

## **Zoom Guidelines**

10/3/2025

What the zoom accounts will only be used for:

1. General Assembly, sub-assemblies and committee meetings
2. Meetings about committee work
3. Meetings for emergency response
4. Special sessions of the GA, JA, MA, IBA
5. Other assembly-sponsored meetings

Firefly.ai notetaker and any other AI is not to be allowed in to meetings.

Closed captioning will be turned on for GA meetings.

Recording – GA meetings, training at GA public forum and Due Process meetings, other committees with approval of committee chair and attendees.

If a recording was made that needs to be uploaded to rumble, let Richard know.

IT Committee and/or Assembly Secretary will make sure that all committee meetings get scheduled.

### **Opening meetings**

We have 1 zoom account with 3 users. The users are owner, admin and member. All of these users can open accounts and need to be logged into zoom. The host for the meeting is the first user who opens the meeting.

Owner (Jan) can do everything. Admin (Richard) can see recordings and delete them. Member (Rick) can open meetings.

### **GA Meetings**

For GA meetings, the host will start screen sharing and make the Marshal at Arms the host. The owner will be co-host and will start the recording and turn on closed captioning. At the end of the meeting the owner will stop the recording and the host will close the meeting.

### **Committee Meetings or other assembly hosted meetings**

It's the responsibility of the committee chair or meeting moderator to keep order in the meeting and shall be made the host of their meeting unless they decide to give that to one of the Zoom users or another GA member. The committee chair will then make whoever opened the meeting a co-host so that the co-host can let people in.

### **Zoom chat**

Chat will be open during GA meetings and committee meetings unless the MAA or Committee Chair decides to close it. It will be indicated in the chat that it has been closed.

- Guests who are not GA members will not use the chat during GA meetings.
- GA members need to remember that anything we say in the chat during GA meetings will be seen by the public.
- Chat should be short and on topic.
- Relevant files and links can be shared in the chat.
- Voting on proposals is done here for GA members with \* before their name.
- The Marshal at Arms puts the Bivens and decorum guidelines for the meeting here.
- It is not appropriate to use chat to rebut what somebody is saying.