



GPCA General Assembly Meeting process and zoom tips

Welcome!!

Thank you for registering to join our General Assembly (GA). Below is a general outline of our GA meeting process as well as some zoom tips. Please read this before joining the GA and [contact us](#) if you have any questions about what to expect at our General Assembly.

GPCA Zoom Meeting Process:

- The GPCA General Assemblies are where the party's delegation gathers to conduct the business of the party.
- The GA is conducted according to our consensus seeking [process](#) including the use of facilitators, time keepers, vibes watches and the staking process.
- We strictly follow our communication rules of decorum outlined [here](#), based on respect for fellow participants and our shared spaces, peace, and solidarity.
- This zoom meeting is set up as closely as possible to in-person GAs where speakers or facilitators have the microphone and the floor.
- When facilitators open the queue for questions, concerns, affirmations, and announcements, participants raise their hand (if online) or say their name followed by "stack" to get on 'the stack' to speak.
- When participants first join, they remain on mute until the host unmutes them for roll call or discussions. Unless speaking, attendees are to stay on mute to reduce background noise.
- Facilitators may use gender and age stacking or adjust the stack for those who have spoken too little or too frequently.
- The zoom chat function is closed among participants during the GA, but it may be used by attendees to report technical issues, ask for process clarifications, and report specific points of information to the host/stack takers.
- Depending on the presentation or discussion the chat function may be opened among attendees for polls or during social sessions, at the presenter's or facilitator's request.
- The chat functions it is subject to our communication rules of decorum.
- Facilitators and vibes watchers may mute or remove participants who violate these rules.

How to prepare for the GA!

- We ask that all attendees, especially Delegates, **review the agenda** and **read the background materials** provided for all decision items. After all, that is why we gather, to made decisions on behalf of our party. Your informed voice on these decisions is important to us all.
- Please be prepared for robust and respectful discussions and be sure to use the break and lunch periods to rest, stretch, eat and drink and take care of your personal needs.
- Ensure that you have what is required to join a zoom meeting:
 - o The links and permissions to join the meeting that will be sent to you prior to the GA..
 - o Zoom desktop client for Mac, PC, Chrome OS or Linux, or;
 - o Zoom mobile app for iOS or Android, or;

- o A phone. Phone participants will not be able to view other attendees or any presentations but are able to get on stack and comment, see below for details.

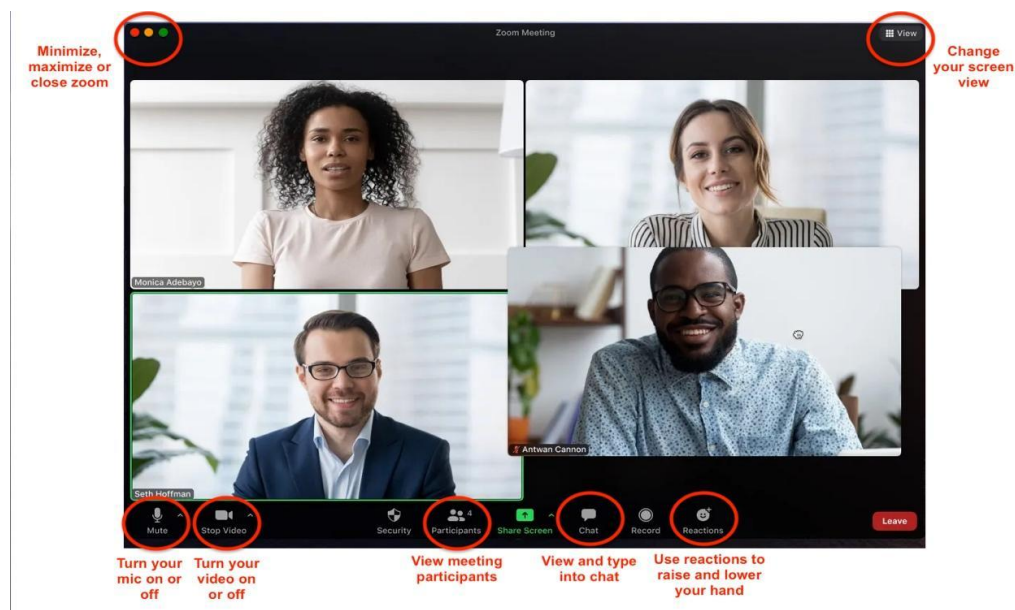
On the day of the GA!

- Please sign in early to ensure you can access the meeting and address any technical issues with connecting.
- Once you're entered zoom early, you can *Stop Video*, review the agenda, wander off, and *Start Video* again at 9 am sharp when we begin.
- We need all Delegates to be present during the Quorum counts and Agenda Approval which will happen during the first 90 minutes of Saturday's morning session.
- It is also important that all Delegates are present for any vote items so please make sure you take note of when those agenda items are scheduled.
- All participants are encouraged to consider how precious everyone's time is and avoid long or repetitive comments, and to consider allowing attendees who may not have spoken much before to get in front of them on stack.
- Please use the chat only for its intended purpose; (report technical issues, ask for process clarifications, report points of information). Side conversation, one-on-one banter and personal discussions on chat are just as distracting on zoom as they are in any in-person meeting when everyone can hear everyone else.

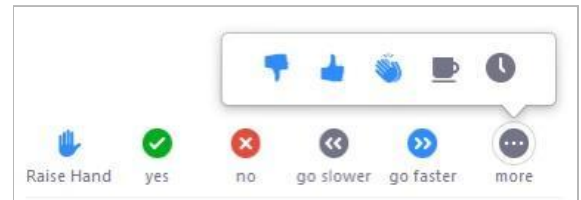
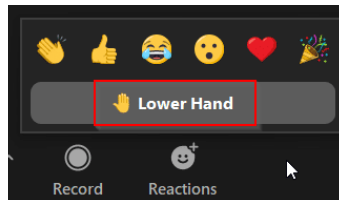
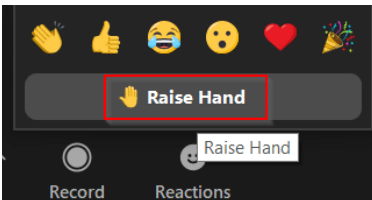
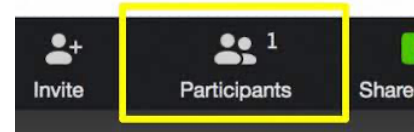
Zoom Tips:

Participating in a Zoom Meeting using a link on the internet or on a Zoom App on your:

- When you join by computer or mobile device, enter the Participant ID and wait to enter the meeting. The host will admit you and you should then see your image pop up among participants.
- There are a number of features that you can use in meetings. Look for the bar at the bottom of the zoom window for these features. A few are listed below.
- After you join, you may be asked by the host to change your "name" to reflect your county. To do that click on the three horizontal dots to the right of your screen and click on "Rename" OR go to the list of participants, find yourself and click on the "Rename" button there.



- Click on “Chat” to see the chat line in a right-side panel.
- Click on “Participants” to see who is present on the zoom in a right-side panel.
- Get on the stack by using “Reactions” and click “raise Hand”. After you make your comment, you can lower your hand using “reactions” again.
- You can also see “reactions” if you click the three dots below the participants right-side panel. More “Reactions” like clapping and a thumbs-up appear when you click the three dots on your screen, but they disappear after a while and should not be used for voting or to get on stack:



Joining a meeting by phone:

- Dial an in-country number. If you dial a toll number, your carrier rates will apply. You can find the numbers on your meeting invitation or a full list of international dial-in numbers at <https://zoom.us/zoomconference>.
- You will be prompted to enter the meeting ID - the nine or ten digit ID provided to you by the host, followed by #.
- If the meeting has not already started, you will be asked to enter the host key to start the meeting, instead just press # to wait until the host starts the meeting.
- You will be prompted to enter your unique participant ID. This only applies if you have joined on the computer or mobile device or are a panelist in a webinar. Press # to skip.
- The following commands can be entered via DTMF tones using your phone's dial pad while in a Zoom meeting:
- *6 - Toggle mute / unmute – once you are on stack don't press *6 again as it removes you from the stack.
- *9 - Toggle raise hand / lower hand

More recourses and controls for participants, Host and Co-Host:

Host controls allow you as the host to control various aspects of a Zoom meeting, such as managing the participants. Hosts will need to unmute themselves and verbally request to be put on stack, since they cannot react the way Participants can while hosting.

The co-host feature allows the host to share hosting privileges with another user, allowing the co-host to manage the administrative side of the meeting, such as managing participants or starting/stopping the recording. The host must assign a co-host. There is no limitation on the number of co-hosts you can have in a meeting or webinar.

The following controls are only available to the meeting host so co-hosts do not have access to them:

- Start closed captioning or assign someone or a third-party to provide closed captioning
- Start live streaming

- End meeting for all participants
- Make another participant a co-host
- Start breakout rooms or move participants from one breakout room to another
- Start waiting room (co-hosts can place participants in waiting room or admit/remove participants from the waiting room)
- Co-hosts also cannot start a meeting. If a host needs someone else to be able to start the meeting, they can assign an alternative host.

How To Join A Zoom meeting: <https://youtu.be/hlkCmbvAHQQ>

How to Join a Zoom Meeting by telephone:

<https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone>

How To Use Zoom Reactions: <https://youtu.be/y4n9mW-xkBo>

Helpful Zoom videos:

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-video-tutorials>

Enabling Breakout Rooms:

<https://support.zoom.us/hc/en-us/articles/206476093-Enabling-breakout-rooms>

<https://support.zoom.us/hc/en-us/articles/201362603-Host-and-co-host-controls-in-a-meeting>

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