



# 2021 Virtual Texas State Conference Voting Delegate Information

## TIMELINE

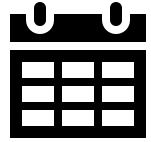
**March 3:** 2021 Virtual Texas Area Conference Registration Deadline

**March 23:** **TWO emails will be sent to chapter advisors for distribution to Voting Delegates for the State Business Session.**

- Zoom Invitation email for Voting Delegate Check-in and orientation
- Simply Voting Credentials email containing log-in information for using the voting platform.
- If you do not receive these emails, **check with the chapter advisor first**, then, if necessary, contact [kelly.cowan@texashosa.org](mailto:kelly.cowan@texashosa.org) by March 24. **Any requests for Zoom Invitations and/or Simply Voting Credentials cannot be addressed after March 24.**

**March 25:** Business Session (10:00am CST)

- **Voting Delegates must be available to attend the Business Session, March 25, at 10:00am-11:30am CST.**
- Live Streaming (see [texashosa.org](http://texashosa.org) for link)
- Voting Delegates are required to use the Zoom Virtual Platform for check-in and orientation. **Delegates will be required to remain logged-in to Zoom for the duration of the Business Session.**
- **Delegates will need to view the live stream of the Business Session while remaining logged-in to Zoom.**
  - The live stream of the Business Session will NOT be shown through the Zoom link.
  - More than one device may be used by Voting Delegates during the Business Session.



## ZOOM

- For a seamless event experience, voting delegates should download Zoom ahead of time to the device they plan to use for the event.
- Voting Delegates should change/setup the “Display Name” in the Zoom account they plan to use as follows:
  - Area \_\_\_ Last Name, First Name
  - The name used for conference registration must be used, with the Area # coming **before** the name. Using the same name will ensure event staff recognize you and will admit you seamlessly into the live event.
  - If possible, please have your display name set up as above PRIOR to logging into the meeting.
- 15 minutes before the scheduled business session, competitors should click on the Zoom meeting link in this email and enter the password for the meeting. Delegates will be placed in a virtual “waiting room” and must wait to be admitted by the event staff. **PLEASE BE PATIENT AS ALL VOTING DELEGATES ARE ADMITTED TO THE MEETING.**
- If you have trouble connecting to the Zoom meeting, call 832 860-2552 for assistance.

- If you get logged off in the middle of the event for some reason, immediately try connecting to the Zoom link again to re-enter. If that does not work, keep trying and call 832 860-2552 for assistance.

## **PRIOR TO THE DAY OF THE BUSINESS SESSION:**

- View the Officer Candidate Videos located at [www.texashosa.org](http://www.texashosa.org). Click on the Officer Zone tab at the top of the screen, then scroll down to State Officers. Click on videos under the State Officer's picture. The candidates you will be voting for will have a link posted to view their video introduction. It is a good way to meet the candidates. Be sure to talk with members from your chapter to see who they think would best serve at the area/state/international levels!
- Read the attached Virtual Business Session Special Rules. These will be addressed in the Business Session.

## **SIMPLY VOTING LOG IN CREDENTIALS**

- Voting will occur online using Simply Voting. **Voting will not be opened until all campaign speeches are heard during the Business Session.**
- **Chapter Advisors will receive an email from Simply Voting March 23 to distribute to Voting Delegates.**
  - **This email will contain the log-in Member ID and password for the voting platform.**
  - **Please check with the chapter advisor first, then, if necessary, email [kelly.cowan@texashosa.org](mailto:kelly.cowan@texashosa.org) by January 24, if you do not receive this email. **Any requests for Simply Voting Credentials cannot be addressed after March 24.****
- Once obtaining the log-in credentials from Simply voting:
  - Enter [Texashosa.simplyvoting.com](http://Texashosa.simplyvoting.com) in your browser.
  - Using your voting delegate log-in credentials from Simply Voting, enter the 5 digit number which is your Elector ID.
  - Enter your password. It is a combination of 5 letters, numbers, or both, given by Simply Voting.
  - Proceed through the ballot selecting your candidate of choice.

## **VIRTUAL BUSINESS SESSION – SPECIAL RULES**

1. Voting Delegates must remain signed-in to the virtual meeting using their full name, division, and abbreviated state for recognition and inclusion in the minutes. Voting Delegates must also participate for the duration of the meeting.
2. Voting Delegates are responsible for their connection to the Internet and teleconference; no action will be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented their participation in the business session provided that at least a quorum of members was connected, and the appropriate voting threshold was achieved.
3. The chair may cause or direct the temporary disconnection, or muting, of a person's connection if it is causing undue interference with the virtual meeting. The chair's decision to do so will be announced during the meeting and recorded in the minutes.
4. To seek recognition by the Chair, a Voting Delegate will use his or her "raise hand" icon. Upon recognition, Voting Delegates must have a charged cell phone or tablet to use to vote. Voting will be done via the "Simply Voting" platform.
5. Voting Delegates should mute their microphone when not speaking to avoid interference and

unintended background noise. Everyone else should remain muted unless called upon by the Chair.

6. To seek recognition by the Chair, a Voting Delegate will use his or her “raise hand” icon. Upon recognition of a member, the Chair will lower all “raise hand” icons.
7. If a Voting Delegate would like to claim preference in recognition, the Delegate may unmute their microphone and raise a point of order.
8. A Voting Delegate intending to make a main motion, offer an amendment, propose instructions to a committee, or make a motion that under the rules may interrupt a speaker, will, before or after being recognized, post the motion in writing to the chat window designated for everyone.
9. The chat window is restricted to the following purposes: a) to provide a link to a document that cannot be displayed on the screen; b) for voting information; c) any nominations from the floor; d) any purpose stated in Special Rule 8.

## **PARTICIPANT SAFETY**

Participant safety is a top priority for HOSA. Zoom.us is the video and virtual conferencing platform that will be used to conduct many HOSA Virtual Area Spring Conference components, including competitions and area officer applicant interviews. Several restrictions will be used to protect participants in the platform. Every individual competition room used will have a unique passcode. That passcode will only be made participants in the event. The ability to use Zoom backgrounds will be turned off. The ability to share screens and file share through the chat will be turned off. Waiting room features will be turned on for all events, so only authorized participants and staff will be granted access. The Private Chat feature will be disabled to prevent communication that event moderators cannot see. All judges and competitors will be given a strict naming process that must be used in each event so that all persons may be easily identified. Finally, conference staff and competitive event volunteers will be monitoring all Zoom rooms during events. They will quickly remove anyone violating competition policy. Competitors may report disruptions to the conference helpline, where staff will be prepared to handle any problems immediately.

## **DRESS CODE**

As Future Health Professionals, HOSA members should present themselves in a professional manner for all recorded video presentations and/or live events as part of the Texas HOSA Virtual Area Spring Conference; HOSA uniform will be expected for Texas HOSA Officer Candidates.

## **SECURITY & ETHICS**

All competitors are required to review the Virtual Texas Area Conference Security and Ethical Statement found [HERE](#).