ZOOM PRESBYTERY MEETING PROCEDURES

Joining the meeting:

After you register for the meeting, use this link:

https://thepresbytery.org/presbytery-meeting/presbytery-meeting-registration-form/ **you will receive a confirmation e-mail that includes your link to the zoom meeting**. *Please check your junk, spam, clutter mailbox.* Join the meeting on individual devices (one person, one device) in order that individual votes will be recorded.

Voting:

For each motion during the meeting you will see an option for a "Yes" or "No" vote on your screen. After you make your selection, click "SUBMIT", located at the bottom of the voting screen.

Discussion and questions:

If you have a question or comment before voting begins you will "raise your hand" for the moderator to see and recognize you. To raise your hand during the meeting, move your curser to the bottom of your screen to the thumbnail of a hand that says, "raise hand". Once your hand is up, the moderator will call on you and you will be prompted to unmute your microphone and turn on video.

We will use **"Chat"** to answer all other questions or address technical support questions. *(NCP staff monitors the chat)*

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