

## Proposed Special Rules of Order

*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:
  - a. Will seek recognition by raising their hands,
  - b. When recognized to speak, will move to the lectern at the front of the center aisle.
2. Participants joining the meeting electronically are encouraged to use a desktop or laptop computer. The following are requirements for such computers:
  - 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).

If joining by computer is not possible, those joining electronically may use a tablet or smart phone device, 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.

3. The following rules also apply to those joining the meeting electronically:
  - a. The "raise hand" feature will be used for both seeking recognition and voting. Raise hand is accessed by clicking on the word "Reactions" on the bottom of the main Zoom window (or top right on some tablet/phone devices), then clicking on the "Raise Hand" bar. 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. Please *do not* lower your own hand. The hosts are responsible for lowering virtual hands. When multiple participants are seeking recognition, once the moderator has called on someone, all other raised hands 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 Moderator!"
  - c. If you wish to offer a motion 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 its adoption.
4. A vote taken by means of raised hands (for both in person and electronic participants) is a "division," not a "counted vote" – meaning that the moderator will quickly assess the raised hands for a sense of how many have voted first in favor, and then against the motion, and rule which side has it. If the moderator 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). In the case of a counted vote, those present in person will stand while the count proceeds, while those present electronically will continue to use the raise hand feature.