

Metropolitan Washington Council, AFL-CIO
Delegate Meeting: February 22, 2022
TABLE OF CONTENTS



Agenda.....	page 2
Code of Conduct.....	page 3
COPE	page 4
Union Cities.....	page 6
Minutes (January)	page 8
AFL-CIO Election Appeal ruling.....	Appendix
AFL-CIO Approval of request to hold election 3/22.....	Appendix

**Metropolitan Washington Council, AFL-CIO
Delegate Meeting: February 22, 2022**

Via Zoom:

<https://aflcio.zoom.us/meeting/register/tZUpcOuurDgjGt1nOPTgw5pVw5gzH14dimAL>

5:00 pm	Call to Order: President Forester
5:05 pm	Code of Conduct – Gina Walton
5:10 pm	Approval of Minutes- Lisa Wilsonia Blackwell-Brown, Secretary
5:20pm	President’s & Treasury Report - to be presented in March
5:20pm	Program Area Updates: COPE- Dejah Desiree Williams- Political & Legislative Director <ul style="list-style-type: none">• Endorsement Timeline• Questionnaire-need input from affiliates• Candidate Education Forums-need affiliates to present• Poll to identify the best time to hold DC COPE meetings. CSA- Letycia Pastrana- Executive Director of Community Service Agency
5:40pm	Election Committee- Gina Walton & Ann Hoffman <ul style="list-style-type: none">• Report• Nominations
6:00pm	Affiliate Reports
6:30pm	Adjournment

CODE OF CONDUCT

The Metropolitan Washington Council, AFL-CIO is committed to providing an environment free from discrimination and harassment.

We ask all meeting participants to embrace our values of equity and equality, and conduct themselves in this meeting consistent with those values.

Anyone who thinks they have experienced discriminatory, harassing or otherwise unacceptable behavior are urged to contact a designee if you have any concerns.

For this meeting, Gina Walton is the designee. Please contact her to express concerns.

COPE Report

Dejah Desiree Williams, Political/Legislative Director

D.C. COPE Committee

- Minutes have been sent out to the COPE committee. More information regarding the endorsement process is forthcoming and can be found on the timeline.

Tri-County COPE Committee

- Meetings will be held every third Thursday at 7:00 p.m.
- Endorsement/ Recommendation Interviews will be held at Remax building. More information to come.

Prince George's and Montgomery County COPE Committee

- Minutes have been sent out to the COPE committee. More information regarding the endorsement process is forthcoming and can be found on the timeline.

Legislative Highlights

Mayor Muriel Bowser tried to extend her executive powers regarding public sector employees via the COVID-19 State of Emergency legislation. President Dyana Forester submitted a letter with some MWC AFL-CIO affiliates signed on the opposing legislation. Due to President Forester's efforts, the legislation was successfully struck down. In addition, Councilmember Nadeau drafted legislation to reinstate D.C. 's vaccine mandate in restaurants, stadiums, and other public spaces. Several affiliates strongly opposed this legislation, and the council worked to get the bill withdrawn from consideration. D.C. recently completed its departmental oversight hearings. The city's budget cycle is set to begin in April.

The Maryland General Assembly has passed HB 1 out of the House Judiciary Committee. However, there are no labor standards in the legislation. Instead, Speaker Jones has taken a strong against stance pushing labor standards this year. Speaker Jones has vowed to deal with labor standards next year. The Time to Care Act had House and Senate hearings with overwhelming support. SEIU has asked for council support regarding keeping the Maryland Senate Hearings Virtual or having a virtual option.

Political Highlights

Congressional Candidate Questionnaires were sent out to candidates last week. The questionnaire is due back **on February 28th**. I will be working with COPE committees to review these documents and schedule interviews. The council began to form its local municipal and county elections questionnaire. If you would like to submit a question for consideration, please fill out the form linked below.

[Candidate Questionnaire Form](#)

The council will host two candidate education forums. All candidates officially filed will receive an invitation to participate in either the D.C. or MD COPE education forums. However, panelists are still needed for both sessions if you are interested. Please fill out the form linked below.

[Candidate Education Forum Participation Form](#)

The endorsement timeline has been curated to reflect the ongoing changes happening within the state regarding redistricting. The dates listed are tentative and are not permanently fixed as of yet. The Maryland State Court of Appeals has pushed the candidate filing deadline to March 22nd of this year. Additionally, the Prince George's County Council redistricting map is being reconsidered by the Court of Appeals. Maryland State AFL-CIO is still holding a pattern with the questionnaire. I will check in with them within the next few days. The council may have to proceed without the state. The aforementioned issues have caused a semi-holding pattern for the endorsements. However, I have crafted a tentative timeline for all the COPE committees to follow so that everyone is on track. Lastly, due to the changes being made in the court, the Maryland Primary Election might be moved as well.

UNION CITIES

January 2022

Chris Garlock, Coordinator

Election Committee: In addition to my regular duties, in January I supported the work of the MWC Election Committee in preparation for the 2022 MWC Executive Board elections.

DC Labor FilmFest: Began work on the 2022 DC Labor FilmFest, planned for May at the AFI and other venues. Also re-started monthly Bread and Roses screening series, with well-attended online showings of *With Babies and Banners* (1/27) and *Confessions of a Union Buster* (2/8).

UP NEXT: **The First Wave & Coronavirus Capitalism** (March 8); FREE; 7p ET; [RSVP HERE](#).

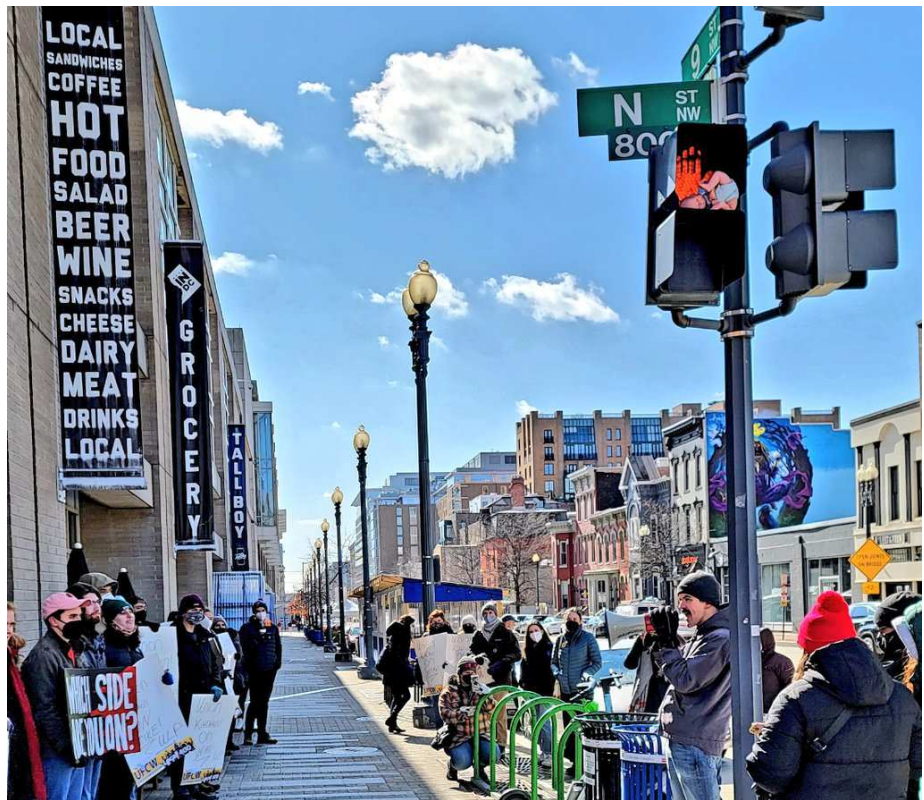
Union City e-newsletter

Produced, published and distributed latest local and national labor news on the MWC's Union City newsletter; all reports posted [here](#)

[Your Rights At Work](#) (WPFW 89.3FM, Thursdays from 1-2p)

Topics/guests included: EPI Policy Analyst **Margaret Poydock** on why unions are not only good for workers, they're good for communities and for democracy (1/6); The AFL-CIO's **Bill Samuel** on the racist anti-democratic roots of the filibuster, nurses hold a national day of action,

Elise Bryant previews the annual MLK Gonna Take Us All Ball and Donald Cohen on The Privatization of Everything (1/13); Longtime union organizer **Bob Muehlenkamp**, who's written an introduction to a new "activist" edition of *Confessions of a Union Buster*, **Jim Russell**, author of *The Labor Guide to*



Retirement Plans (1/20); **Erica Smiley** (Jobs with Justice) and **Sarita Gupta** (Ford Foundation's Future of Work) on their new book, "The Future We Need, Organizing for a Better Democracy in the Twenty-First Century," plus 1199SEIU organizer **James Crosby** on "Low-wage workers prop up the nursing home industry. They're quitting in droves." (1/27)



Union City Radio

Produced Union City Radio reports airing 7:15a weekdays on WPFW 89.3FM and on the [UCR podcast](#).

MWC affiliate support

Provided as needed, including updating affiliate info and delegates, coordinating solidarity/mobilization efforts and publicizing through Union City, UC Radio, Your Rights At Work and social media.

MWC check log-in: Opened, sorted, logged in MWC mail and checks to both checklog and LaborKey system. Coordinated mail pick-up/drop-off with MWC staff.

Database updates: Updated MWC and LaborKey databases as necessary.

MWC staff support

Support staff as necessary, including keeping program pages on website updated, including the [COPE](#), [CAP](#) and [CSA](#) pages

MWC social media

Posted labor news/updates to MWC [Twitter](#) and [Facebook](#) feeds.



MWC website

Posted affiliate news/updates on our [website](#).

Labor Radio Podcast Network

Coordinated network that now includes **150** labor radio and podcast programs, including weekly meetings; produced/hosted Labor Radio Podcast Weekly.

2020-21 MWC Directory

Maintained updates to the database, [online directory](#), and LaborKey.

METROPOLITAN WASHINGTON COUNCIL

DELEGATES MEETING

MINUTES

January 25, 2022

Scheduled: 5-7PM (**Actual meeting time:** 5:00PM – 6:47PM)

Call to Order and Welcome: President Forester

Code of Conduct: President Forester

President's Report: President Forester

- Helped Ed Burroughs get elected to the County Council
- Hired a new Political and Legislative Director – Dejah Williams; David Stephen left
- Projected a budget that will be covered in Eric Bunn's report
- Maryland General Assembly meetings
- Emergency legislation happening in the District of Columbia around COVID
- Audits – ensuring that the MWC is in compliance with the AFL-CIO practices

Introduction of new Political and Legislative Director – Dejah Williams

Presentation of Financial Statement: Eric Bunn

- **Statement of Financial Position for November 2021**
 - Current assets (various accounts) = about \$1.6 million
 - Money due from CSA = \$54,000
 - Total assets = about \$1.7 million
 - Deferred revenue (\$135,000) – was tied to Evening with Labor and the reports will show that the monies were released to pay for that event et al.
 - Current liabilities = about \$300,000
 - Total liabilities and net assets = about \$1.7 million
- **Statement of Activities**
 - Monies received from the various areas
 - CAP – gaps in monies coming in but will receive large amounts to make up for the gaps
 - Total revenue coming in = \$1.237 million
 - Change in operating account once things are finalized; monies will be released from restricted account and move over to operating account
- **Budget vs. Actual**
 - President Forester is still working on the solidarity grant
 - Audit requirements
 - About \$250,000 in net assets
- **Statement of Financial Position for December 2021**
 - Back payments on some accounts payable
 - Total assets = \$1.635 million
 - Current liabilities = about 287,000
 - Change in net assets = about \$174,000
- **Statement of Activities**
 - Summarizes what happened over the last 12 months
 - Variance of about \$155,000 (different between budgeted and actual)
 - Still owed monies

- Expenses for various categories
- Budget vs. Actual
 - Difference = \$174,913

Motion to Accept the Financial Report for November and December and submit it to the Audit Committee for review – George Farenthold

Motion Seconded – Michael Spiller; Tom Killeen

Calling the Question

Motion to Accept the Financial Report for November and December and submit it to the Audit Committee for review – passes unanimously

- 2022 Budget
 - Have monies sitting in accounts that are not bearing interest; long term strategies regarding investments will take some time; financial committee will address
 - Raised per capita assessment from last year; budgeting conservatively
 - Expenses for the various months
 - Audit will take place around June or July
 - Should have net increase of about \$161,000

Motion to Accept 2022 Proposed Budget – ???

Motion Seconded – Tom Clark

No Discussion

Calling the Question

Motion to Accept 2022 Proposed Budget – passes unanimously

ORGANIZATIONAL REPORTS

ELECTION COMMITTEE – President Forester, Gina Walton, Ann Hoffman

- Had a special Executive Board meeting to vote on the chairs for the election committee – Ann Hoffman and Gina Walton; (Cordelia McCoy, Amy Millar and Carl Carlson)
- Credentials Committee – DeAndre Tyler, Jackie Jeter, Kayla Mock(?) – responsible for making sure that the constitution is being adhered to and that the voting delegates are appropriate to the body
- Received an announcement that nominations would take place in this meeting for elections to be held in February; concerns were raised; election board has not met and are not prepared to go forward until raised concerns are addressed; nominations will not be accepted today as the election committee co-chairs want to ensure that things are done properly and inline with the constitution and bylaws
- Will strive to be ready by the February meeting
- Requirements in the constitution that notice be given 45 days before the election; five criteria must be met having to do with, but not limited to, names and address of Executive Board members and delegates
- Will have to ask the AFL-CIO permission to move the election to March since per the constitution the election has to be held in February
- Send notices to principles to update their delegate list to get voting strength; will go out once the election committee has an opportunity to meet

Ed Burroughs – thanks MWC

CAP – Lolita Martin

- Deal with unemployment compensation appeals hearings
- Give advice to affiliates that call with questions about unemployment compensation

CSA – Letycia Pastrana

- Served over 35 families for the holiday giving program
- Launched a pre-apprenticeship program at the cement masons' site; close to 20 students; launching a second program at the Dream Center with an additional 20 students; selected to offer a program to 20-30 women
- Feed the future – seeking participation
- Planning the annual bowling tournament; moved the date to May 2022
- June 10th – Washington Nationals game – fundraiser
- Hoping to hold golf tournament in September
- Grant in progress with the Office of the Attorney General
- Vacancy on advisor board – contact President Forester if interested in participating

UNION CITIES – Chris Garlock

- No national strikes occurring at the moment
- A bunch of local organizing happening
- Starting to plan for Labor Fest in May; probably going to be a hybrid event; restarting monthly screening series (starts this Thursday, 7PM, online, free)
- Please share reports on contracts
- Big push on the civil rights and voting bills – fight continues

COPE – Dejah Williams – please refer to written report

- Robust phone banking, door knocking and robo-call program to get Ed Burroughs elected; collective effort
- Need to use what was done as a template going forward
- Need to build and grow the member-to-member program
- Shared email address and will share cell phone number
- DC Cope – Chuck Clay and Herbert Harris – want to schedule a meeting to discuss vision
- Voting Rights Act – are conversations on the national level about what local jurisdictions can do to participate in this effort

Affiliate Updates

Michael Spiller – OPEIU Local 2 – has been organizing non-profits; currently bargaining nine first contracts; about to announce national campaign; three other campaigns in the works; organizing through Zoom

Chris – Workers United – currently have four Starbucks that they have just filed election for, various locations; go to Starbucks and order coffee Union Yes; organized a non-profit in Takoma Park, MD.; organizing has changed and is being done a lot through social media

Greg Bowen – ATU – finishing up with negotiations for two contracts; organizing

UFCW request – Kayla – in 2010 MWC sent a recommendation for an appointment to the Superior Court; asking for support again, Judge Todd Edelman; if elected, would be one of the few former union lawyers serving on the federal bench; letter would be addressed to Eleanor Holmes Norton

Motion to send a letter of support for Judge Todd Edelman – Chuck Clay

Motion Seconded – Ann Hoffman

No Discussion

Calling the Question

Motion – passes unanimously

Adjournment

Motion – Greg Bowen

Motion Seconded – Djawa Hall

Meeting adjourned @ 6:47PM

Prepared/submitted by L. Wilsonia Blackwell-Brown, Esq., MWC Recording Secretary.



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**American Federation
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Organizations**

815 Black Lives Matter
Plaza NW
Washington, DC 20006

202-637-5000

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EXECUTIVE COUNCIL

ELIZABETH H. SHULER
PRESIDENT

FREDRICK D. REDMOND
SECRETARY-TREASURER

TEFERE A. GEBRE
EXECUTIVE VICE PRESIDENT

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Cecil Roberts
Matthew Loeb
Randi Weingarten
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James Callahan
DeMaurice Smith
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D. Taylor
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Tom Conway
John Costa
Tim Driscoll
Everett Kelley
Anthony Shelton
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Edward A. Kelly
Evelyn DeJesus
Cheryl Eliano
Matthew S. Biggs
Roxanne Brown
Arthur Maratea
James A. Williams Jr.

January 28, 2022

Mr. Eric Bunn, Treasurer
Metropolitan Washington Council, AFL-CIO
% American Federation of Government Employees
444 N. Capitol St., NW, Suite 841
Washington, DC 20001

Dear Brother Bunn:

This is in response to the timely election protest objecting to the June 15, 2020, election of President to the Metropolitan Washington Council, AFL-CIO. The Executive Board of the Metropolitan Washington Council on January 25, 2021, voted to reject the protest and uphold the election results, and the delegate body subsequently voted on March 23, 2021, to uphold the decision of the Board.

Upon receipt of your appeal on April 23, 2021, President Richard L. Trumka ordered a full investigation, which concluded in August 2021. Due to the unexpected death of President Trumka on August 5, 2021, we went through a period of transition. Unfortunately, this led to a delay in this correspondence.

Below is a summary of the charges and the results of the investigation.

Through your appeal, you requested a review of the election results and a rerun of the election.

Your election appeal raised the following points:

- Violations of the Metropolitan Washington Council constitution
- Inappropriate staff involvement in the election
- Miscounting and excluding thousands of delegates' votes
- Violation of rights of candidates and delegates
- Doubts about the integrity and validity of the election process
- Assertions that, as a result of the above claims, the election was directly and adversely impacted.

At President Trumka's direction, National AFL-CIO staff conducted a comprehensive investigation into the election. Based on the findings from the investigation and a more recent review of the report, I am upholding the election results.

Letter to Mr. Eric Bunn
June 28, 2022
Page two

While the investigation showed that the Metropolitan Washington Council violated its constitution by not having a credentials committee, the investigation further showed that the Council did have a robust credentialing process, and the lack of a credentials committee did not affect the election.

The investigation included a review of every ballot cast. This review showed that two of the locals you identified as not having cast their full voting strength (SEIU Locals 400 and 722) did actually vote their full strength. The review found three delegates who did not cast their votes. One delegate, due to user error, was unable to cast a total of 623 votes. Another delegate experienced technical difficulties but chose not to seek technical support and therefore did not cast his 99 votes. The third delegate in question chose not to cast their ballot. However, even if these three delegates had cast their votes, their votes would not have been enough to overcome the 1,880 vote margin of victory.

The investigation thoroughly reviewed the remaining points raised in your appeal letter and concluded the election was not adversely impacted. Accordingly, I am upholding the results of the election for President of the Metropolitan Washington Council.

However, I am instructing the Metropolitan Washington Council to create a credentials committee and, ahead of the Council's next election, the credentials committee and the elections committee should receive training, and the entire board should be trained on the specifics of how a federation election should be run.

A copy of this letter is being sent to President Dyana Forester, and I am confident that she will comply with the instructions made in this letter.

Thank you for your commitment to the Metropolitan Washington Council. Union democracy and ensuring election integrity is critically important to our movement. And only through solidarity and unity can we fight back against the attacks we're facing from anti-worker adversaries.

Please be advised that this decision may be appealed to the Executive Council Appeals Committee in accordance with Rule 26 of the *Rules Governing Area Labor Councils and Central Labor Councils*, a copy of which is enclosed.

In solidarity,



Elizabeth H. Shuler
President

cc: Maneesh Sharma, Office of the General Counsel
Ramon Becerra, Director, Political/Electoral and Issue Mobilization
Maya Goines, Director, Federation Oversight and Training
Dyana Forester, President, Metropolitan Washington Council



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Marc Perrone
Eric Dean
Joseph Sellers Jr.
Christopher Shelton
Lonnie R. Stephenson
Richard Lanigan
Robert Martinez
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Roxanne Brown
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James A. Williams Jr.

February 7, 2022

Ms. Dyana Forester, President
Metropolitan Washington Council, AFL-CIO
815 Black Lives Matter Plaza, NW
Washington, DC 20006

Dear Sister Forester:

This will acknowledge your request for approval of a waiver to the Metropolitan Washington Council, AFL-CIO constitution.

In accordance with Rule 7(d) of the *Rules Governing AFL-CIO Area Labor Councils and Central Labor Councils*, the month of your elections is waived to allow for your elections to be held in March 2022. Per your request, please make sure to schedule training for your Elections and Credentials Committees as soon as possible.

If you have any additional questions, please contact Maya Goines, Director of Federation Oversight and Training in the Political/Electoral and Issue Mobilization hub at (202) 637-5243.

As we move forward into 2022, we face many challenges. On behalf of our officers, thank you for the commitment that the Metropolitan Washington Council is making to strengthen the labor movement in the nation's capital.

In solidarity,

Elizabeth H. Shuler
President

EHS:KB:lgh
opeiu #2



cc: Ramon Becerra, Director, Political/Electoral and Issue Mobilization Hub
Prairie Wells, Deputy Director, Political/Electoral and Issue Mobilization Hub
Maya Goines, Director, Federation Oversight and Training
Pablo DeLeon, Interim Regional Director

AFL-CIO

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PARTICIPANT GUIDE FOR ZOOM MEETINGS

Before joining the meeting, download the Zoom desktop client for Mac, PC or Linux, or download the Zoom mobile app for iOS or Android.

Sign in and Join

After launching Zoom, click Join a Meeting.

Access Meeting Controls

Once you have joined the meeting, you can access the meeting controls located at the bottom of the meeting window (move your mouse to the bottom of the Zoom window to display meeting controls).

Mute Your Line

You will be muted upon entering the meeting. To unmute yourself, either scroll to the bottom of the screen and click on Unmute or you can press and hold the space bar to temporarily unmute yourself.

Identify Yourself

After entering the meeting, make sure you identify yourself by scrolling to the bottom of the screen and pressing Participants. A list of participants will appear on the right of the screen. Hover over your name and click Rename to change the screen name displayed to other participants. Make sure your first and last name and international and local union are listed.

Seek Recognition

To be recognized, you may unmute your phone by pressing and holding the space bar, use the Raise Hand feature, or type a message into chat. As in any meeting, you should only speak when recognized

by the chair. To access the Raise Hand feature, press the Participants button in the meetings controls. The Participants feature will display a list of participants on the right-hand side of your screen and your Feedback controls, including Raise Hand, under the participant list.

Vote

During the course of the meeting, votes may be held on motions using either the Yes/No feature or via a poll provided by the chair. To access the Yes/No feature, press the Participants button in the meeting controls. The Participants feature will display a list of participants on the right-hand side of your screen and your Feedback controls, including Yes/No, under the participant list. Polls will be displayed via a pop-up window.

Chat

You also may use the Chat function to request recognition, second a motion, ask questions or make a motion. To access the Chat function, click on Chat in the meeting controls. A chat box will appear on the bottom right of your screen under the participant list.

FEATURES ATTENDEES HAVE ACCESS TO

Mute/Unmute: Mute and unmute your microphone.

TIP: You can press and hold the space bar to temporarily unmute yourself.

GOVERNANCE REQUIREMENTS FOR ZOOM MEETINGS

During the period of the COVID-19 crisis, the AFL-CIO has granted all state federations, central labor councils and area labor councils the ability to use audio and/or video teleconferencing to conduct regular meetings. The following describes how to set up and use your Zoom account and how to conduct web conference meetings to abide by your constitution and the rules governing.

RULES FOR HOLDING A MEETING USING ZOOM

1. Notice of any meeting conducted virtually will include instructions on how each member is to participate in the meeting, including any passwords required to enter the meeting.
2. All meetings held using Zoom will be recorded and will include accurate meeting minutes. If votes are taken, you must keep a record of those as part of the permanent record, maintained by the appropriate officer of the body.

TIP: Make sure to announce that the meeting is being recorded. Anyone who does not consent to being recorded should leave the meeting.

3. Either the chair or someone designated by the chair shall control the meeting and be responsible for muting and unmuting phones, sharing content, administering votes, etc.

TIP: It is a good idea to have an additional person, other than the chair, control Zoom to monitor who is entering and exiting the meeting and to monitor the in-meeting chat.

4. Like all state federation or central labor council meetings, a meeting held via Zoom is covered by the code of conduct. Therefore, there should be an announcement stating this at the start of the meeting and letting participants know who the designee is. Additionally, participants should be made aware that the code of conduct also includes messages sent over chat.
5. Participants' identities must be verified and only officers and credentialed delegates should be allowed to vote. Use the Waiting Room to verify participants' identities before granting them access to the meeting. Make sure participants show first and last name and include their international and local union. The state federation or central labor council should have an accurate, up-to-date list of officer and delegate email addresses, including phone numbers, so it can verify participant identities.

TIP: Participants who join by both phone and computer can be merged into one participant.

6. All members present and participating via audio and/or video teleconferencing will be included in determining a quorum. Prior to each vote on

EDIT SETTINGS

It is best to save your settings for all meetings before scheduling your first meeting. Below are some recommended and commonly used settings that will make your meeting run smoothly. These recommendations are also intended to secure your meeting and avoid any potential issues involving so-called Zoombombing.

TIP: You also can save templates for meeting settings so you can have preset meeting settings for different types of meetings.

- ▶ *Log in to Zoom*
- ▶ *Click on Settings*
- ▶ *Click on Meetings*

Only Authenticated Users Can Join Meetings

The participants need to authenticate prior to joining the meetings, hosts can choose to require authentication when scheduling a meeting. Authenticated users need to have a Zoom account.

Mute Participants Upon Entry

This is a best practice that will keep the audio quality good for all participants and allow the chair to manage who can speak.

Private Chat

Disable private chat so participants are not able to have side conversations during the meeting.

Play Sound When Participants Join or Leave

This will alert the chair when people enter or exit the meeting, giving you the ability to verify the identity of new participants and make sure unauthorized attendees are not entering the meeting without your knowledge.

Co-Host

Enabling Co-host will allow you to assign co-host rights to any attendee, giving them access to host controls.

Polling

Enabling Polling will allow you to set up polls on questions you know will come up at your meeting. It is best to set up polls before your meeting to save time, but you can create polls during the meeting as well.

Allow Host to Put Attendees on Hold

Enabling On Hold allows host to put attendees on hold and will allow the chair to remove unauthorized attendees or guests from the main meeting during a vote, as well as a disruptive attendee.

Screen Sharing

You will want to enable Screen Sharing so the chair can show an agenda, share minutes or financial reports, show videos, or share other content. However, you may want to restrict who can share their screen by selecting Host Only.

Nonverbal Feedback

Enable Nonverbal Feedback to give participants the ability to use the Raise Hand, Yes/No and Thumbs Up/Thumbs Down responses.

Breakout Room

Enabling Breakout Rooms will allow the chair to separate participants into breakout rooms separated from the main meeting so attendees can caucus, meet as committees, go into executive session or otherwise separate into smaller groups without ending the meeting.

Identify Guest Participants in Meeting/Webinar

Participants who belong to your account can see that a guest (someone who does not belong to your account) is participating in the meeting. The participants list indicates which attendees are guests. The guests themselves are unable to see that they are listed as guests.

Waiting Room

Use the Waiting Room to verify attendees' identity before letting them enter the main meeting. This feature can be used as a way to check people into your meeting by having them show ID and checking them against a preapproved list of participants. Zoom's default settings now set this feature to enabled.

TIP: Zoom has additional security features such as requiring a password, requiring registration, and admitting only registered attendees or people within your organization to access the meeting.

FEATURES ATTENDEES HAVE ACCESS TO

Mute/Unmute: Mute and unmute your microphone.

TIP: You can press and hold the space bar to temporarily unmute yourself.

Audio Controls (click the ^ arrow next to Mute/Unmute): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio settings.

Start Video/Stop Video: Turns your camera on or off.

Video Controls (click the ^ arrow next to Start Video/Stop Video): Change cameras if you have multiple cameras, select a virtual background (if enabled) or access your full video settings.

Participants: See who's currently in the meeting. The Participants list also gives you access to these options:

Rename: Hover over your name and click Rename to change your screen name that is displayed to other participants.

Nonverbal Feedback Icons (if enabled by the host): Places an icon beside your name to quickly notify the host. For example, Raise Hand places the raise hand icon beside your name and simulates a hand raise.

Share Screen: Start a screen share (if the host allows). You will be able to select the desktop or application you want to share.

Chat: Access the chat window to chat with the participants.

Leave Meeting: Leave the meeting while it continues for the other participants. Only the host can end the meeting.

RESOURCES

For additional resources on Zoom, go to aflcio.org/zoom, and for additional governance resources, go to the AFL-CIO Resource Center at resource.aflcio.org.

