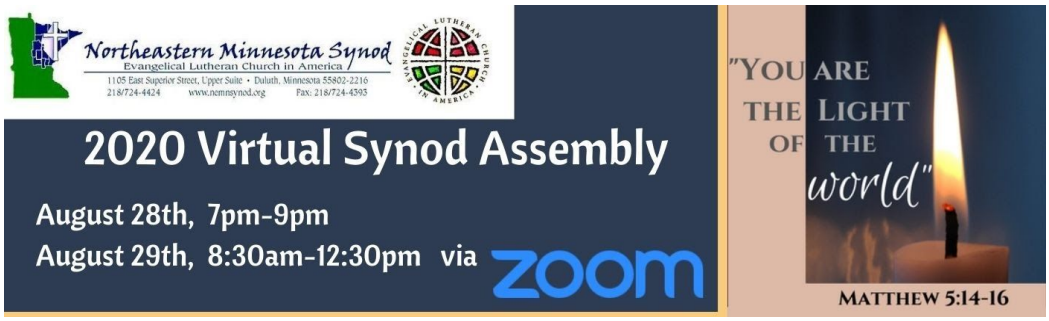



# Voting Members:
# Virtual Walkthrough, Zoom Etiquette and Procedures

**If you are a voting member that is attending the Virtual Synod Assembly, we highly recommend you watch our Zoom practice session video. Click here to view the video: https://www.youtube.com/watch?v=hv0YlBX2uWA&feature=youtu.be**

Please note: you will **not be** admitted to the Zoom Assembly unless you are a 2020 Registered Voting Member. However, you will be allowed to view the live Assembly on our Northeastern Minnesota Synod Facebook page.

**Walkthrough**

*On the day of the event you will need:*

1. A working laptop, desktop computer, or smart device (tablet or phone) that is connected to a secure network (Wifi, or Ethernet). Having **two** of these options is optimal, so you can display the Bulletin of Reports/Agenda on one of the two devices and follow along on Zoom on the other screen. Please use the same device at the practice session that you plan to use during the Assembly.
2. A paper copy of the Bulletin of Reports for the meeting, if you do not have access to two devices. We recommend this, as it will eliminate the need to go back and forth between documents on a device.

***To begin the Assembly***

- The link for the Zoom Assembly is in the Confirmation email you received when you registered, and will be sent to you again on the day of the Assembly. To join the meeting, click on the words "Click Here to Join" found in the center of the email text.
- After you click the meeting link you will be placed in the Waiting Room. This step will allow us to verify your registration for our credentialing process. Please plan to check in early as those checking in late will experience longer delays in being admitted. The Waiting Room will open at 6 pm on Friday and 7 am on Saturday.

***If you are using a smart device, downloading the Zoom App will make it easier for you.

- Once you are admitted into the Zoom meeting, you will be muted, and if necessary, you will be asked to change your screen name to your first and last name.
    - Here is a link on how to do that:

https://teaching.nmc.edu/knowledgebase/changing-your-name-in-a-zoom-meeting/

**Zoom Etiquette**

We ask that if you are not familiar with Zoom that you read this article to ensure your are adequately prepared for what to expect during the Assembly:
https://blogs.otago.ac.nz/zoom/zoom-etiquette-attendee/

**Voting**

*There will be **two ways** of voting throughout the meeting.*

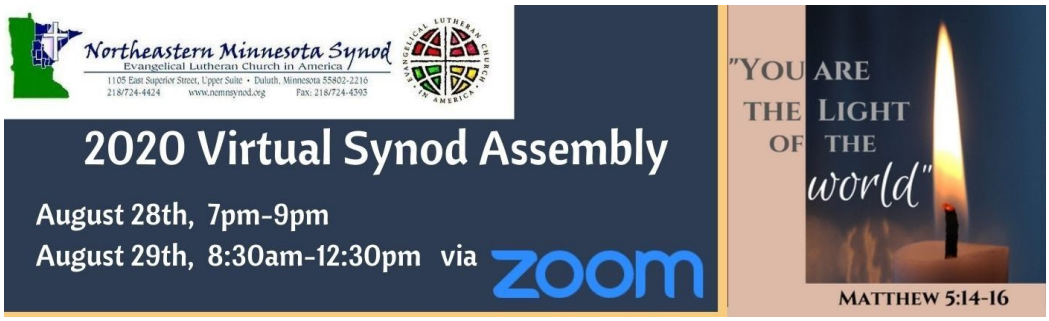
1. The first way is Yes or No voting within the Zoom platform through **Zoom Polling**. All non-anonymous votes will be cast this way. This is similar to your RED and GREEN cards during a "normal Assembly".
2. The second way is through **Cognito Forms.** This will be indicated also during the meeting for all Ballot Elections. More on this below.

**Cognito Forms: Casting a Vote**

1. During elections, the Zoom Host will note a link provided in the chat box.
2. Click on this link to access your ballot.
3. This will open up a new screen on your device where you can easily vote by marking a box, and then hit the submit button on the bottom of the form.
4. You will then be brought to a "Thank you for voting" screen. You are able to close that window on your device now, and resume the Zoom meeting.
5. This process should take less than a couple minutes and the polls will close after 5 minutes.

   ****In the case of sharing a Zoom Screen*****

   **In order to have a valid vote each Voting Member will need to provide their individual/ unique email during each ballot for verification. To do this, one person will open the link provided in the Zoom Chatbox and vote, then they will need to return to the zoom meeting window and click on the link again to repeat the process for the next voting member.**
6. We will then tally up the votes shortly after voting ends, and will announce the results for that Ballot. This will be the same process throughout voting for a new Bishop.




**Key Reminders/Tips:**

- The link for the Assembly is in the Confirmation email you received when you registered, and will be sent to you **again** on the day of the Assembly.

- Please mute your mics when you are not addressing the assembly. Everything you say will be heard and recorded.

- You can stop your video screen share if you want. However, if you wish to speak to the assembly, you will need to be seen on the video feed.

- There will be designated times to ask questions throughout the meeting. Our Zoom Host will announce whether questions can be verbally addressed, or typed in the chat box. The chat box should be used for **most** questions pertaining to the topic at hand, and will be addressed in the chat box as quickly as possible, or brought to the floor. We ask that you follow the direction of the Zoom Host, the Synod Assembly Rules and Procedures and Robert's Rules of Order, and be patient, as there may be numerous questions coming in at once.

To ask any question, you will need to state your name (First and Last, and what congregation you're from) before stating your question.

For Example: In the chat box you will type….
**My name is Sarah Roe,**
**I am from the Synod Staff and I have a question about ……**

- If you have any other questions (tech problems or misc.), we ask that you email: questions@nemnsynod.org, or call the synod office at 218-724-4424 and a technician will be with you shortly.

- Please use chat only to ask a question of the chair, etc. The chat becomes a part of the assembly minutes. If you are having issues, please call or email our tech support team at 218-724-4424 or questions@nemnsynod.org

- If your image or sound quality seems poor and you are on a Wi-Fi connection, try moving closer to your router.

- If you have trouble loading the Cognito Forms web page when voting, try a different internet browser. (Firefox, Safari, Chrome)