

# **IDHA General Assembly (GA) Preparation Information**

November 7, 2020  
9:00am–12:00pm (Business Session I)  
12:15pm–1:00pm (Business Session II)

## **Contact us**

For any procedural questions or if you are having technical issues, email Barb Owens at [indhacentraloff@gmail.com](mailto:indhacentraloff@gmail.com).

## **General**

Reference the General Assembly Checklist to make sure you are prepared for the November 7, 2020, meeting. The checklist is located here: [GA Checklist](#).

Feel free to reference the Mock General Assembly video as an example of how this virtual assembly will go: [Mock General Assembly Video](#).

## **ZOOM Platform**

**KEY  
STEP**

Please download/upgrade your Zoom account on your computer/laptop **before November 7**.

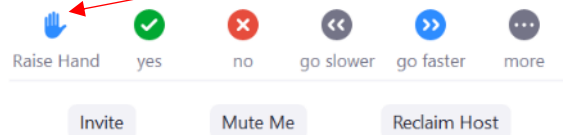
Please plan to attend our GA via a laptop or computer as your mobile device will be needed for the polling app during the GA meeting.

Depending on your internet service and location, this download could take some time. Please do not wait until the last minute to download Zoom. To get started and download the ZOOM platform in advance now, use these helpful links below:

- A. [Getting Started With Zoom](#)
- B. [Frequently Asked Questions](#)
- C. [Joining a Meeting](#)

## Speaking During the Meeting

- During the meeting, your camera and microphone should be “**Off**” or “**Muted.**”
- If you have a question, or need to speak, please **raise your hand**. The speaker will invite you to unmute yourself to speak. Please mute yourself again once you are finished speaking. To raise your hand, click on “Participants” at the bottom of the ZOOM Screen. The participants tab will appear and at the bottom you should be able to click the blue hand to “raise your hand.”



- You will know your hand is raised when you see a blue hand next to your name on the Participant list.



## General Assembly Meeting

- When you register for the Annual Conference held on November 7, all registrants will receive a Conference Schedule containing Zoom links to each event. Click on the Zoom link associated with the appropriate business session to join the General Assembly.
- Please join us for the General Assembly at least **30 minutes before** the start of the meeting. The Sergeant-of-Arms will need to verify voting members as you enter ZOOM’s virtual waiting room.
- Once signed into the meeting on November 7, 2020, please make sure your name is presented as your **FirstName LastName (e.g., Jane Doe)**.
- Refer to the General Assembly Agenda located on our website here: [General Assembly Agenda](#).

## [Making a Motion](#)

If you know in advance of the General Assembly, that you would like to make a motion, we humbly request (and strongly encourage) that you submit your motion form in advance of the November 7, 2020, meeting. Sending the motion form in advance to the Secretary of IDHA allows us to have clear verbiage in advance and will keep our virtual meeting moving as efficiently as possible.

**IMPORTANT:** Sending your motion form in advance **does not mean** your amendment will be considered. **You must still make a verbal motion during the General Assembly meeting (at the appropriate time) for your motion to be considered.**

If you would like to make a motion during the General Assembly and you did not prepare anything in advance, you will be expected to submit your motion electronically to the secretary after your testimony is complete.

The 2020 IDHA General Assembly motion form is located here: [GA Motion Form](#). Similarly, the General Assembly Standing Rules Amendment Form is located here: [GA SRA Form](#).

Please send forms to IDHA Secretary Sharon Paterson at [paterson4idha@gmail.com](mailto:paterson4idha@gmail.com) and copy IDHA's Executive Director Barb Owens ([indhacentraloff@gmail.com](mailto:indhacentraloff@gmail.com)). You will receive a confirmation that your motion or amendment form was received.

## [Balloting for Election of Officers](#)

- Electronic balloting (for contested positions) will take place via Qualtrics.
- **Voting Members Only:** You will receive an email from Qualtrics on November 7, 2020, to vote for the election of officers **if any of the IDHA positions are contested**. Your vote will remain anonymous to Qualtrics and IDHA leaders and staff.
- **NOTE:** If there is no contested position for elected officers, there will be no need for the Qualtrics survey.

## [Poll Everywhere for Voting on Proposed Bylaws \(PBY\) and Proposed Resolutions \(PR\).](#)

**KEY  
STEP**

- *Poll Everywhere* is the application IDHA selected to allow members to vote during the General Assembly. Please download this application to your phone before November 7. Instructions follow.
- In preparation for the IDHA General Assembly during the Annual Conference, Saturday, November 7, 9:00am–12:00pm (Business Session I) and 4:15pm–5:00pm (Business Session II), you will be receiving an email with a link directing you to complete registration with *Poll Everywhere*. *Poll Everywhere* will allow you to vote during the General Assembly.
- If you have difficulty with downloading the *Poll Everywhere* App on your mobile device, please contact staff at [indhacentraloff@gmail.com](mailto:indhacentraloff@gmail.com) **before the General Assembly meeting** on November 7, 2020.
- As a reminder, **only voting members can vote** and will receive an invitation to participate in the polling during the General Assembly.
- Voting members are **NOT** to share their *Poll Everywhere* links.
- If anyone other than a voting delegate votes, the Speaker of the House will announce that an unidentifiable vote was cast by persons not entitled to vote and remind the House that only voting delegates shall be voting. If an unidentifiable vote is cast but does not affect the results of the vote, we will not retake the vote. If there is any possibility that such votes might affect the result, the entire vote is null and void, and a new vote must be taken.

**SEE INSTRUCTIONS ON NEXT PAGE**

# Instructions on How to Download the *Poll Everywhere* App on Your Phone

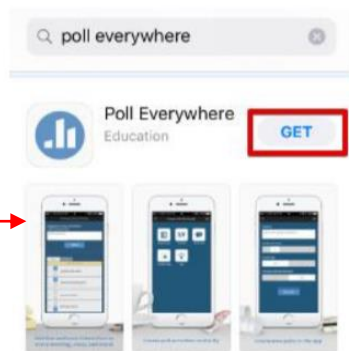
**PLEASE COMPLETE BEFORE  
NOVEMBER 7 GENERAL ASSEMBLY**

**KEY  
STEP**

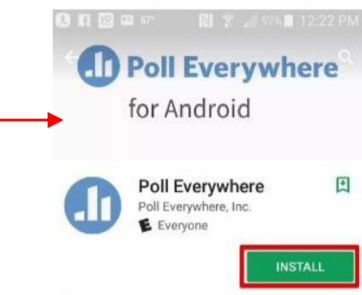
Download the Poll Everywhere App

## Step 1: Install

Open the [Apple App Store](#) or [Google Play Store](#), depending on your device, and search for Poll Everywhere (if you're reading this from a mobile device, the previous links will take you right to the Poll Everywhere page in the respective store). Once at the Poll Everywhere page tap the Get (for iOS) or Install (Android) button to install the app.



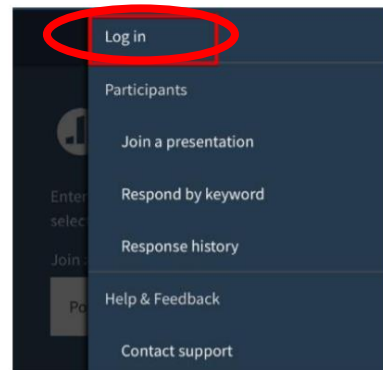
Apple  
phone



Android  
phone

## Step 2: Log in

Click the menu button in the top right corner of the app, select Log in from the list, and enter your credentials.



## Step 3: Enter presentation name: **barbaraowens150**

