

**SIMPLIFIED SPECIAL RULES OF ORDER AND STANDING RULES
For Electronic Meetings Using Zoom Technology
(aka how we will handle attendance,
privilege of the floor and routine voting)**

The Following Special and Standing Rules are applicable to meetings of this organization when holding congregational meetings utilizing "Zoom" electronic meeting technology:

- Participants are required to join the meeting on individual devices (one person, one device).
- Participants 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 device. While speakers are allowed, this will preferably be a headset, earbuds, or Bluetooth device that delivers the sound directly to the participant's ear rather than into an open room.
 - A microphone device.
 - A webcam (optional).
- 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.
- Only if joining by one or the other of the above options is impossible, participants may dial into the meeting using either a traditional or cellular phone. In this case make sure you have provided the phone number from which you will call in with your registration for the meeting.
- 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, and then raise their hands, to seek recognition. When called upon by a meeting host, they will unmute their microphones and click on the camera icon to turn on their webcams, if using announcing themselves with their full name and

church of membership. Once “checked-in” to the meeting, they will turn off their webcams and mute their microphones.

- 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 and church of membership.
- The raise hand feature will be used both for seeking recognition and voting. 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, you may unmute your microphone and say “Mr/Madam Chair!”
- If you have a motion to make 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 and move it.
- A vote taken by means of raise hand is a “division of the house,” not a “counted vote” – meaning that the chair 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 chair is uncertain, he or she 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).