

## SIMPLIFIED SPECIAL RULES OF ORDER AND STANDING RULES

### *For Electronic Meetings Using Zoom Technology*

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

1. Unless the meeting is an otherwise in person meeting to which one or more participants are joined electronically, participants are required to join the meeting on individual devices (one person, one device).
2. 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. While speakers are allowed, this will *preferably* be a headset, earbuds, or Bluetooth device that delivers the sound directly to the participant’s ear rather than into an open room.
  - c. A microphone device.
  - d. A webcam (optional).
3. 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.
4. 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.
5. Upon entering the meeting, those on computers or smart phones/devices will click on the word “participants” at the bottom of their screens to see a list of participants and have access to the “raise hand” icon (at the bottom of the participant list), and then click on the word “chat” to see a participant chat. They will then click on the word “mute” on the main screen, and then raise their hands, to seek recognition. When called upon by a meeting host, they will unmute their microphones and click on the camera icon to turn on their webcams, if using. Once “checked-in” to the meeting, they will turn off their webcams and mute their microphones.
6. Those entering the meeting via a traditional phone call will enter “\*9” on their keypads, which activates the “raise hand” beside their phone number which is displayed in the participant list. When a host calls out their phone number, they will identify themselves by stating their full name.
7. The raise hand feature will be used both for seeking recognition and voting. 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 Chair has called on someone, all other hands raised will be lowered. 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 immediately recognized, you may unmute your microphone and say “Mr/Madam Chair!”
8. 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.
9. 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, he or she 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).