

Tuesday, July 27, 2010
EAC Standards Board
VIRTUAL MEETING PROTOCOL GUIDE

Overview:

To participate and vote in the meeting, you will need to be logged on to WebEx (see **I. WebEx** on page 1 below) and the Audio Bridge (see **II. Audio Bridge** on page 3 below), and have a browser open for the voting page (see **III. Voting** on page 4 below).

To view the video feed of the meeting, you will need to watch the live webcast:
<http://mediasite.yorkcast.com/webcast/Viewer/?pcid=bb883d861d0f43f2aeb7a6246b77aebd>
(see **IV. Miscellaneous** on page 6 below)

I. WebEx:

- 1) Copy and paste the link for the WebEx into your browser's address page.
- 2) When you enter your name, please enter as follows: First Last – STATE.
- 3) Enter your e-mail address.
- 4) Click "Join Meeting."
- 5) If you get a security page, click the blue button to immediately join the meeting; OR click the yellow bar at the top of the browser page and allow the download of the ActiveX.
- 6) When you are in the meeting, on the right hand side of your screen, in the top right corner, please ensure that the Chat and Participants buttons are clicked (showing in blue) – this will allow the participant list and chat box to be shown in your screen.
- 7) If an application is being shared on your screen, and you cannot see your chat or participant list, please look to the lower right corner of your screen. You will find a player with a big blue round button on the left side with a return arrow. The chat bubble symbol will show your chat screen if you click on it, and the symbol of two people will show your participant list if you click on it.
- 8) When you would like to be recognized to speak, click the "Raise Hand" button and send a chat message to EVERYONE (choose from the drop down menu in the chat portion of the screen) that reads "Hand" followed by your name and state: Hand – First Last State.

- 9) If you decide you no longer wish to speak, click the “Lower Hand” button and send a chat message to HOST/PRESENTER that reads “Unhand” followed by your name and state: Unhand – First Last State.
- 10) The Chair will recognize you when it is your turn to speak – clearly pronounce your name and state before speaking to assist with the transcription process.

II. Audio Bridge:

- 1) Dial the toll-free number using the procedures in your office for dialing outside lines
- 2) When prompted, type in the password, followed by the pound (#) sign (provided in your meeting access information).
- 3) When prompted, enter the individual identification number, followed by the pound (#) sign (provided in your meeting access information).
- 4) To mute the audio bridge, press *6.
- 5) To unmute the audio bridge, press *6.
- 6) Please refrain from putting the audio bridge on hold. However, if you absolutely must take a call on another line during the meeting, mute the audio bridge before placing the line on hold. This will keep any hold music from disturbing the meeting.
- 7) Generally, please keep your audio bridge muted, unless you have been recognized to speak by the Chair.
- 8) You may want to have an office message during the meeting requesting people contact you via e-mail.

III. Voting:

- 1) Roll call will occur at the beginning of the meeting and the voting period, over the phone. Roll call will be conducted alphabetically by State, with the State representative called and then the local representative. That is, the Vice-Chair will call: Alabama – Name of State Representative, Name of Local Representative; Alaska – Name of State Representative, Name of Local Representative; Arkansas – Name of State Representative, Name of Local Representative, etc.
- 2) Each bylaw amendment, resolution, or resolution amendment will have its own voting period.
- 3) The link for the voting period will be sent at the beginning of each voting period, via the chat screen on the Webex.
- 4) Open a second browser window, then copy and paste the voting page link into the address bar. You may need to toggle between windows on your screen to maneuver between the meeting information and the voting page– for example, on a PC, in Windows XP, you may toggle between open windows on your screen by holding down the ALT key and pressing TAB to move between windows. A Mac user may be able to toggle between screens by pressing Command and TAB (Command is the key next to the spacebar with the Apple logo or the “cloverleaf” on it). Different computers and operating systems may have different shortcuts to toggle between windows, and it is best to look up the shortcut for your operating system and computer.
- 5) Voting periods will last at least five minutes.
- 6) There will be a countdown clock to let you know how much time remains in the voting period. The countdown clock on the voting page is the clock of record for the voting period. Please do not rely on any other clocks for determining how much time you have left in a voting period.
- 7) To vote, enter in the PIN provided prior to the meeting. Each Standards Board member has a single PIN assigned to him or her.
- 8) Choose your voting option: Yea/Nay/Abstain and submit your vote.
- 9) When your vote has been submitted, the next screen will thank you for your submission.

- 10) If you are handling a proxy vote for a Standards Board member, you must reload the voting page (you can copy and paste the link again into another open browser), enter the PIN provided for the appropriate Standards Board member, choose an option and submit the vote.
- 11) Each PIN will only be able to vote once during a single voting period. Once you have submitted your vote, you will not be able to change your vote.
- 12) Approximately one minute after the close of the voting period, the results of the vote will be provided to the Standards Board to determine passage of a bylaw amendment, resolution or resolution amendment.

IV. Miscellaneous:

- 1) You will be able to log onto the Webex and the Audio Bridge at least 20 minutes prior to the meeting. Please log on at your earliest convenience so that we may promptly start the meeting at 1:00 pm Eastern.
- 2) In order to establish quorum, there will be roll call over the Audio Bridge at two points in the meeting: at the opening of the meeting and at approximately 5:30 pm Eastern, at the beginning of the Bylaw amendments and resolutions period. Please see the first item under voting to review how the roll will be called.
- 3) All resolutions will be available on the EAC website, will be provided prior to the meeting, and Standards Board members will be able to view the resolution during the voting period. However, any resolution amendments, resolutions over two pages, or amendments to resolutions over two pages, cannot be shown in the entirety on one screen during the voting period. If that is the case, at the beginning of the voting period, the document in question will be sent to all Standards Board members via e-mail, so that you may access it from your e-mail.
- 4) Meeting materials are available directly at:
http://www.eac.gov/about_the_eac/standards_board_july_2010_meeting_materials.aspx
- 5) Members of the public may observe the meeting in real-time by going to www.eac.gov and accessing the Standards Board virtual meeting from the homepage. The link for the live webcast will be available on the day of the meeting. This webcast is the only way to see video of the meeting and presentations. The direct link for this live webcast is:
<http://mediasite.yorkcast.com/webcast/Viewer/?peid=bb883d861d0f43f2aeb7a6246b77aebd>
- 6) The Webex itself will not have video feed. If you want to watch the meeting, please open the webcast in a separate browser window and place the webcast audio on mute as there is a slight delay between the webcast and audio bridge.