

Expected Process for UUC Virtual Zoom Annual Congregational Meeting - May 31, 2020

The Zoom link for the meeting will be the same as the Sunday service.

We'd like members to begin signing in at **11:20am**, which involves typing into the chat your name, names of any other voting member in your household if sharing the same computer, and name of a member if you are serving as a proxy for them. [To serve as a proxy for someone Lisa Evanylo must have an email in advance stating that - send a message to administrator@uucnr.org.] Please submit names one to a line, i.e., one per chat response (press enter after each name). Examples:

Steve Keighton
Debbie Keighton
Steve Keighton for Wayne Neu

Only members should sign in and vote.

Lisa will be counting all names in the chat and we hope to announce a quorum by the time we begin at **11:30am**. While signing in and waiting for the meeting to start, a slide with the instructions and a backup phone number will be on the screen for dial-in to be used if someone cannot hear through their computer.

The meeting Chair (Board President) will begin the meeting with some opening words, and verbally run through the logistics of the meeting and the voting process.

The agenda for the meeting will be shown and we will vote to accept it. The Chair will provide the motion and anyone can second it via the chat. Please do not vote until you see the "VOTE NOW" slide on the screen and please do not enter anything in the chat other than your vote while that slide is up. You will vote by typing in the chat "yes", "no", or "abstain" for each member and proxy you had previously signed in for, followed by your name (and when appropriate also the name of the person you are a proxy for). Again, please submit votes for each person present on your computer and any proxies you may hold one at a time, i.e., one vote per chat response. Examples:

Yes -Steve Keighton
Yes - Steve Keighton for Wayne Neu
No - Debbie Keighton

The votes will be quickly counted to make sure we have a majority and we will move on to the first main issue/motion.

The issue will be shown on the screen and the Chair will make the motion to approve it, and then someone can second in the chat. We will then allow for any discussion before voting. Here is how the discussion will work:

All microphones will be muted by default, so in order to ask a question or make a comment simply indicate that you wish to be recognized via the chat (or if dialed in by phone state your name and ask to be recognized). Please do not ask your specific question or make your comment in the chat, but simply note that you wish to be heard. An usher will work through these requests in order and let the Chair know, you will then be recognized, your microphone unmuted, and then you can speak. We wish to avoid having discussions taking place in the chat. Examples:

- I have a question
- I have a comment

At the end of the discussion for a particular motion, the Chair will state the discussion is over for that motion and we are ready to vote. The "VOTE NOW" slide will be displayed and, again, all other chat entries should cease until the vote is completed. Again, voting will take place in the chat by typing "yes", "no", or "abstain" followed by your name, and then, as before, if other members or proxies are sharing the same computer those votes should be submitted as well, one per chat response.

If any amendments are offered, by first asking to be recognized, they will have to be seconded and then following discussion those will be voted on in the chat as well. If approved, the motion as amended will be clearly re-stated by the Chair and then voted on via chat as above.

As votes are counted the Chair may say a few things and then announce the results before moving on to the next issue and the process will be repeated.

Once all issues have been voted on, we will need to vote to adjourn the meeting (the Chair will make the motion, someone will second) and we will vote quickly by the chat (again, a response for each member and proxy at your computer one per chat response per the example above).