

Overview of Virtual Convention Mechanics

Note: Convention participation will work best on a laptop or desktop computer, due to the larger screen and ability to switch between Zoom and Porcupine. If you must participate a smartphone, please make sure you are comfortable with the process of running Zoom and your web browser of choice simultaneously and switching between the apps fluidly.

Credentialing will begin at 8am. Please plan on joining the Zoom meeting and logging into Porcupine (especially if you have never done so before)

First, join the Zoom webinar using the link provided to you. You will be admitted as an attendee, and once credentialed the moderator will promote you to panelist.

Once you are logged into Zoom, open your web browser (Chrome, Firefox, Edge, etc.), and go to <https://porcupine.live>

Log into Porcupine with the email address your Zoom invitation was sent to. If you have never logged into Porcupine before, enter the password you would *like* to use and that will become your password going forward. If, for any reason, you are unable to log in, click on the “Trouble signing in?” link to send a password reset link to your email.

Parliamentary Procedures

Once logged into Porcupine, click on the “Take Action” button in the upper left hand corner and then “Mic Line”. The Mic Line screen is where you spend most your time monitoring and making parliamentary actions as you would from the floor of a physical convention.

There are three different parliamentary action queues: the Agenda Queue, the Interrupting Queue, and the Motion Queue. Click on the “Join” button for any queue to view/execute any of that queue’s actions. Listed below is each queue and its corresponding parliamentary actions:

Agenda Queue:

Enter Agenda Queue

☰	Original Main Motion: new question/subject – Includes Resolutions
🕒	Suspend the Rules
🏠	Adjourn (if no pending main motion)
🏠	Recess (if no pending main motion)
🗳️	Ratify action previously taken without a quorum
👥	Adopt recommendations of a committee
🔄	Reconsider
🔄	Rescind an action previously taken
🔄	Rescind something previously adopted
🔄	Amend something previously adopted
📄	Take from the table
👋	Discharge a committee
❓	Other

Interrupting Queue:

Enter Interrupting Queue

!	Object
👉	Second
?	Raise a question of privilege
📌	Orders of the day
⚠️	Objection to Consideration of the Question
🗣️	Appeal the Ruling of the Chair
?	Request for Information
📄	Point of Parliamentary Inquiry
🗣️	Point of Order
👥	Division of the Assembly

Motion Queue:

Enter Motion Queue

🗣️	Speak For
🗣️	Speak Against
📌	Calling the Question
🕒	Limit or Extend Debate
✎	Amend
☰	Consideration by Paragraph
📄	Division of the Question
🗑️	Withdraw
👤	Nominate
🛑	Suspend the Rules
📌	Fix the time (and place) to which to adjourn
📌	Adjourn (unqualified and cannot dissolve the assembly)
📌	Recess
🕒	Postpone to a certain time
🕒	Commit or Refer
🕒	Lay on the Table
🕒	Postpone Indefinitely
?	Other

Once you click on a parliamentary action, your name and your desired parliamentary action will be entered into the corresponding queue in the order it was submitted to Porcupine.

The Chair will monitor the queue and will subsequently and publicly address each motion in the appropriate order. Priority will be given to items in the interrupting queue, as with interrupting motions under Roberts Rules of Order.

Once a parliamentary action is addressed by the chair, and if it requires the person to speak to the requested action, the individual will be unmuted and allowed to speak accordingly.

Once a parliamentary action is addressed and, if in order, spoken to, it will be removed from the queue by the Porcupine administrator.

Voting

When it comes time for the body to vote, click on the “Take Action” button in the upper left-hand corner and then “Vote”. The Vote Screen is where the Porcupine administrator will post matters upon which the body must decide.

There are two kinds of votes that may be taken in Porcupine:

Polls – same as voice/standing/rising vote in a physical meeting

Ballots – questions that require more than a yes/no answer and are in secret

Where appropriate, approval voting may be used where multiple choices are required, such as for at-large candidates.

As always, “None of the Above” and write-in voting will be available for all votes.

“Vote” button may take up to five seconds to disappear after your vote is submitted.

DO NOT use Zoom Q&A or the Zoom Chat for making parliamentary actions. Only Porcupine should be used for parliamentary actions. Zoom Q&A should only be used to bring technical issues to the attention of the convention staff. Parliamentary actions, motions, or votes in Zoom Q&A or Chat will be disregarded and/or deleted.