



SIMPLIFIED SPECIAL PRACTICES FOR ZOOM MEETINGS

November 2020

Without objection, we will follow this set of simplified practices for our Presbytery meeting via Zoom on November 14, 2020.

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. 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, please put yourself on “mute.” To mute yourself, place your cursor on the three dots in the upper right hand corner of your picture square and a drop down menu should appear. Mute is one of the options. Click on it to mute. You may also have a mute option in the lower left hand corner of your screen. This one will look like a microphone. Click it to mute.
6. When you are asked to unmute, the easy way is to go to the microphone picture on the lower left of your screen and click. You may also place your cursor on those dots in the upper right hand corner of your picture square to find another “unmute” button.
7. 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

8. If you click on the word “participants” at the bottom of their screen, you will see a list of participants and have access to the “raise hand” icon (at the bottom of the participant list),

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

10. 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. 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. Staff will be monitoring the Chat function.

11. 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.

12. After the Moderator recognizes you, please unmute yourself, say your name and church affiliation, and make your statement.

13. If you have a motion to make other than a procedural motion, it should be entered in writing into the participant “chat,” when you seek recognition. When called upon, you should note that the motion is in the chat.

14. 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 may be raised by using the “raise hand” function or in the “Chat” function.

15. If there is significant objection, a vote will be taken by raised hands in that function.

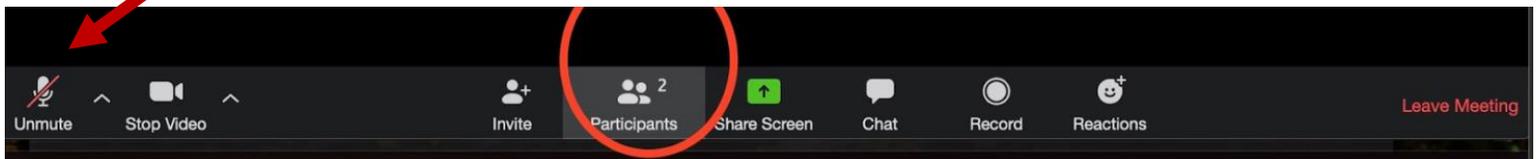
16. A vote taken by means of raised hand is a “division,” not a “counted vote” – meaning that the Clerk will quickly scroll through the list of participants for a sense of how many have voted first in favor, and then against the motion, and rule which side has it. If the Clerk is uncertain, he may order 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).

17. 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.

19. 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.

HOW TO NAVIGATE THE MEETING CONTROLS ON THE BOTTOM BAR OF THE ZOOM SCREEN

Mute yourself upon entering the meeting and unmute to speak.



Raise your “hand” in order to be recognized. This is accomplished by clicking on the participants icon. A new window will open. Click on the “blue hand” at the bottom of the screen which will then populate next to your name. Click on the hand icon to lower your hand once addressed.

NOTE: A microphone is next to your name as well to manage this function. The camera icon provides your webcam stream and can be turned off, showing only your name to the group.

