

## Proposed Special Standing Rules

*For A Hybrid Meeting (in person or electronically via Zoom)*

The Following Rules are proposed for adoption at the meeting by the Stated Clerk:

1. Participants joining the meeting in person: will seek recognition by walking toward the microphone, or raising hands if necessary due to disability.
2. Participants joining the meeting electronically are encouraged to use a desktop or laptop computer for the Zoom meeting, and a second device for voting. The following are requirements for such devices:
  - a. High speed internet access.
  - b. Sound output device (*preferably* 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. Voting: ***You must login to vote at the time you enter the meeting.***

***Participants joining in person*** may check out a remote control device to vote, or may use the instructions below to vote on a smartphone device.

***Participants joining virtually must use the instructions below.***

  - a. Open a browser window on your computer or smart device and go to [my.cloudvote.com](http://my.cloudvote.com).
  - b. Enter the meeting code "mymeeting01."
  - c. Enter the first name, last name, and participant ID that will be provided to you before the meeting. Please note that you may be assigned a different name than your actual name, for example, "First Miami FM001" would be the commissioner from First Church of Miami.
  - d. Click on the green-Yes to vote Yes, the red-No to vote No. Note that you may change your vote up until the voting window is closed, and your last vote will be recorded.
  - e. The Clerk will allow approximately fifteen seconds for voting.
4. The following rules also apply to those joining the meeting electronically:
  - a. The "raise hand" feature will be used for seeking recognition and voting. Raise hand is accessed by using Alt + Y on a Windows computer, Option + Y on an Apple, or by selecting "Raise Hand" on the participants window. Clicking on raise hand causes a "virtual hand" to be raised both on your webcam feed and beside your name on the Participants list (which you may also access by clicking on the word "Participants").
  - b. You will be responsible for muting and unmuting yourself if recognized by the chair. Alt + A is the fastest way to unmute on a Windows computer.
  - c. If you wish to offer a motion in writing, you may type it into the "chat" window, which will be viewed by the hosts and co-hosts.