# TECHNICAL GUIDANCE
## for Electronic Congregational Meeting of PCPC

## BEFORE THE MEETING

1. *The meeting link will open 30 minutes prior to the start of the Congregational Meeting to practice the voting features and to ensure everyone knows how to participate in the meeting.*

2. **Use of Zoom is required.** Please download the appropriate software for your device from https://zoom.us/download#client_4meeting.

   a. If you don't already have a free Zoom account, you may want to create one. While not strictly necessary to enable all the meeting features and aids, it will make using Zoom and joining the meeting easier.

   b. After you have created a Zoom account (or if you already have one), register for the Congregational meeting using the link found in the e-news or on the church website. *Please be sure that the email address you use when registering for the Congregational meeting is the same one you used to create your Zoom account.*

3. **We encourage you to join the Zoom meeting on a desktop or laptop computer** using the "Zoom Client for Meetings" available at the link above. In order to participate meaningfully, you'll need high-speed internet access, speakers or other sound output device, a microphone, and a webcam built in or attached to the computer (use of the camera is optional but strongly encouraged, as participants would be visible to each other when attending meetings in person).

   a. **If joining by computer is not possible, or if you have two individuals participating from the same house, a tablet or smart phone may be used** with the free "Zoom Mobile App" available from Zoom at the site above or your device's app store. The same requirements for sound and video described for desktop/ laptop computers also apply to tablets and smart phones.

   b. **If your computer does not have speakers and/or a microphone** (or a place to connect a headset), or if your internet is slow, dialing in by phone for audio *while using the computer to view the video* can work. See more on how to do that at https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone#h_682f2e00-6a7c-4a5a-b20f-70b9b9012563.

## ON THE DAY OF THE MEETING

1. **Plan to sign-in to Zoom and join the Congregational meeting at least 15 minutes ahead of time** to give the tellers time to verify your registration and let you in from the electronic waiting room.

2. **When you first join the meeting from the electronic waiting room,**

   a. **Make sure that your full name is displayed.** If you haven't already done so in your user profile in the Zoom software before joining the meeting, you can do this after joining the meeting by clicking on the "**Participants**" icon at the bottom of your screen.

    i. **On a computer**, open the **Participants** list, hover over your name on the participants list, click **More**, and choose **Rename**. You can also change your name by hovering over your own video image, clicking on the blue box with three dots in the upper right corner of your image, and choosing **Rename**.

    ii. **On Android or iOS devices**, open the **Participants** list and then tap your name to rename yourself.

  b. **Check to be sure that your sound and video are working.** After making sure your video and audio are working, please mute your microphones until or unless recognized by the moderator—and be ready to unmute yourself if someone calls on you!

3. **Next, if you're using a PC or Mac,** click "Exit Full Screen," resize the Zoom window to as big as you want it, and then click on the "Participants" and "Chat" icons.

  a. Along with showing you who else is attending, the participants window shows the "raise hand" (✋), "yes" (☑), and "no" (☒) icons at the bottom. You'll need those to seek recognition to speak and for voting during the meeting.

  b. You'll use chat if you need to pass a note to the electronic hosts during the meeting or to submit the text of a motion before raising your hand to be recognized by the moderator.

4. **If you're using an iPad, iPhone, or Android device**, click on "Participants" to access the raise hand and voting features. The chat feature may require clicking on ". . ." at the bottom of the screen if there's not enough room to show all the icons. Use your device's navigation buttons or gestures to switch back and forth.

## AFTER THE MEETING STARTS

1. **Keep your microphone muted** unless you've been called on to speak.

2. **Be ready to use the "raise hand" feature** if you want to speak.

  a. When multiple participants are seeking recognition during debate on an item of business, once the moderator has called on someone all other hands raised may be lowered at the discretion of the moderator before asking if anyone else would like to speak. It is customary in debate for the moderator to seek alternating points of view.

    i. If the moderator recognizes someone only to find they have a similar position to the last speaker, they may be asked to step aside to let another view be heard.

    ii. If you have an "interrupting motion" (e.g., a point of order, a request for preference in recognition, etc.), you should immediately raise the hand *again* if it has been lowered by a host. If you are not immediately recognized, you may unmute your microphone and say, "Moderator, I have a point of order" or "Moderator, may I be recognized for (reason)?"

3. **Voting will be done** using the "yes" (☑), and "no" (☒) icons at the bottom of the participants list screen <u>or</u> using Zoom's poll feature. If the polling feature is used the poll will pop up on your screen when it is ready. You will need to select your answer and then click "Submit" in order to cast your vote. Pay attention to the moderator for instructions.

*REMEMBER TO SIGN-IN 30 mins EARLY TO PARTICIPATE IN THE PRACTICE SESSION!*