

PHI LAMBDA SIGMA 2021 HOUSE OF DELEGATES Q&A



1. How do I participate in the 2021 Virtual House of Delegates?

- Create an online PLS Membership through the Phi Lambda Sigma website
- Register a Delegate or an Alternate to represent your chapter
 - Registration codes have been sent to chapter advisors and presidents
- Registered Delegates will receive a confirmation email directly from Zoom to explain how to login for the Virtual House session.
- You must check in on Saturday, June 26th by 1:59PM using the check-in meeting link. After checking in, you will sign in the Zoom Session for the HOD. The HOD will start promptly at 2:00 PM EST. Links to both meetings will be emailed to the delegate and are also available on the PLS website under “HOD2021”

2. Will there be debate at the virtual HOD?

No. Delegates are encouraged to debate and discuss with their Chapter prior to the virtual HOD session.

3. Can both the delegate and alternate attend the House of Delegates?

Yes. Both the delegate and alternate may attend the HOD, however only the person assigned “Delegate” may vote. If the delegate is unable to attend, the alternate will take their place as chapter delegate and vote on behalf of the chapter. Any changes to the delegate roster must be completed by 5:00PM on Friday, June 25th, 2021

4. If I’m a PLS member/alumni, but not a delegate, can I still attend?

Yes! We encourage all Phi Lambda Sigma members to attend the 2021 House of Delegates in order to promote participation across the organization. The ZOOM link will be available on the PLS Website 24 hours prior to the House of Delegates. Reminder: You must be signed in to the website to access this link.

5. How do we submit our votes?

Delegates and alternates *must* ensure they have created an account through the PLS website and have **REGISTERED** as either “delegate” or “alternate”. Voting will take place through the PLS website. Voting instructions have been provided via email and available on the PLS website.
Reminder: Only 1 vote per chapter.

6. Can I change my vote after I’ve submitted it?

No. Delegates may only vote once. Delegates are permitted to review, confirm, or change ballot choices *before* the vote is recorded. Once a vote is cast, it is immediately recorded and cannot be changed.

7. Do I have to be online at a specific time?

Yes. Sign-In for the House of Delegates will begin at 12:30 PM EST on Saturday, June 26th. The House of Delegates will begin promptly at 2:00 PM EST. You *must* be checked-in prior to the House of Delegates. Links to both meetings will be emailed to the delegate and are also available on the PLS website under “HOD2021”

8. How do I sign-up for an account with PLS?

1. Visit official website at: philambdasigma.org
2. Select “Join Us” at the top of the homepage
3. Select membership level
4. Fill in Application Form
5. Review information
6. Confirm

9. Where do I find information about new policies and the candidates running for national office?


The Letters of Intent submitted by candidates, national committee reports, and proposed bylaw amendments are now available on the Phi Lambda Sigma website. Please select “HOD 2021” to view all documents.

10. How can I vote or speak at the HOD?

- a. As an attendee, **Chat** will be in the controls at the bottom of your screen



- b. When you click on chat, the chat window will appear. It will be on the right if you are not in full screen. If you are in full screen, it will appear in a window that you can move around your screen.
- c. Type your message and press **Enter** to send it.
 - i. Please note, you are only able to chat with ALL ATTENDEES or ALL PANELISTS. Individual chats will not be available during the HOD session.

How To:	Action by Delegate	Notes:
Motion	Type in the word “Motion” in the chat box	We only require a motion from one person. If you see that someone else has already submitted a motion, you do not have to type it in again.
Second a Motion	Type in the word “Second” in the chat box	Same as above.
Discussion of a Motion	<p>“Raise Hand” How to do this: Select “Participants” Select “Raise Hand Symbol”</p>  <p>Raise Hand</p>	NEC Members will be monitoring the chat box for raised hands. Please be patient as they go through chat monitoring for these.
Passing a Motion	Type in the word “No” in the chat box Type in the word “Abstain” in the chat box	Due to the constraints of a virtual House of Delegates, we will <i>only</i> ask those who are opposed to state their opposition or those who are abstaining state as such.
Speak	Type in the word “Speak” in the chat box	You will receive a prompt to confirm if you want to unmute or stay muted. Once audio line is opened, you must state your Chapter Name and item of business

11. For any questions regarding Zoom meetings and functionality, please refer to the Zoom Help Center website at <https://support.zoom.us/hc/en-us>
12. If you have amendments you have identified already, or during the session, please submit them to parliamentarian@philambdasigma.org and include the Topic, Statement Number and Underline inserted language and/or Strikeout deleted items.
13. If you experience technical difficulties during the session you can send an email to professional_development@philambdasigma.org or treasurer@philambdasigma.org for assistance.