Ohev Sholom Annual Meeting
8/3/2020 @ 8:30 PM

Instructions to Register

1. Click on the registration link: https://bit.ly/3ibHLVy

2. Fill out your name and answer the membership question. (Note: Participation is available to all members. However, to be eligible to vote at the annual meeting, you must be a member in good standing. If you have any questions about your status, please email Monica.Wolfe@ostns.org.)

3. In households with multiple members, each member who wishes to vote should register individually on separate devices.

4. You will receive a confirmation email with the meeting registration details within 72 hours. **Please do not forward or share this email with anyone else.**

5. Registration closes 24 hours before the meeting.

6. When you log in, you will initially be placed into a waiting room while the moderator confirms your registration. If prompted for a password, please use the password provided in the confirmation email.

Instructions for Zoom Meeting

The following tips should help you navigate the Ohev Annual Meeting on Zoom. PLEASE NOTE: If you need help using Zoom during the meeting, please text Monica Wolfe at 301-830-2225 or Harris Cohen at 847-769-1099.

Speaking/Mute Controls
- All attendees are muted. Your microphone or phone icon should have a slash through it to indicate that you are "muted."
- Please remain muted unless you have been called on to speak by the Chair and you are unmuted by the Tech Co-host (Monica).
- If you have been unmuted, the red slash on your microphone or phone icon will disappear.
- To ask a question or make a comment, please use the chat feature to indicate that you'd like to speak and the general topic.

Voting
- The Chair will state what is to be voted on (e.g. candidates for election to the Board).
- The Recording Secretary will announce and record the vote.
- Please ensure the Zoom name of the device you are using includes your full name.

How to vote

We intend that voting will take place by Zoom poll.
- Each device logged into the meeting will receive a poll. (Note: Multiple members per household should register/sign-in on their own device so they may each vote)
- Vote by clicking on the choices per the instructions provided.
- Click "Submit".
- If you are dialing in, rather than using Zoom, you will not be able to using the voting feature.