

Roles for PSC Virtual Meetings

Updated: April 23, 2020

Julie Ocken (Host)

Pre-Meeting

- Schedules Zoom webinar.
- Initiates the meeting 30 minutes ahead of start time.
- Sound/video/share screen checks for participants before meeting starts.
- Provides list of testifiers who have signed up to Presiding Officer.
- Re-names testifiers as the log into the meeting.

During meeting

- No video. Mic on mute.
- Takes meeting minutes.

Presiding Officer – Eli Spevak (Co-Host – on video)

- Video on. Mic on.
- Main facilitator - opening meeting, announcing full agenda, moving to next agenda item, etc.
- Monitors and calls on “Raised Hands.”
- Monitors time.
- Manages testifiers (from registration list) – mute/unmute, limit time to 2 minutes.

Director – Andrea Durbin or Joe Zehnder (Panelist – voice only)

- No video. Mic on mute.
- Monitors and calls on “Raised Hands.”
- Help bring meeting along.

Commissioners (Panelists – on video)

- Video. Mic on mute.
- Use “Raise hand” function to speak

Presenters (Panelists – voice only)

Pre-Meeting

- Limit the number of speakers per agenda item.
- Limit the number of “handout” / screens.
- Shares screen for documents or ppt presentation (Julie enables each presenter to do this).

During Meeting

- No video. Mic on mute.
- Use “Raise Hand” function to speak during deliberations.
- Optional - Texting via our cell phones will be our team’s “back channel” for communicating during the meeting. Have your cell phone available, check it periodically, and/or allow for text notifications.

Testifiers (Attendees)

- Muted/Unmuted by Presiding Officer.
- Will be called in order of registration.
- 2 minutes (with flexibility)