**Guidelines for Conducting Online**

**Mission Center**

**and Congregation Conferences**

**July 15, 2020**

**CONTENTS**

 Page

**Overview** 3

**Provisions for providing online conferences**

Background 3

Guidelines vs. Standing Rules 4

Conducting Electronic Meetings 4

**Conference Organization for Mission Centers**

 Conference Preparation 5

 Agenda Planning 6

 Legislative Guidelines 8

 Reporting/Recording Conferences 10

**Conference Organization for Congregations**

 Conference Preparation 11

 Agenda Planning 11

 Legislative Guidelines 13

 Reporting/Recording Conferences 14

**Online Conference Technical Guidance**

 Video Conferences 16

 Polling 20

 Technical Support 22

**OVERVIEW**

The COVID-19 pandemic has caused many adjustments to the functions of Community of Christ entities (i.e. congregations, mission centers, etc.). One of those functions is conducting conferences/business meetings when members are not able to attend public gatherings.

In our effort to assist local mission center officers and congregation pastors, a team was created to review the church’s current bylaws and procedures for conducting online conferences. From this review, the team created this resource to guide local leaders in organizing, facilitating, and leading online conferences to address the business and mission of the church. The team also provided resource information dealing with the technical aspects of hosting and facilitating an online conference.

We are grateful for the collaborative efforts of John Wight, Dan Nowiski, Barbara Borkowski, Mark Euritt, and Parker Johnson who provided specific skills regarding parliamentary procedure, conference organization and chairing, and technology support.

We hope this resource will be useful as the church endeavors to function within our current administrative procedures during the global COVID-19 pandemic.

*—The First Presidency*

**PROVISIONS FOR PROVIDING ONLINE CONFERENCES**

**Background**

Many organizations have utilized electronic meeting formats to conduct their business. *Robert’s Rules of Order, Newly Revised* (11th edition), the Community of Christ parliamentary authority, states that, “Except as authorized in the bylaws, the business of an organization or board can be validly transacted only at a regular or properly called meeting—that is defined as a single official gathering in one room or area (pages 81-82)—of the assembly of its members at which a quorum is present.” (On page 97.)

The Community of Christ bylaws do not contain such a provision. However, they do allow for certain administrators to “recommend procedure” for conducting business and “do such other things as will best protect the interests of the church.” (Articles V and VI).

In the spirit of these provisions of the bylaws, the First Presidency is authorizing mission centers and congregations to utilize electronic meetings to conduct business.

Whenever possible, conferences should be postponed until such time as they can be held as a public gathering. If it is necessary to hold a conference electronically, the same requirements found in the *Church Administrator’s Handbook* (congregations, page10; mission centers, page16) regarding scheduling and holding conferences are applicable.

*In the case of mission centers, the Community of Christ bylaws provide for the mission center council to transact business on behalf of a mission center if “the mission center is unable to convene a mission center conference at least annually.” Such an approach requires the approval of the appropriate field apostle. (Article VI of the Community of Christ bylaws.)*

**Guidelines vs. Standing Rules**

In some jurisdictions, standing rules have been adopted to conduct business. With the provision for conducting electronic conferences, these guidelines should be considered. For jurisdictions accustomed to adopting standing rules, a single rule could be inserted indicating the guidelines would be used to conduct the electronic meeting. The statement below is offered as a suggestion:

Procedures found in the document titled *Guidelines for Conducting Online Mission Center and Congregation Conferences* shall further govern the manner in which this electronic annual meeting will be conducted.

**Conducting Electronic Meetings**

The guidelines that follow should be viewed as suggestions. There are variables and specific contexts that might affect how a given jurisdiction needs to conduct its electronic conferences (i.e. optional electronic platforms, personnel to operate technology, equipment, procedures for facilitating an electronic meeting, etc.). However, there are some general principles that need consideration when holding an electronic meeting. These include:

* Providing “simultaneous aural communication” for each participant. This is a primary provision included in the electronic meetings section of *Robert’s Rules of Order—Newly Revised* (11th edition). A 12th edition is due in September 2020.
* To the fullest extent possible, all provisions of electronic meetings should provide equal participation and fairness for each participant.
* Ensure that the electronic platform used provides sufficient connections so that all who want to participate can do so. The platform needs to allow for connections from a variety of devices (i.e. computers, phones—smart or landline, and tablets.)
* If too many technical complications occur on the day of the conference that will impact the ability for people to fully participate, the conference can be cancelled and rescheduled.

It is important that careful consideration be given to the specific needs and contexts of the mission center or congregation. Guidelines developed for electronic meetings at a mission center or congregation need to be reviewed and approved by the next-higher administrative officer.

**CONFERENCE ORGANIZATION FOR MISSION CENTERS**

Conducting a full-conference format online can be a time-consuming endeavor and difficult for participants. As such, mission center officers should consider holding special conferences as defined by Community of Christ Bylaws and described in the *Church Administrator’s Handbook*. Using the option of special conferences allows for shorter online meetings that address specific business items (i.e. nominating or sustaining officers and leaders, annual budgets, special resolutions, etc.).

**Conference Preparation**

*Providing discussion forums for questions and perspectives prior to the conference can make for a much more efficient meeting. Pre-conference sessions contribute to the church’s efforts to build consensus and promote common consent.*

1. Mission center presidents should contact their field apostle about scheduling an online conference.
2. Mission center presidents should send notice to all congregations with the date and time of the conference. If the conference will be designated as a special conference, it is important to name the item or items to be addressed at the conference. Members/congregations wanting to present items of business to a mission center conference should consult with the mission center president. The mission center leadership will determine when the agenda item may be scheduled in consultation with local leaders as needed.
3. Technology requirements for an online conference:
	1. Essential: stable high-speed internet connectivity
	2. Essential: purchased license platform, i.e., Zoom
	3. Recommended: purchased license voting tool, i.e., Poll Everywhere
	4. Recommended: moderators to manage technology during the conference
4. Weeks before a scheduled conference, discussion and information sessions are highly recommended. This should include the use of the conference platform and other vehicles for group discussion.
5. Pre-conference sessions on how an online conference will be conducted will assist member participation.

**Agenda Planning**

*The key element in the agenda is communication in a timely manner. The more members know exactly what is being considered the easier it will be to conduct the conference.*

1. Notice of the scheduled conference should be given as soon as possible with a minimum of four weeks prior to the conference. (The date and time of the conference should be coordinated with the field apostle.)
2. The agenda for the meeting should be distributed with the meeting notice.
3. Any new resolutions should be distributed with the meeting notice.
4. If the conference is designated as a special conference, only items presented with the meeting notice can be discussed and acted upon. Other items of business would be out of order.
5. It is recommended the conference be a one- to two-hour session.
Consider including a worship or devotion.
6. If there are priesthood calls to present for seventy, high priest, bishop, or evangelist, and if approved, the sacrament of ordination of these priesthood calls should occur within a worship setting of the conference. If time does not allow for the ordinations, a specific mission center worship can be scheduled for another time when the members can share with those to be ordained.
7. When there are many items requiring conference action, it is advised that multiple one- to two-hour conferences be scheduled over several weeks.
8. It is highly recommended that an online conference be used to manage essential business and that other items of business be deferred until the mission center can meet in person. Essential business items include:
	1. Sustaining and electing essential officers (normally president and financial officer and their counselors)
	2. Sustaining the mission center council
	3. Electing/sustaining board members for mission center entities
	4. Approving mission center plans for ministry (budgets)
	5. Approving priesthood calls for seventy, high priest, bishop, evangelist
	6. Election of delegates for World Conference
	7. Approving resolutions to send to World Conference. It is recommended that action on proposed World Conference resolutions be deferred until the mission center can hold a regular conference in the spring of 2021. The deadline for submission of World Conference resolutions is June 3, 2021.
9. Prepare the guidelines for the online conference, which should include:
	1. Voting procedures
	2. Discussion (debate) procedures, including time limits on speeches.
	3. Procedures to be followed if a technology disruption occurs for a participating member.
	4. Procedures to be followed if a technology disruption occurs for the presiding officer.
	5. Establish the place where the presiding officer is residing as the official “meeting location” for purposes of recording the meeting.

**Legislative Guidelines for Mission Center Conferences**

1. Zoom is the recommended platform for annual business meetings. Information for connecting should be provided to all members attending the conference. Anyone having difficulty connecting may call the conference host at (list phone number) to seek assistance.
2. The person responsible for registration shall determine who is a voting member of the conference, admit those members into the meeting service, and report a list of voting members to establish the presence of a quorum.
3. Members shall identify themselves as required to connect to the meeting and maintain meeting access throughout the meeting whenever present. Members shall sign out if leaving the meeting before adjournment.
4. Each member is responsible for their meeting connection. No action shall be invalidated on the grounds that the loss of, or poor quality of, a member’s individual connection prevented participation in the meeting.
5. The host shall mute all participants to avoid echo and other potential difficulties. When a person needs to speak, they will unmute themselves. (If a participant is on a phone that does not have the mute feature, they can press \*6 to unmute and mute themselves.)
6. The chair may disconnect or mute a member’s connection if it is causing interference with the meeting. The chair’s decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.
7. A time limit for speaking for or against a resolution should be established for the conference. This is especially important if the allotted time for the conference is reduced. When appropriate, the chair should follow the rule of alternates.
8. When attempting to obtain the floor to state a point of order, requesting to speak out of order, or other needs such as objecting, a participant shall unmute themselves and state their name and the reason for seeking the floor (i.e. “Bill Jones, point of order,” “Susan Smith, point of personal privilege”).
9. To seek recognition by the chair, a member shall \_\_\_\_\_\_\_ (options might be to unmute and speak out, raise hand on screen, use reaction icons on Zoom). If a participant wishes to second a motion, they may unmute themselves and simply state “second.”
10. Motions shall be submitted in writing by sending them at least \_\_\_ days before the meeting to \_\_\_\_\_\_\_ (name person). Pre-submitted motions should be published \_\_\_ days in advance of the meeting. Amendments and main motions proposed during the meeting shall be typed and sent to the secretary and chair whenever possible. The screen sharing function on Zoom can be used. When an amendment is moved it should be audibly restated by the Chair.
11. During consideration of a motion the chair may implement procedures to seek questions, motions, or debate from groups of members assigned by name, congregation, delegate status, etc. To avoid confusion and maximize fairness for all participants in normal debate, the chair may choose to call for questions and comments by group:

Group 1 - Last names beginning with letters A through E

Group 2 - Last names beginning with letters F through J

Group 3 - Last names beginning with letters K through O

Group 4 - Last names beginning with letters P through T

Group 5 - Last names beginning with letters U through Z

1. To streamline a voting process, the chair can use a practice of unanimous consent by first asking if anyone objects to the approval of a motion. If there are no objections, the motion shall be adopted. If there is an objection, the chair can use a modified roll call vote using the groups suggested in No. 11. Or an actual roll call vote using the list of names approved to participate in the conference can be used. Each person connected through a device shall express their vote.

When more than one person is participating using a single device, each of those individuals shall be given the opportunity to vote. Because the voting and polling features in platforms such as Zoom count only one vote per connected device, these features cannot be used because there more than one person participating might be voting through the same device.

External voting programs such as Poll Everywhere ([*www.pollev.com*](http://www.pollev.com)) can be used for voting. Also, if a given motion or election requires a ballot vote, the private chat feature on Zoom can be used. The chair will need to designate a teller to whom each individual voting can send a private message. Or a teller who participants using phones can call with their vote. If this feature is anticipated, instructions should be given at the beginning of the meeting. The chair’s announcement of the voting result should include the number of members voting on each side of the question and the number, if any, who explicitly respond.
2. Nominations for board positions should follow procedures outlined in the board bylaws. Most bylaws allow for mission center leaders to nominate individuals for board positions. Some bylaws allow for nominations from the floor. If the bylaws include nominations from the floor the chair must ask the body for nominations. Using the group model in No. 11 can be a way to manage the option for receiving nominations. If no nominations are made, the chair may use the parliamentary procedure of election through acclamation. The chair would announce, “Since there are no other nominations, the board members are elected through acclamation.” Election through acclamation eliminates the need for voting.
3. The voting procedures should be included in the meeting notice along with other information needed for the conference.
4. If a participant leaves the meeting, it shall be assumed that they chose to do so, and the meeting shall continue. If their departure results in the loss of a quorum, then the normal parliamentary rules pertaining to not having a quorum would apply. (This principle is in harmony with the practice followed in public meetings when someone leaves the room. The meeting does not stop simply because the person left.)
5. Because of the possibility that the chair might lose their electronic connection, it is important to designate, in advance, one of the mission center president counselors or a designee to serve as the chair pro tem. (See bylaws for further details.) This person shall assume the chair and the meeting shall continue. Similarly, someone should be made a co-host in case the host, whether that is the chair or someone else, loses their connection.

**Reporting/Recording Conferences**

*Making a record of the conference is essential to ensure that all decisions made by the conference are carried out appropriately.*

1. A conference secretary should record the minutes of the conference. As with all minutes, only action taken by the conference is recorded. Actual comments and speeches of the debate are not recorded in the official minutes.
2. Using Zoom makes it possible to record video and audio. It is recommended that the conference use this procedure and keep the digital recording with the official minutes.

**CONFERENCE ORGANIZATION FOR CONGREGATIONS**

Conducting a full-conference format online can be a time-consuming endeavor and difficult for participants. As such, pastors should consider holding special conferences as defined by Community of Christ Bylaws and described in the *Church Administrator’s Handbook*. Using the option of special conferences allows for shorter online meetings that address specific business items (i.e. nominating or sustaining officers and leaders, annual budgets, special resolutions, etc.).

**Conference Preparation**

*Providing discussion forums for questions and perspectives prior to the conference can make for a much more efficient meeting. Pre-conference sessions contribute to the church’s efforts to build consensus and promote common consent.*

1. The pastor should contact their mission center president about scheduling an online conference.
2. The pastor should send notice to all members of the congregation with the date and time of the conference. If the conference will be designated as a special conference, it is important to name the item or items to be addressed at the conference. Members wanting to present items of business to a congregation conference should consult with the pastor. The pastor will determine when the agenda item may be scheduled in consultation with congregation leaders as needed.
3. Technology requirements for an online conference:
	1. Essential: stable high-speed internet connectivity
	2. Essential: purchased license platform, i.e., Zoom
	3. Optional: purchase license for voting tool, i.e., Poll Everywhere
	4. Recommended: moderators to manage technology during the conference
4. Weeks before a scheduled conference, discussion and information sessions are highly recommended. This should include the use of the conference platform and other vehicles for group discussion.

Pre-conference sessions on how an online conference will be conducted will assist member participation.

**Agenda Planning**

*The key element in the agenda is communication in a timely manner. The more members know exactly what is being considered the easier it will be to conduct the conference.*

1. Notice of the scheduled conference should be given as soon as possible with a minimum of two weeks prior to the conference. (The date and time of the conference should be coordinated with the mission center president.)
2. The agenda for the meeting should be distributed with the meeting notice.
3. Any new resolutions should be distributed with the meeting notice.
4. If the conference is designated as a special conference, only items presented with the meeting notice can be discussed and acted upon. Other items of business would be out of order.
5. It is recommended the conference be a one- to two-hour session. Consider including a worship or devotion.
6. When there are many items requiring action by the conference, it is advised that multiple one- to two-hour conferences be scheduled over several weeks.
7. It is highly recommended that an online conference be used to manage essential business and that other items of business be deferred until the congregation can meet in person. Essential business items include:
	1. Sustaining and electing essential officers (pastor(s), counselors, etc.)
	2. Approving congregation plans for ministry (budgets)
	3. Approving priesthood calls for Aaronic deacon, teacher, priest and Melchisedec elders.
	4. Election of delegates for mission center conferences
	5. Approving resolutions to send to the mission center
8. Prepare the guidelines for the online conference, which should include:
	1. Voting procedures
	2. Discussion (debate) procedures, including time limits on speeches.
	3. Procedures to be followed if a technology disruption occurs for a participating member.
	4. Procedures to be followed if a technology disruption occurs for the presiding officer.
	5. Establish the place where the presiding officer is residing as the official “meeting location” for purposes of recording the meeting.

**Legislative Guidelines for Congregations**

1. Zoom is the recommended platform to use for annual business meetings. Information for connecting should be provided to all members attending the conference. Anyone having difficulty connecting may call the conference host at (list phone number) to seek assistance.
2. The person responsible for registration shall determine who is a voting member of the conference, admit those members into the meeting, and shall report a list of voting members to the conference to establish the presence of a quorum.
3. Members shall identify themselves as required to connect to the meeting and shall maintain meeting access throughout the meeting whenever present. Members shall sign out if leaving the meeting before adjournment.
4. Each member is responsible for their meeting connection. No action shall be invalidated on the grounds that the loss of, or poor quality of, a member’s individual connection prevented participation in the meeting.
5. The host shall mute all participants to avoid echo and other potential difficulties. When a person needs to speak, they will unmute themselves. (If a participant is on a phone that does not have the mute feature, they can press \*6 to unmute and mute themselves.)
6. The chair may disconnect or mute a member’s connection if it is causing interference with the meeting. The chair’s decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.
7. A time limit for speaking for or against a resolution should be established. This is especially important if the allotted time for the conference is reduced. When appropriate, the chair should follow the rule of alternates.
8. When attempting to obtain the floor to state a point of order, requesting to speak out of order, or other needs such as objecting, a participant shall unmute themselves and state their name and the reason for seeking the floor (i.e. “Bill Jones, point of order,” “Susan Smith, point of personal privilege”).
9. To seek recognition by the chair, a member shall \_\_\_\_\_\_\_ (options might be: unmute and speak out, raise hand on screen, use reaction icons on Zoom). If a participant wishes to second a motion, they may unmute themselves and simply state “second.”
10. Motions shall be submitted in writing by sending them at least \_\_\_ days before the meeting to \_\_\_\_\_\_\_ (name person). Pre-submitted motions should be published \_\_\_ days in advance of the meeting. Amendments and main motions proposed during the meeting shall be typed and sent to the secretary and chair whenever possible. The screen sharing function on Zoom can be used.
11. During consideration of a motion the chair may implement procedures to seek questions, motions, or debate from groups of members assigned by name, congregation, delegate status, etc. To avoid confusion and maximize fairness for all participants in normal debate, the chair may choose to call for questions and comments by group:

Group 1 - Last names beginning with letters A through E

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Group 3 - Last names beginning with letters K through O

Group 4 - Last names beginning with letters P through T

Group 5 - Last names beginning with letters U through Z

1. To streamline a voting process, the chair can use a practice of unanimous consent by first asking if anyone objects to the approval of a motion. If there are no objections, the motion shall be adopted. If there is an objection, the chair can use a modified roll call vote using the groups suggested in No. 10. Or an actual roll call vote using the list of names approved to participate in the conference can be used. Each person connected through a device shall express their vote.
When more than one person is participating using a single device, each of those individuals shall be given the opportunity to vote. (Because the voting and polling features in platforms such as Zoom count only one vote per connected device, these features cannot be used because more than one person participating might be voting through one device.)

External voting programs such as Poll Everywhere ([*www.pollev.com*](file:///C%3A%5CUsers%5Cjkillpack%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CBI9ZBW90%5Cwww.pollev.com)) can be used for voting. Also, if a given motion or election requires a ballot vote, the private chat feature on Zoom can be used. The chair will need to designate a teller to whom each individual voting can send a private message to. Or a teller who participants using phones can call with their vote. If this feature is anticipated, instructions should be given at the beginning of the meeting. The chair’s announcement of the voting result should include the number of members voting on each side of the question and the number, if any, who explicitly respond.

1. The voting procedures should be included in the meeting notice along with other information needed for the conference.
2. If a legislative action involves nominations from the body, using the group model in No. 10 can be a way to manage the option for receiving nominations.
3. If a participant leaves the meeting, it shall be assumed that they chose to do so, and the meeting shall continue. If their departure results in the loss of a quorum, then the normal parliamentary rules pertaining to not having a quorum would apply. (This principle is in harmony with the practice followed in public meetings when someone leaves the room. The meeting does not stop simply because they have left.)
4. Because of the possibility that the chair might lose their electronic connection, it is important to designate one of the pastor’s counselors in advance to serve as the chair pro tem. (See bylaws for further details.) This person shall assume the chair and the meeting shall continue. (Similarly, someone should be made a co-host in case the host, whether that is the chair or someone else, loses their connection.)

**Reporting/Recording Conferences**

*Making a record of the conference is essential to ensure that all decisions made by the conference are carried out appropriately.*

1. A conference secretary should record the minutes of the conference. As with all minutes, only action taken by the conference is recorded. Actual comments and speeches of the debate are not recorded in the official minutes.
2. Using Zoom makes it possible to record video and audio. It is recommended that the conference use this procedure and keep the digital recording with the official minutes.

**ONLINE CONFERENCE – TECHNICAL GUIDANCE**

**Video Conferencing**

Following several months of social distancing practices, many members and friends of the church are now familiar with popular video conferencing apps; most choosing Zoom for its ease of use, accessibility features, cross-platform availability (PC, Mac, iOS, Android, etc.) and price. Because of this, we highly recommend the use of Zoom as your video conferencing platform. If smaller congregations need a less costly or simpler conference platform, please consult with the mission center president.

In early 2020 Zoom came under fire for security breaches known as Zoombombing*.* This involved uninvited guests gaining access to calls and disrupting the meetings with inappropriate audio and video sharing. Due to the sudden increase in remote work following social distancing measures, similar security breaches have since occurred with other popular video conferencing solutions. Zoom has since taken steps to address these security concerns. As the threat of Zoombombingis still a reality, we will provide recommendations on how best to safeguard online events.

* 1. Technical Requirements
		1. Please visit the Zoom System Requirements page ([*https://support.Zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux*](https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux)) to view full specs on recommended internet speeds, hardware, sound, etc.
	2. Training Resources
		1. Zoom has training resources to help familiarize users with the platform. Visit [*https://www.youtube.com/watch?v=qsy2Ph6kSf8&list=PLKpRxBfeD1kEM\_I1lId3N\_Xl77fKDzSXe*](https://www.youtube.com/watch?v=qsy2Ph6kSf8&list=PLKpRxBfeD1kEM_I1lId3N_Xl77fKDzSXe) to view a playlist of topics.
	3. General Guidance
		1. Backup positions
			1. It would be ideal to have individuals willing to serve as backup should the primary lose their connection. These backups will ensure the conference can continue without the need to reschedule.
				1. Parliamentarian
				2. Secretary
				3. Chair
				4. Technology Lead (moderator[s], polling, etc.)
		2. Testing
			1. A minimum of 1-2 tests are recommended prior to hosting a conference. This will ensure participants familiarize themselves with the platform, what they’re seeing is confirmed, and tests are run of the video conferencing platform as well as the polling platform.
			2. A pre-legislative session could help the actual conference flow more smoothly. After testing, host a pre-legislative session to have general discussion on the topics that will be voted on at the conference at a later date.
		3. Recording
			1. For the purpose of taking meeting minutes, record the call. Any chat box comments and all audio/video interactions will be recorded.
		4. Security
			1. Safeguard the meeting ID number. Do notpublish the meeting invitation details publicly (e.g. social media, website, etc.). Only share this information with delegates, leaders, and other essential individuals.
			2. *Always*use a password when setting up a Zoom meeting.
			3. Zoom offers a virtual waiting roomthat allows the host to only admit those individuals on the delegate list. This can be helpful to better safeguard the security of the meeting.
			4. Zoom offers Lock Meeting, which prohibits any additional participants from joining once everyone has arrived. This provides another layer of security to ensure against Zoombombing*.*
		5. Registration
			1. Should a conference require registration, Zoom supports this. The ability to automatically approve all registrations or manually review each as they are cross-referenced in Shelby exists. Learn more: [*https://support.Zoom.us/hc/en-us/articles/211579443-Registration-for-Meetings*](https://support.zoom.us/hc/en-us/articles/211579443-Registration-for-Meetings)*.*
		6. Meeting materials
			1. Provide meeting materials to all delegates prior to the meeting with file names that are simple and can be called up quickly as the agenda progresses. (e.g. “001 Business Meeting Agenda” or “002 Meeting Procedures”)
				1. Create a shared cloud-based folder for delegates that contains all meeting items. This will not only ensure only delegates can see the files but will also avoid emailing every delegate with changes to these documents.
		7. Conference Etiquette
			1. Be mindful of disruptive sounds nearby. Find a quiet, well-lit space to join the conference. This will ensure delegates can clearly see and understand the speaker.
			2. All users should be muted except the chair and the individual addressing the conference. This is to ensure delegates can clearly see and understand the individual addressing the conference.
			3. If a delegate wishes to address the conference, they should be instructed to indicate so by making it known in the chat box or by using the “raise hand” feature that will alert a moderator of their intention to address the conference.
			4. If internet speed is an issue, a user can do one of two things to preserve call quality:
				1. Turn off their camera (this will ensure their audio can continue without disruption)
				2. Join the video conference via Zoom and opt to dial in for audio. The delegate will dial in using their telephone, enter the meeting ID number as well as their participant ID. This will marry their video feed with the audio from their phone. Zoom provides dial-in numbers around the world, so local dial-in numbers should accompany the meeting notice. With the audio signal carried through their telephone, the user’s internet will only need to transmit video, preserving the quality of their video feed.
		8. Accessibility
			1. It is important that all delegates are accommodated in such a way that the experience (i.e. being seen/heard, ability to cast votes, ability to see information being viewed by the body, etc.) is equitable. A good option to assist those without internet access or who might struggle with technical requirements of such a conference is to provide a central location overseen by a technology lead that can ensure this is the case. Such a space could be at a local congregation where Wi-Fi is available and there is enough space for attendees to practice social distancing. For mission conferences, several sites might be required.
			2. While Zoom supports dial-in options for those who wish to join by audio only, this reduces overall interactivity for those doing so. When possible, we recommend all delegates join via computer/smartphone/device to ensure a similar and equitable experience.
			3. As opposed to an in-person conference where someone could raise their hand, an online conference will require more time and patience to ensure people who would like to speak or share in the chat box have ample time to do so.
			4. Translation
				1. Zoom allows for simultaneous interpretation. The host can elect multiple translators to provide real-time translation services. Attendees can then choose from a list of predetermined languages and hear their language of choice at 80% volume with the original language at 20% so they can still hear things like tone, inflection, etc.

Visit [*https://support.Zoom.us/hc/en-us/articles/360034919791-Language-interpretation-in-meetings-and-webinars*](https://support.zoom.us/hc/en-us/articles/360034919791-Language-interpretation-in-meetings-and-webinars) to learn how to set this up for your Zoom meeting.

* 1. Pricing (Full list of options: [https://Zoom.us/pricing](https://zoom.us/pricing))
		1. Basic Plan (free)
			1. Fewer than 100 participants
			2. Less than 40 minutes
		2. Pro Plan ($14.99 USD/month/host)
			1. More than 100 participants (more participants can be added [as many as 1,000] for a fee)
			2. No time limits
		3. Small & Medium Business Plan ($19.99 USD/month/host starting at $199.90/month for 10 hosts)
			1. More than 300 participants (more participants can be added [up to 1,000] for a fee)
			2. No time limits
		4. Enterprise Plan ($19.99 USD/month/host starting at $19.99/month for 100 hosts)
			1. More than 500 participants (more participants can be added for a fee)
			2. No time limits

**Polling**

* 1. The Poll Everywhere platform ([*https://www.polleverywhere.com*](https://www.polleverywhere.com)) is a paid service that allows meeting chairs to securely poll delegates in real time, easily make changes/amendments to motions, and ensures
	2. Delegates can participate by:
		1. Downloading the PollEv app (Android/iOS)
		2. Using any browser on any device connected to the internet
		3. Via SMS (text message)
	3. Results can be displayed immediately.
	4. Training
		1. Poll Everywhere has training resources that will help users learn the platform.
		2. Visit “Getting Started with Poll Everywhere”: [*https://youtu.be/0PXVyeRwxdU*](https://youtu.be/0PXVyeRwxdU)
		3. Full list of video resources: [*https://www.polleverywhere.com/videos*](https://www.polleverywhere.com/videos)
		4. Additional PDF resources: [*https://www.polleverywhere.com/guides*](https://www.polleverywhere.com/guides)
	5. Free
		1. Fewer than 25 responses per question
	6. Paid
		1. Engage
			1. $79/month or $500/year for two accounts
			2. 700 responses per question
			3. Unlimited polls
		2. Teams
			1. $200/month or $1,000/year for two accounts
			2. 700 responses per question
			3. Unlimited polls
			4. Custom branding

**TECHNICAL SUPPORT**

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name** | **Last Name** | **Email** | **Comments** |
| Sam | Bahr | samantha.bahr@gmail.com | Pre-meeting tech support. Setting up meetings, etc. Don’t necessarily want to run/moderate/be on meetings. Willing to train ahead of time. |
| Mark | Barentine | Mdbarentine@gmail.com | Full support |
| Jerry | Dale, Jr. | jerrydalejr@gmail.com | Full support |
| Neil | DeAtley | ndeatley@cofchrist.org | Full support |
| Jason | Eyre | air.jason@gmail.com | Full support |
| Glenn | Johnson | gjohnson@cofchrist.org | Planning to be current on the parliamentary requirements as well as the technical requirements |
| Parker | Johnson | parker@communityofchrist.ca | Pre-meeting tech support. Setting up meetings, etc. Don’t necessarily want to run/moderate/be on meetings. Willing to train ahead of time. |
| Jenn | Killpack | jkillpack@cofchrist.org | Full support |
| Shelby | Moses | shelbybuntin@gmail.com | Pre-meeting tech support. Setting up meetings, etc. Don’t necessarily want to run/moderate/be on meetings. Willing to train ahead of time. |
| Ryan | Pitt | rpitt@cofchrist.org | Full support - whatever is needed to help local leadership focus on their agenda(s) |
| Mark | Sadler | Mark@mmdsadler.net | I offer full support as long as I'm not in the middle of moderating, presiding, speaking in one of our own Zoom services/meetings. |
| Ashley | Sebree | sebree.ashley@gmail.com | Pre-meeting tech support. Setting up meetings, etc. Don’t necessarily want to run/moderate/be on meetings. |
| Linda | Stanbridge | lindajflint@gmail.com | I can help with whatever is needed before or during. |
| Ted | Tinsman | ttinsman@scsmc.com |  |
| Isaac | Venegas | isaac.venegas@gmail.com | Full support |