



Special Delegates Meeting

August 15-16, 2020

12-5 pm EDT

Via Zoom

Welcome to the US Chess Special Delegates meeting. This is a first for our organization, borne out of special circumstances that forced the cancellation of the 2020 US Open and its many side activities, including the annual membership and delegates' meetings. This document will serve as your one-stop-shop for all information related to participating in a virtual meeting. Together with the [Special Delegates Bulletin](#) (this year's version of the Delegate's Call) and the [webpage](#) dedicated to the Special Delegates Meeting, everything you need for the meeting is covered.

We appreciate your flexibility and patience as we bring you a productive and participatory meeting under difficult circumstances.

Delegate Substitutions

All Delegate names are submitted to the US Chess Governance Coordinator. Any Delegate who is unable to participate must resign in writing by emailing governance@uschess.org before he or she can be replaced. With the exception of resignations, changes to a state's roster of delegates must be approved by an email from the President of the State Affiliate. All requested Delegate changes must be submitted by Thursday, August 13 at 11:59 pm CDT.

Registering for the Meeting

Each day of the 2-day Special Delegates Meeting will require a **separate** Zoom registration. The registration link will be sent out at least 6 hours before the scheduled start of each day's meeting. Watch your inbox for a message from governance@uschess.org as it will contain the registration link for that day's meeting. Once you register, Zoom will provide you with your credentials to access that day's meeting. Please do not share your credentials with any other Delegate or individual. Note that Alternates are not permitted to attend the Delegates meeting even though they were allowed to attend town halls.

If you need to step away from the meeting for more than a few minutes, we ask that you log out of the meeting and rejoin when you are able. This helps us keep track of our quorum. The link you use at the beginning of the day will continue to allow you to access the Zoom meeting throughout that day.



Meeting Support Tools

We will use a combination of tools throughout the meeting. In particular, we will make use of **Email**, [Zoom](#), [Slack](#), and [Google Docs](#).

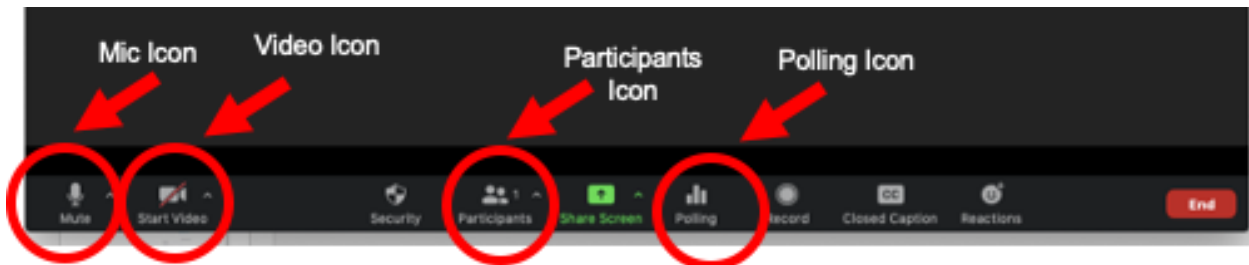
Email will be the required method for Delegates to offer amendments to motions. Please send all proposed amendments to cmeyer@uschess.org. Proposed Amendments will be added to Google Documents and shown to all Delegates.

Zoom will be the platform we use to connect each of us during the Special Delegates Meeting. [Sign up](#) for your free account. Download the [Zoom App](#) for the best experience.

Slack is a tool that allows Delegates to discuss issues that are on the Special Delegates Meeting agenda. Sign up for the Slack Workspace [here](#). This is optional.

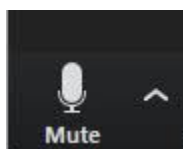
Google Docs will be used to feature the motions under consideration during the Special Delegates Meeting. It also will be used to track the list of Delegates seeking recognition to speak to motions.

Zoom Features



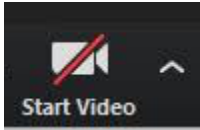
The Zoom Toolbar shown above (your toolbar might have fewer buttons to choose from but the relevant icons will be the same) is your guide to participating in the meeting.

Zoom is an online meeting platform that provides tools to approximate what meeting in person does. These features also allow the Chair to conduct an orderly meeting by applying best practices (Roberts Rules) to the online environment. Your Zoom window will have a similar toolbar at the bottom of the window. Please familiarize yourself with the following features we will be using during the meeting:



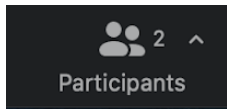
Microphone

Use your mouse to click the icon to turn on/off your microphone. Your default status will be muted and you will only be able to unmute when allowed to do so by the Chair of the meeting. When you are recognized to speak by the Chair of the meeting, you will be prompted on screen to unmute your microphone.



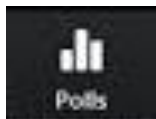
Video

All Delegates are required to have the video feature on during the meeting. You can click on the video camera icon to turn your video on/off.



Participants Window -> Raise Hand

Within the lower portion of the open Participant's Window, you will find The Raise Hand (and Lower Hand) feature. This feature is what you will click to be recognized to speak during the meeting. When you use this feature, your name will appear to the meeting hosts in the order in which your hand was raised. The Chair will recognize you to speak in the order in which your name appears on the list.



Polling Icon

The Zoom Polling (Voting) feature allows us to conduct votes on motions in real time during the meeting. The results of the vote are automatically calculated when the poll is closed and the results will be displayed on screen for the Delegates to see.



US Chess has created an optional Delegates Virtual Background for Zoom to use during the meeting. Download your Delegates Background [here](#). You can set up your background in the Zoom App by clicking on the gear icon (or your initials on MacOS) in the upper right corner and choosing Settings. Choose Virtual Background from the list and click the "+" (Plus Sign) to add the background image. (More instructions [here](#).) Zoom [Virtual Backgrounds](#) have [minimum system requirements](#) that must be met to use the virtual background feature. (You do NOT need to have a virtual background.)

We encourage all Delegates to set up a free account on Zoom, download the free app and practice using the platform (<http://zoom.us>). Zoom has slight variations across devices and operating systems (and participants v. hosts) and you should become familiar with the key features prior to the Special Delegates Meeting.

If you happen to get disconnected during the meeting, don't panic. You can restart your application (or browser) and log back onto the meeting using the same credentials you used at the start of that day's meeting.

Meeting Policies

1. [Roberts Rules, Newly Revised](#), will be used to run this meeting. Please take the time to familiarize yourself with them. US Chess has made specific adaptations for this meeting that can be found [here](#).
2. No roll call will be taken. A quorum will be established by counting participating Delegates as they enter the Zoom meeting.



3. The meeting is strictly limited to Delegates only, so please **do not share the registration links or links to sessions or other materials** with anyone.
 4. Every Delegate must have his/her own registration for each day of the meeting. This allows for full participation in the meeting, including voting.
 5. Use the Rename feature in the Participants window to put your state after your name.
 6. Your audio will be muted by the host throughout the meeting except when you are recognized to speak (see Microphone above).
 7. Delegates are required to be on video so that the integrity of the meeting can be validated through confirmed participation by named Delegates.
 8. If you are disconnected from the meeting for any reason, it does not invalidate the meeting's proceedings in any way.
 9. The Special Delegates Meeting will be recorded by US Chess.
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Other Meeting Information

- Meeting will begin promptly at 12:00 pm EDT both days.
 - A break is scheduled each day about midway between the 12 and 5. The break will be approximately 1 hour and is taken at the discretion of the Chair.
 - Feel free to take brief breaks (< 10 minutes) as needed from the meeting.
 - Make sure your computer operating system is the most recent version.
 - Be sure that your Zoom client (application) is the most current version.
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