

R.A.W. 2008 General Meeting ParaChat Instructions

Entering The Rooms

1) Click the 'R.A.W. Chat' link or go to <http://www.reggaeambassadors.org/chat>

2) Enter a username and click the 'Connect' button

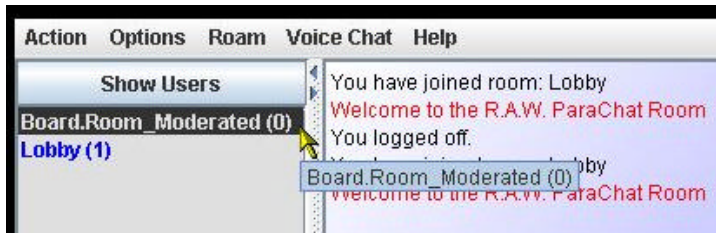
Initially, you will be connected to the 'Lobby' room. There are no restrictions on the Lobby area. It's the perfect place to practice with the chat interface. When you're ready to enter the Board Room;



3) Click the 'Show Rooms' button



4) Double-click 'Board.Room_Moderated'



How To Chat

The Board Room uses 'Open Moderation'. Upon entering, you will notice two text fields at the bottom of the screen. The top field is the 'Ask' field and the bottom is the 'Send' field.



The 'Ask' field is used to submit requests to be recognized to the Moderator.

The 'Send' field is used **AFTER** being recognized by the Moderator to submit text to the entire room.

NOTE: Users who use the 'Send' field to submit text to the room, without being recognized by the Moderator, will be gagged. Once gagged, text submitted via the Send field will show only on the gagged user's screen. Gagged users can still communicate with the Moderator[s], however, via the 'Ask' field.

GENERAL BOARD ROOM PROCEDURES

REQUESTING ATTENTION FROM THE MODERATOR

- To request the floor (3 minutes) - type !
- To submit a question (2 minutes) - type ?
- To submit a comment (1 minute) - type +

MAKING MOTIONS

To make a motion, you must:

- 1) Request the floor
- 2) Be granted the floor by the Chair

PUTTING MOTIONS

- 1) Once a motion has been submitted, the Chair must ask for a second.
(NOTE: The Chair cannot 2nd motions.)
- 2) If no one seconds the motion, it dies.
- 3) If anyone seconds the motion, the question is opened up for debate and participants must request the floor. During debate of any motion, the one with the floor can offer thoughts, comments or amendments. If an amendment is offered, it must be submitted as a motion, which follows the same process as the original motion, beginning at step 1).
- 4) so long as no amendments to a motion are pending, any member may move to vote on that motion.

VOTING

- 1) The specific details of any motion must be stated before calling the Roll
- 2) For the sake of clarity, votes should be submitted one at a time. There should be no chatter in the main room during the Roll Call. The Secretary will call the Roll and will wait a reasonable amount of time for each member to cast their vote. If any member fails to vote within a reasonable time after their name is called, the Secretary moves to the next member on the Roll.
- 3) Once the Roll has been called, the Secretary tallies the votes and reports the count as follows:
x Yays (or Ayes), x Nays, x Abstaining
(NOTE: The Secretary does not declare a motion passed or failed, or make any comments other than stating the count.)
- 4) The Chair, upon seeing the tally, announces the results of the vote and proceeds with the meeting's business.

ADJOURNING

Typically, a motion to adjourn is voted on immediately without debate... unless, there is an unfinished question pending OR a fixed time to reconvene has not been set. In either of those cases, the motion to adjourn is open to debate like other motions. If the Agenda for the meeting was not completed before adjournment, it is taken up again where it left off at the next meeting - immediately after the ratification of the minutes.