OpenMeeting TECHNOLOGIES

Member App Instructions

Request to Speak— when in "Discussion Mode", press the **yellow Request to Speak** button on your device. The chair will be notified of your desire to speak and you can see your order in the queue on the device.

Cancel will remove your desire to speak from the chair's system.

Motion or Second - While in Discussion Mode, touch desired selection.

Voting Mode—When the clerk puts the system in "Voting Mode", that's when you choose your selection for the agenda item via the buttons presented.

Change your mind? No problem, touch the **CHANGE YOUR VOTE** button.

When the meeting ends, you will be signed out of the system and should close the app until next use.