Tips & Rules of Order for Virtual/Hybrid Meetings Using ZOOM

TECHNICAL REQUIREMENTS:

1. You need a computer or mobile device (tablet or smartphone) that has an internet connection, a speaker, a microphone, and (optional) a webcam.

2. Make sure you have installed the ZOOM app well before the meeting and tested your ability to connect. Get familiar with the controls. Find the app here: **https://zoom.us/download**

WHEN YOU CONNECT TO THE MEETING:

1. You will at first be in the "waiting room" until the Zoom host adds you to the meeting. This should only take a few seconds. Important Note: If you are using a computer, laptop or tablet, you may not see the Zoom control panel unless you "mouse" over to the bottom of the screen.

Your Zoom control toolbar will look something like this.

2. Please click "mute" so your voice and background noises cannot be heard by others.

3. Please click "start video" so we can see your face!

4. Click the Participants button to see who has joined the meeting and to gain access to the "raise hand" function when needed.

5. Please use the Rename function to show us who you are:

Click "Participants"

Hover over your name on the list with the mouse

Click the ellipses (…)

Click Rename; then enter your new name in the pop-up box: Name, TE or RE, your Church. If you are a guest (not a voting member) please fill in your Name, and your Agency and Position if appropriate.

6. Please check the Chat for any additional information.

HELPFUL TIPS: If you have difficulty hearing during Zoom meetings, obtain **headphones** for your device. This helps limit outside noise interference. Also, look for the Closed Captioning on your

Zoom bar. This should be enabled in your app settings before you join the meeting. Note that the accuracy of Closed Captions is dependent on the internet speed at the speaker's end: whether you are listening to the Moderator of the meeting, or listening to someone else on Zoom speaking, their internet speed (and audio quality) controls how well the audio translates to written words. ALSO: Follow along in your Presbytery Packet.

GUIDELINES FOR PARTICIPATION: RULES OF ORDER

1. Each voting participant must connect to the virtual congregational meeting separately. For best results, connect using the Zoom app on a computer or mobile device (smartphone or tablet.) If online participation via Zoom is not possible, members may connect via telephone (as a "dial-in.") Either way, the rule is: one participant, one connection.

2. A quorum will be determined by the standing rules, which indicate that attendees are counted upon registration for the meeting AND connecting to the Zoom meeting.

3. Both online and phone participants will use the "raise hand" feature to be recognized by the Moderator before speaking (and in some cases, to indicate a vote):

    - **Please wait to speak until you are recognized, and stay "Muted" until it is your turn to speak. Please "Mute" yourself again once you are done speaking.**

    - Please turn your Video on (if it is not on) before you speak.

    - The Host will "lower your hand" for you when you are done.

4. When multiple people are seeking recognition, the Moderator will recognize one speaker at a time with the assistance of a Host. If you are not recognized, send a Chat message to the Host and we will try to help.

5. Normally, Motions are determined ahead of time and voting is done through the Polling feature on Zoom. When there is a Motion, a Poll will pop up on your screen and you will have 60 seconds to register your anonymous vote. After all in-person and online voting has been tabulated the results will be announced.

If you need to make a Motion, you should enter it in writing in the Chat and then seek recognition by raising your hand (using the Zoom feature). When called upon, tell us your motion is in the Chat and make that Motion. The votes on a motion of this type will be done via "Raise Hand," and will be observed by the Moderator and the Zoom Host. The count will be double-checked and the Moderator will announce the results.

Rules of Order apply in all cases.