

## SOME HELPFUL TIPS to the TECHNICAL SIDE OF a ZOOM meeting.

- Be sure you have turned on the ability to make participants “co-hosts.” For a congregational meeting following the above rules, would be helpful would have at least one host and two additional co-hosts.
- Keep in mind The co-hosts need to be counted in a vote (if they are voting members), as for some reason Zoom thinks hosts/co-hosts never need to raise their hands, and that feature is not available.
- Hold a practice session with the team – including the co-hosts and moderator. Specific co-hosts should be assigned at least these tasks:
  - helping people who are having connection issues
  - muting participants who do not do so their background noise isn’t disturbing the meeting.
  - lowering hands after a member is recognized, or in the voting process
- The moderator needs to specifically practice “working” motions – **voting by unanimous consent when possible.** Phrasing the call to vote with “are there any objections? If so, please raise your hand. When participants raise their hand, they move to the top of the participant list making it easier to spot objections or questions. The chat room feature can be used for questions about process or the motion. And then when voting by raised hands, understanding that it is a division not a counted vote as stated in the attached rules.
- Everyone seems to want to turn on their webcams in these meetings. That uses up a lot of bandwidth and isn’t effective. The moderator’s webcam should stay active along with those who are presenting/speaking at the moment. Those who are recognized by the moderator may turn on their webcam and then turn it off when finished speaking.
- In the case of a vote which involves something more than yes or no, for example 5 nominations for 4 slots, people who are registered will send their vote by e-mail to the designated address within the time specified and tellers will count the vote reporting back as soon as is practicable. It is best to schedule a vote for which this outcome is possible as early in the meeting as possible so that tellers will have time to do their work and report before the meeting is adjourned.