

SIMPLIFIED SPECIAL PRACTICES FOR ZOOM MEETINGS

September 2020

Without objection, we will follow this set of simplified practices for our meeting via Zoom on May 19.

1. Members and Commissioners are requested to join the meeting on individual devices (one person, one device). Only one vote per device may be recorded.

2. You are encouraged to join the meeting on a desktop or laptop computer. The following are requirements for such computers:

- High speed internet access.
- Sound output, preferably a headset or earbud
- A microphone
- A webcam (optional)

3. If joining by computer is not possible, a tablet or smart phone may be used, using the free “Zoom” app available from the device’s app store. Regarding audio/visual devices, the same requirements and preferences exist as for computers.

4. Only if joining by the above options is impossible, you may dial into the meeting using either a traditional or cellular phone. This is not ideal, but is acceptable.

5. Upon entering the meeting, those on computers or smart phones/devices will click on the word “participants” at the bottom of their screens to see a list of participants and have access to the “raise hand” icon (at the bottom of the participant list), and then click on the word “chat” to see a participant chat. They will then click on the word “mute” on the main screen. You will be muted throughout the meeting.

6. Upon entering the meeting also please change your “name.” Please use the following model for changing your name on Zoom.

Ruling Elders - Your Name/RE/Church

Ministers - Your Name/M/Church

RE’s/others enrolled – Your Name/RE/Committee

Guest - Your Name/Guest

7. If you wish to be recognized during the meeting, you should use the “Raise your hand” function to seek recognition. You may also utilize the “Chat” function to seek recognition. When called upon, the meeting host will unmute your microphone.

8. Those entering the meeting via a traditional phone call will enter “*9” on their keypads, which activates the “raise hand” beside their phone number which is displayed in the participant list. When a host calls out their phone number, they will identify themselves by stating their full name, their church and if they are a Ruling Elder or Minister Member.
9. The raise hand feature will be used both for seeking recognition and voting (if needed). Please only raise your hand for those purposes. The hosts are responsible for lowering hands. Please do not lower your own hand. When multiple participants are seeking recognition, once the Chair has called on someone, all other hands raised will be lowered. If you have an “interrupting motion” (a point of order, a request for preference in recognition, etc.), raise your hand again after it has been lowered by a host. If you are not immediately recognized, please enter your request in the Chat function.
10. After the Moderator recognizes you, please unmute yourself, say your name and church affiliation, and make your statement.
11. Please note that the docket has been simplified for this meeting. Following the example of the PCUSA General Assembly, for this ZOOM meeting, we will only deal with important and timely items of business.
12. If you have a motion to make other than a procedural motion, it should be entered in writing into the participant “chat,” after which you should seek recognition. When called upon, you should note that the motion is in the chat.
13. Unanimous Consent will be the preferred way of voting. The Moderator will call for the vote, and state that “hearing and seeing no objection, the motion is passed.” Objections should be raised in the “Chat” function.
14. If there is objection, a vote will be taken by raised hands in that function.
15. A vote taken by means of raised hand is a “division,” not a “counted vote” – meaning that the Clerk will quickly scroll through the list of participants for a sense of how many have voted first in favor, and then against the motion, and rule which side has it. If the Clerk is uncertain, he may order a counted vote – or a member may move that a counted vote be taken (a motion for a counted vote must be seconded, is not debatable, and requires a majority vote).
16. Counted votes may be taken, but the Stated Clerk would request that they not be requested unless necessary. A counted vote will be taken utilizing the “polling” function in the Zoom software.
17. The Moderator, Stated Clerk and staff request your patience and forgiveness, as we are convinced that something will go wrong, no matter how hard we work to make it perfect.