

SIMPLIFIED SPECIAL RULES OF ORDER AND STANDING RULES

For Electronic Meetings Using Zoom Technology

The Following Special Rules are applicable to meetings of this organization when holding meetings utilizing “Zoom” electronic meeting technology:

1. All participants will be required to pre-register for the meeting in order to receive the meeting id number and the password. This information will be emailed to registrants at least 24 hours before the meeting.
2. Participants are required to join the meeting on individual devices (one person, one device).
3. Participants are encouraged to join the meeting on a desktop or laptop computer. The following are requirements for such computers:
 - a. High speed internet access.
 - b. Sound output device.
 - c. A microphone device.
 - d. A webcam (optional).
4. 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.
5. 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.
6. Upon entering the meeting, all participants will be placed in a “waiting room” until they are checked in by a Zoom host. The Zoom host will ensure that the participants are muted upon entering the Zoom meeting.
7. The raise hand feature will be used both for seeking recognition and voting. *Those participating via a traditional phone call will enter “*9” on their keypads, which activates the “raise hand” displayed in the participant list.* 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 Moderator has called on someone, all other hands raised will be lowered. Participants not recognized may raise their hands again when the Moderator asks if there are others who would like to speak. 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 recognized, you may unmute your microphone and say “Mr/Madam Moderator!”
8. Once recognized by the Moderator, a Zoom host will unmute the speaker. The speaker will identify themselves by title, name and location (“TE Jeff Lebowski, Member-at-large”) before speaking.
9. If you have a motion to make other than a procedural motion, 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.
10. Motions submitted will be presented on a white board screen that is shared with the participants. Participants who phone in will not be able to see anything on the screen.
11. A vote taken by means of raise hand is a “division,” 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, they 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). According to Robert’s Rules of Order, there is no need to call for any abstentions. If a person wishes to be recorded as abstaining in the minutes, that person should enter the request in the participant’s chat.