



WESTERN

PROFESSIONAL SKI INSTRUCTORS OF AMERICA
AMERICAN ASSOCIATION OF SNOWBOARD INSTRUCTORS

**MEMBER FORUM 12.19.2023 | 5:00 PM PACIFIC TIME
KNOW BEFORE YOU GO**

BEFORE THE EVENT:

1. Be sure you are registered under your name and membership account. The registration roster is how we will track attendance and establish the quorum. Register [HERE](#) if you have not already. Registration closes 12.17.23.
2. Review the changes to the bylaws, that information can be found [HERE](#).
3. Review the board's rationale for the changes, available [HERE](#).
4. Please use [THIS](#) worksheet to organize your thoughts and voting intentions for each subsection.

WHAT TO KNOW FOR THE MEETING:

1. Please make sure your **profile name** is updated on your Zoom account to match your member profile, and that you are familiar with Zoom features like how to **submit comments** in the chat and **raise your hand**. Please refer to the "**How to Use Zoom Section**" at the end of this document if you need support.
2. Make sure you are logged into your own device under your own name. Each member will need to be on their own device in order to vote.
3. Please feel free to presubmit questions or comments [HERE](#).

JOINING THE FORUM:

Zoom Link: <https://us02web.zoom.us/j/82434101972?pwd=eXNOTEZQZGVaUFpyZlBHdlZMRndNQTO9>

Meeting ID: 824 3410 1972

Passcode: 922353

Find your local number: <https://us02web.zoom.us/j/kc38TeiXcO>

The meeting room will be open at **4:55 pm**. Please note that everybody will be muted upon entry.

FORUM LAYOUT:

- The meeting will start right at **5:00 pm**.
- The board will call the meeting to order and present the agenda. They will be sharing the potential changes and rationale, then will open the meeting for member questions and comments.
- Everyone is welcome to speak at the meeting. Comments must be **focused specifically on the bylaw changes** and will be **limited to 1 minute per member** in order to allow for everyone to participate. We kindly ask that everyone contribute their thoughts and concerns in a respectful and professional manner, individuals struggling to adhere to this, or providing comments not related to the bylaw changes, will be muted and asked to reframe their comments.
- In order to speak at the meeting, you may **raise your hand**, ask to speak in **the chat**, or **pre submit** your questions/comments [HERE](#). Speakers will be called on a first come, first served basis, and given a 10 second reminder during their allocated minute.



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THE VOTE:

- After the discussion we will hold the vote using a digital polling mechanism. The vote will pop up on your device's screen, built into the Zoom platform. You can select your answers (YES or NO) then click submit. The overall results for each vote will be shared in real time.
- A vote passes if 2/3rds of the quorum present vote yes.
- The first vote will be a straight yes or no vote to accept all changes as proposed. If this vote does not meet the 2/3rds requirement, we will go to a second vote.
- The second vote allows for members to approve all changes EXCEPT for allowing non-members to be appointed to the board of directors. This will allow members to approve all changes but clarify that any board member (elected or appointed) must be an active Western Region Member in good standing. This section was singled out for a secondary vote on the basis of member feedback. If this vote does not meet the 2/3rds requirement, we will go to a third vote.
- The third vote allows members to vote yes or no for each individual bylaw section and subsection. There are 10 selections to make, you must scroll down to view each selection and vote on all 10 in order to submit your vote.
- If at any point you are having trouble with the voting mechanism, please direct message PSIA-AASI W in the chat.

AFTER THE VOTE:

- After the vote, we will call the meeting to a close. We will keep the zoom space open to allow members to submit questions, concerns, and requests for future bylaw changes. These can also be presubmitted [HERE](#). These will form the basis of our March Member Forum where we will focus specifically on member feedback. You can register for the March Member Forum [HERE](#).



HOW TO USE ZOOM:

How to change your name in a zoom meeting:

To change your name after entering a Zoom meeting

1. Click on the "Participants" button at the top of the Zoom window.
2. Next, hover your mouse over your name in the "Participants" list on the right side of the Zoom window you will see "more" click that, then click on "Rename".
3. Type in your name and click done.

Raising your hand in zoom:

1. In the meeting/webinar controls, click **Reactions** , then click **Raise Hand** . The host will be notified that you've raised your hand.
2. If the host allows you to talk, you may be prompted to unmute yourself. While unmuted, your profile picture and name are displayed to the host and panelists. Only your name is displayed to other attendees.
3. In the meeting/webinar controls, click **Lower Hand** to lower it, if needed. This will not mute yourself if you are unmuted.


Note: Users can also raise or lower their hand with the **Alt+Y** (Windows) or **Option+Y** (macOS) keyboard shortcuts.



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Chat:

1. While in a meeting, click **Chat**  in the meeting controls.
2. In the **To:** drop-down menu, select **Everyone**.
3. Enter your message in the chat window.
4. Press **Enter** to send your message.