by host</p> <p>Delegates list name as "CLUB-First Last" on screen Example: DYNAmic Murray</p> <p>Non-Delegates list name as "First Last on screen. Example: *Freddy Freestyle</p> <p>Delegates may enter starting at 12:30, asked to login by 12:50pm</p>														
<b>Polling/Elections</b>														
<p><b>Motions (Business)</b></p> <ul style="list-style-type: none"> <li>-Conducted through Zoom polling, pushed directly to device</li> <li>-Motions loaded into meeting in advance</li> <li>-Live results published, verified by volunteers;</li> <li>--if necessary, will tally and verify votes through poll</li> <li>--option will be added to include "abstain/non-delegate" as an option</li> </ul>	<p><b>Elections</b></p> <ul style="list-style-type: none"> <li>-Conducted through Election Runner, may need 5 min to tidy things up before polls emailed out</li> <li>-1 election, multiple elections in same email/poll, write-in option possible</li> <li>-Email addresses from Google Form loaded into Election Runner, emailed to everyone, will be open for 5 min</li> <li>-Results only come to person who hosted chat first, then can be emailed out</li> <li>-Will need up to 7 days to tally results and verify votes</li> </ul>													