Southern California Swimming
29000 S. Western Ave., Suite 304, Rancho Palos Verdes, CA 90275

SCS Annual House of Delegates Webinar

Wednesday 11/18/2026 8:15PM PST

Procedures for Virtual Zoom Webinar

❖ PRIOR TO THE WEBINAR:

- All Delegates will need to use the Zoom App on a Zoom-compatible device or computer to participate in the webinar.
- **IMPORTANT to ADD or UPDATE the Zoom App on your device or computer**.
- A **Unique Link** will be emailed from Zoom to those who are eligible to enter the HOD Webinar. **The Zoom link will be sent out by 11:30AM on Wednesday November 18, 2026. Check your SPAM or JUNK folders.**
- **DO NOT share this Unique Link**, as it is proprietary to you only. It is only good for the person it was issued to. If you share it with someone else, then you will not be able to use it. A second person cannot get into the Webinar with that Unique Link. If your link is shared, all individuals using that link will be removed from the webinar.
- Non-delegates will be able to view the HOD webinar on YouTube. The active link will be posted on the SCS website **after the webinar has started**.

❖ ENTERING THE ZOOM WEBINAR:

- **This webinar will be recorded for the purposes of Webinar Minutes use ONLY.**
- **Reminder that you need to have the updated Zoom App on your device or computer**.
- You will **NOT** be able to "call in" using one of the phone numbers, they are disabled. You will use computer (device) audio ONLY.
- You must enter the webinar using the Unique Link that was emailed to you.
- After you enter the webinar, you will be able to see and hear the Panelists on the screen. ***Your Video will be turned off and your Microphone will be muted***. You will not be able to see other participants.
- You are joining the webinar as an Attendee. You will be able to vote and view results.

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❖ ONCE YOU ARE IN THE WEBINAR:

- **REMEMBER this is a House of Delegates Webinar and is a controlled environment.** Robert's Rules of Order Newly Revised governs the conduct of SCS webinars.
- The webinar is being record for the Secretary's use to transcribe the minutes and will not be posted.
- Reminder that your Video will be turned off and your Microphone will be muted. Only the Panelists will be seen and heard.
- **CHAT button is to be used ONLY for Parliamentary Procedures**. You may "use the Chat Option" for Parliamentary Procedures (i.e., Point of Order, Point of Clarification, Seconds for Motions, and other Privileged motions etc.). Chat will be viewable by the Panelists only. (Chat is not to be abused for other reasons)
- **Q&A button is to be used ONLY for Questions**. You may "use the Q & A Option" to send a question to the Panelists. As appropriate, it will either be answered in the Q&A or out loud, at the discretion of the Panelists.
- During the virtual Zoom Webinar, there will also be Non-Voting Board members who will be in attendance. At this time, we anticipate that we will have 2 non-voting members in attendance. The Parliamentarian is not a member and will not be voting. The SCS Office Manager is also not a voting delegate.
- **The 2025 SCS Annual House of Delegates Webinar will be available on YouTube for public viewing.** Note that there may be up to a 30 second delay between the webinar and the YouTube stream. We do not control this. This is a YouTube thing. The delay could be LONGER.

❖ LEGISLATIVE PROCEDURES:

- SCS Officials Chair legislation
- Required LSC changes to the bylaws

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❖ DEBATE, DISCUSSION, SPEAKING PROCEDURES:

- Motions shall be made by the Presiding Officer or Delegate Member.
- All discussion must be relevant to the immediately pending question.
- Members may only speak **ONCE** to each motion.
- Hands will be raised electronically and Delegates will be placed into a list in order.
- The Presiding Officer will recognize speakers in the order of raising their hand.
- The Secretary will give the floor to the speaker.
    - You will then "UNMUTE" yourself when the Secretary tells you to do so.
    - You will have one **(1)** minute to speak.
    - When the one **(1)** minute is over or if you finish sooner; you will be muted again.
- The Presiding Officer/or the Secretary will announce who is "on deck" to speak after the speaker before them steps up.
- **You may only speak ONCE in debate on the same question.**
- ***Note: There can be up to THREE members who can speak "FOR" and up to THREE members who can speak "AGAINST" the motion due to time limitations.***

❖ VOTING INFORMATION:

- Zoom Polling will be used for all voting.
- Reminder – the non-voting panelists will NOT VOTE in the polls.
- The Secretary will launch the Zoom Poll.
    - The House of Delegates will be given one **(1)** minute to vote on each question.
    - Once submitted, you may not change your vote.
    - All motions will appear on separate polls.
    - Choices will be Yes, No.
    - When the one **(1)** minute passes, voting will be closed.
    - Results will be launched after each vote.