

MISSOURI LIONS DISTRICT 26-M4 ZOOM PROTOCOL

The administrator for this district's Zoom will be the IT Chairperson Devon Campbell. Requests to use the Zoom should be sent to pathfinderalexn7@gmail.com. A copy of all requests will be sent to the District Governor.

The rules are as follows:

- ❖ The Zoom must be requested a minimum of 10 days ahead of your planned meeting time.
- ❖ To be granted Zoom access, you must provide the following:
 - ✓ Who is requesting the Zoom (club, district committee chair, or individual Lion); please include the type of function (regular meeting, party, coup de tat, etc.).
 - ✓ The requested day and time you wish to use the Zoom and an alternative as meetings are first requested, first served. If neither time is available, you will be contacted to work out an available time.
 - ✓ A Lion member designated as the Emcee, this person should be the leader of the meeting; and an alternate Emcee, just in case.
- ❖ One of the Emcees must be online at least 10 minutes prior to the meeting time, or before the admin. In the event that neither Emcee is online, the meeting will be canceled for that time and the Zoom will need to be re-requested.
- ❖ All meetings will be set for 1 hour 30 minutes, unless more or less time is requested at the beginning of your process.

We hope you all are able to use this at some time or another. If there are problems with your request (e.g. The emcees are running late, a scheduled meeting needs to be moved/canceled) please contact the admin, we will attempt to help with the best of our abilities. Thank you!

Lion Devon Campbell

26-M4 IT Chairman, Self-Appointed Jack of All Trades