**Stakeholder Webex Meeting Administration**

**TAC, RMS, WMS, ROS**

* All Standing Representatives intending to vote should log in to Webex 15 minutes prior to the meeting so that quorum can be established and log ins can be validated.

For Voting Members:

* Submit Alternate Representative or Proxy designations to StakeholderServices@ercot.com by 3PM no later than one day prior to the meeting
* An email with a unique validation code will be sent to Standing Representatives and designated Alternate Representatives prior to the meeting:
	+ Sample Email:
		- *Your unique validation code for the upcoming TAC meeting is: 7912. Please enter this code as a prefix when logging into the WebEx; your login would be:*

***7912 - Ann Boren (ERCOT)***

*To allow validation of your login and ensure your ability to vote in the meeting as a representative of your company, please copy and paste the above when logging into Webex.*

* If you are using a phone for audio, *please associate your phone to your name* by using the "Call me" option (easiest) or the "Call in" option and enter your assigned Attendee ID when prompted
* All votes will be conducted via roll call

For all Webex participants:

* Login with Full Name and Company
* Mute your phone upon entering the meeting and when not speaking – hover over the bottom of the Webex screen to activate the circle icons – Mute is the mic icon on the far left
* Use the Chat function to queue for comments/motions (not Raise Hand or commenting from the phone) – reply to Everyone

**PRS**

All ERCOT Members intending to vote should log in to Webex 15 minutes prior to the meeting so that quorum can be established and log ins can be validated..

* PRS Standing Representatives should submit Alternate Representative designations no later than 3PM the day prior to the meeting
* Non-standing representatives who intend to vote at PRS should send an email stating your **Intent to Vote** to StakeholderServices@ercot.com by 3PM no later than one day prior to the PRS meeting
* An email with a unique validation code will be sent to all PRS Standing Representatives and their designated Alternative Representatives, and non-standing representatives prior to the meeting:
	+ Sample Email:
		- *Your unique validation code for the upcoming PRS meeting is: 7912. Please enter this code as a prefix when logging into the WebEx; your login would be:*

***7912 - Ann Boren (ERCOT)***

*To allow validation of your login and ensure your ability to vote in the meeting as a representative of your company, please copy and paste the above when logging into Webex.*

* If you are using a phone for audio, *please associate your phone to your name* by using the "Call me" option (easiest) or the "Call in" option and enter your assigned Attendee ID when prompted
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