

For visitors:

Meeting visitors are responsible for complying with the following policies adopted by the LNC:

Policy Manual Section 1.02.4 says:

"LNC meetings are open to Party members, except while in Executive Session. However, participation is not permitted except by majority vote of the committee."

Policy Manual Section 1.02.7 pertaining to Electronic Meetings contains the following provisions that are particularly relevant to visitors:

- i) Each participant must accurately identify himself by name when joining the meeting. Videoconference participants other than members or alternates of the committee must precede their sign-in name with "zz" so as to group them at the end of the alphabetical participant list.
- j) Electronic meeting participants must try to eliminate, as much as possible, background noise, echoes, and call waiting interruptions. Participants shall not place their telephone connection on hold if the system has music or messages playing while in that mode.
- k) All participants legally consent to having the meetings recorded, should the committee opt to do so.
- n) If the committee permits, participants other than members or alternates of the committee may observe videoconferences using Adobe Connect (and not by a toll-free number) with their web cameras off and their microphones muted.

For LNC members/alternates only:

Teleconference Backup Option. As explained below, joining by computer videoconference is the best way to fully participate. If circumstances mean that you need to participate via telephone instead of via videoconference, you need to contact me in advance of the meeting so that I can:

- 1) provide you with the dial-in number, and
- 2) configure the videoconference to connect to the teleconference before the meeting starts

There are several drawbacks to just using the telephone connection, so participation via internet is strongly encouraged. Phone participants can't raise a silent electronic hand to request recognition to speak. They just have to interrupt someone to let the chair know they want to speak. We use electronic status indicators to vote, so if someone is on the phone, we have to remember to get their vote verbally while others vote electronically. Phone users can't see chat messages from others. They can't see whose hands are raised. They can't see any materials

displayed on the screen. You do miss information if you're telephone only, so please join via web if at all possible.

Special Rules. The LNC's rules for electronic meetings can be found in Policy Manual Section 1.02.7, and you should review them prior to the meeting.

Equipment. To fully participate by web with both video and audio in an electronic meeting, you need the following:

- 1) a computer with high-speed internet access, with the aforementioned web browser add-in installed, and with your software versions tested and approved at the link in the meeting invitation above. If you have a slow connection (like a cell tower) the audio/video may cut in and out for you.
- 2) a webcam to transmit your video. It is possible to participate without a webcam, so long as you have a separate microphone. Even if you have a webcam, you're not obligated to turn on your video transmission if you're in your pajamas, or it's bogging down your internet connection, etc. You can turn on your microphone and your webcam independently in the Adobe Connect meeting room. You can still use the microphone on your webcam even if your video feed is off.
- 3) a microphone to transmit your audio when you speak. Most webcams have microphones built in, and that will work just fine. If yours is a video-only webcam, then you need a separate microphone plugged into the microphone jack on your computer.
- 4) It is **VERY IMPORTANT** that you use earbuds or headphones plugged into your computer's headphone jack to listen to the meeting. Yes, you can hear fine through your computer speakers, but the problem is that after the audio comes out through your speakers, it feeds back in through your open microphone and re-transmits the audio to other participants, creating an echo. Echoes are maddening and disruptive for the other participants. If you already have earbuds for a phone or iPod, that will work. Mine cost a whopping \$5, and they work great. \$5 ones are readily available in the gadget sections at many types of stores. You don't have to spend \$50 on fancy headphones.

If you attempt to participate via the web but without either webcam or a separate microphone, well, you will be able to hear us, but we won't be able to hear you, and that's a problem. You would be able to raise your electronic hand in the meeting, but your only means of communication would be to send us written messages in the chat window, which we may or may not notice, and I don't think that's adequate. If you have neither webcam nor microphone, you really should use the telephone connection instead, and as noted above, you must notify me in advance that you need it.

Mobile Participation. Even though it is technically possible to use a mobile device to join one of these meetings, you are mistaken if you think you can participate meaningfully while driving down the road in your car and connecting with your iPhone/iPad. It's dangerous. You can't pay attention to anything shown on the screen, and even the audio won't have your full attention because you're driving. Raising your hand, or voting, or trying to adjust your microphone is the

equivalent of texting while driving. You're much more likely to lose your connection as your signal is transferred from one cell tower to another. Etc.

Quiet Location. You should make arrangements to be in a reasonably quiet location. Don't be in a bowling alley or a night club or a grocery store. Children should be supervised by someone else in another room. Barking dogs or other noise-producing pets should be put in another location where they won't be heard by the rest of us.