

Video Equivalents to In-Person Actions during the Meeting:

Being Recognized and Speaking	
If you would do this during an in-person meeting...	In a Zoom meeting, please do this...
Wear a nametag so people know who you are.	To participate as a speaker in the meeting, members must properly identify themselves in the “name” function on Zoom. We (the chair, meeting host, secretary, or tally chair) cannot recognize “user”, “owner”, numeric sequences, or other non-personal names.
Get the chair’s attention to be recognized	All indications that a member wishes to be recognized and speak shall be through Zoom chat, with the exceptions noted below. The “raise hand” indicator in Zoom cannot effectively be used as a meeting cue, as the chair and the meeting host cannot see people in real time.
Raise your hand to be recognized by the chair, generally To speak generally, a member must be recognized by the chair of the meeting as the next speaker.	Members raise their hands by typing into the chat function of Zoom: “Hand” or “Hand Up”. The Zoom chat name function identifies the speaker.
Raise your hand to be recognized by the chair during debate, specifically	To speak to a specific motion, pro or con, the member shall type into the Zoom chat, for example: “Hand. Pro on amendment on website information” or “Hand. Con on amendment on Handling of Ballots
Call out a request or motion that does not require having the floor To raise a point of information, a point of order, call for a division of the house, an appeal to the ruling of the chair, or any other motion which may be called out during an in-person meeting without obtaining the floor under Robert’s Rules of Order.	The member shall unmute their microphone, and state (for example) “Point of Order”, “Point of Information” or “Division of the House”, etc. The chair will ask the speaker to identify themselves and state their inquiry or motion.
Second a motion	A motion may be seconded by unmuting one’s microphone and calling out “second”. The speaker may be asked to identify themselves if their identity is not readily apparent to the secretary or chair.

Video Equivalents to In-Person Voting during the Meeting:

Voting	
If you would do this during an in-person meeting...	In a Zoom meeting, please do this...
Voting – Unanimous consent	The chair may ask for unanimous consent on any motion which appears purely administrative, housekeeping, or non-controversial. If any member objects, the motion is decided by a tallied vote.
<p>Voting – Hands or Credentials Raised</p> <p>For votes that require a count, which would customarily be taken by a hands or credentials up count during an in-person meeting OR,</p> <p>Voting – Signed Written Ballot</p>	<p>The vote shall be taken by all members wishing to vote by typing “yes” or “no” into chat.</p> <p>Chat is visible to all meeting participants. If a participant uses the alternate terminology “aye”, it shall be counted as a “yes”, and “nay” shall be counted as a “no”.</p>
Voting – Hands or Credentials Raised by multiple household members who are district members	<p><i>Multiple members on the same video link:</i> If your household has multiple district members, the optimal situation is that each member logs in on their own device (laptop, desktop, tablet, smartphone, etc.)</p> <p>However, that is not an option for some households. If multiple members must use the same link, when voting via Zoom chat, please vote once for each member, clearly identifying in your chat text which member is voting</p> <p>Example: Chat 1. Tom Smith, yes Chat 2. Mary Jones-Smith, no</p>
<p>Voting – Written (secret) Ballot</p> <p>Motion for a written ballot (secret ballot), requires a simple majority to pass.</p>	<p>Using the voting link sent with their credential, the voter shall type their vote into the link, identify themselves with their credential number, and send their vote directly to the Tally Chair.</p> <p>In a multiple member household, each member will vote separately through the link.</p> <p>The Tally Chair shall tabulate the ballots without revealing how specific voters voted.</p>