

### **Annual Meeting “Cheat Sheet” for Zoom attendees**

**Zoom** – Please connect to the Zoom meeting using the information provided via email. Please enter your name when connecting so we can associate your name with your session.

**Mute microphones** – Please keep your microphone muted unless you are asking to be or have been recognized by the Chair to speak.

**To speak** – To request recognition from the Chair, unmute your line and say that you would like to speak. Please wait to be recognized by the Chair before speaking further. If your video is on, you will be spotlighted as you speak.

**Voting** – The Zoom Poll feature will be used to conduct voting should it be necessary.

**Voting for multiple individuals in a household** – To accommodate households where there is more than one eligible voter, here are the options:

- Each vote will be performed via multiple rounds of Zoom polling. If there are multiple voters in the household, one should vote per Zoom poll round, and not more than once per issue or election.
- Multiple devices may be used to connect to the Zoom meeting, and each may be used for one person to vote. HOWEVER, if these devices are in the same location, all but one of the device must have its microphone muted and speaker volume turned off in order to avoid echoes.

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### **Annual Meeting “Cheat Sheet” for Dial-In attendees**

**Dial-in** – Please dial-in using the dial-in information provided in the meeting invitation. After dialing in, please announce your name so it can be associated with your dial-in number.

**Mute Microphones** – Please mute your phone unless you are asking to be or have been recognized by the Chair to speak.

**To speak** – To request recognition from the Chair, please unmute and say that you would like to speak. Please wait to be recognized by the Chair before speaking further.

**Voting** – During voting, you will send a text message with your vote to 425-233-5931. The person receiving these will keep your votes private. If there is more than one eligible voter, each voter can submit a text for voting.