Protocols for Hosanna Lutheran Church AGM meeting via Zoom

Topic: Hosanna AGM
Time: Feb 21, 2021 11:15 AM

Link: https://zoom.us/j/98864394499?pwd=Yk54RCtJZCtzWmtWQmJWMHk5RmJEQT09
Meeting ID: 988 6439 4499
Passcode: 124961

Phone Access:
Dial 1 587 328 1099 (long distance charges may apply). Follow prompts and enter meeting ID and passcode.

If joining the meeting by computer or mobile device – please make sure you are using the latest version of the Zoom software. This will allow you to use all the required features of Zoom (like the raise hand function).

Current Versions: 5.5.2 -At the time of publication (Mac IOS may still be 5.5.1 – update is pending approval)

For computers you can update your application by opening the zoom application (you don't need to enter a meeting and then check under the "zoom.us" menu select "check for updates.") You can follow this link (https://support.zoom.us/hc/en-us/articles/201362233-Upgrade-update-to-the-latest-version) for more information.

Connecting by Computer
The preferred method for connecting to the meeting is via computer (or handheld device) with video capability. If possible, video should be turned on during the meeting, it will generally be required for voting (see below). Please keep microphones muted unless recognized by the chair and asking a question or addressing the meeting.

Connecting by Telephone
The number to call to connect to the meeting is 1-587-328-1099. Please note this is a long distance call from Edmonton and you will be charged for the call (depending on your long distance plan).

Telephone codes for the meeting
There are two code you will find useful for the meeting.
   - *6 which allows you to mute or unmute yourself.
   - *9 allows you to "raise your hand" which will allow you to vote or be recognized by the Chair. Your hand will be lowered by the host of the meeting (you can't do this by yourself on the phone).

Protocols for the AGM via Zoom

Because of COVID-19 restrictions we are unable to have our AGM in our usual, in-person, manner. There is nothing in our bylaws restricting this type of meeting and so we have chosen to proceed with the addition of a few relevant protocols.

Meeting quorum and tracking attendance
Attendees will be asked to type their name in the chat box once the meeting is live. Please indicate your full name (first and last) this allows us to track attendance and ensure we have met quorum. Those who access the meeting by phone will be asked to speak their names so they can be identified and registered.

Ordinary Business
Due to the extraordinary nature of this year's online AGM, only ordinary business of the church or items specifically included on the agenda, will be entertained. No motions of substance, not germane to business at hand, will be entertained. Any such motions will be referred to council for further consideration.

Making motions
The chat function will be used to record motions. The Chair can ask for a motion verbally and/or onscreen. Members can type "first" or "second" in the chat box to indicate their support. Using the chat function as opposed to having members speak minimizes the chances of audio challenges, members speaking over each other, and ensures a record of voting.

Voting
Voting for this meeting will be by show of hand. For those people who have a video connection it can be by physically raising your hand in view of the camera. If more than one person is on a video connection – they should all be visible for the vote so they can be counted. Those people who have connected by phone or don't have a camera, they can vote by using the "raise hand" function of Zoom. Only one vote can be cast this way from a household without video access.

Asking Questions
Questions can be asked at any time using the chat function. Questions may also be asked verbally. If you wish to ask a question verbally, please use the raise hand function and then wait until you are called upon to ask your question.