**Stakeholder Webex Meeting Administration**

**TAC, RMS, WMS, ROS**

All Standing Reps intending to vote should join through Webex and have access to their company email.

* Standing Reps should sign into Webex 15 minutes prior to the meeting so that ERCOT Staff can validate their identities
  + Sign in as **[001 TAC/Subcommittee Rep] – [Full Name] [(Company)]**
  + ERCOT will send an email to the Rep’s company email on record and confirm they have logged in under their sign in above – Standing Rep will reply via email with a confirmation prior to meeting.
* Use Chat function to get in queue for comments/motions (not hand raising) – reply to Everyone
* Votes will all be Roll-Call
* Develop Consent Agenda for each stakeholder meeting if possible to limit number of votes

**PRS**

All ERCOT Members intending to vote should join through Webex and have access to their company email.

* ERCOT will send out an Intent to Vote Request to PRS exploder three days prior to PRS meeting. Intent to Vote needs to be submitted to ERCOT one day prior to PRS meeting.
* Voting entities should sign into Webex 15 minutes prior to the meeting so that ERCOT Staff can validate their identities
  + Standing PRS Reps to sign is as **001 [TAC/Subcommittee Rep] – [Full Name] [(Company)]**
  + Non-Standing Reps who intend to vote sign in as **002 Voting** – **[Full Name] [(Company)]**
  + ERCOT will send an email to the Voting Entity’s company email on record and confirm they have logged in under their sign in above – Voting Entity will reply via email with a confirmation prior to meeting
* Use Chat function to get in queue for comments/motions (not hand raising) – reply to Everyone
* Votes will all be Roll-Call
* Develop Consent Agenda for each stakeholder meeting if possible to limit number of votes