

# Zoom Instructions

## Tips to prepare for the best virtual meeting experience:

- If possible, connect to the Internet via an Ethernet cable. If using WiFi, ensure that you are close to your wireless router and that your connection is stable.
- Use an external webcam or built-in camera on your computer, that is positioned to see your group.
- An external USB conference microphone is ideal but built-in microphones will work as long as a facilitator is available to repeat your group's responses as needed.
- Speakers loud enough for the entire room to hear. Make sure that speakers are pointing away from the microphone to prevent feedback. You can also use a speakerphone if you're unable to receive audio through your computer, laptop, or device.
- Please keep your audio muted in Zoom until called upon to speak.

## Video:

- "Rename" the Zoom connection device as the church name, city. To do this, go to your Zoom window, click on the "Participants" button from the bottom menu. A list of participants will be displayed. Hover over your name, click more, and then choose rename.

## To Speak / Ask Questions:

How do I speak? If you would like to speak during the meeting, please utilize the chat feature in Zoom. Please put your name and church name at the beginning of your message. Next put the reason you are requesting to speak: Make a motion, rising to speak for or against a motion, asking a question, etc. Wait to be called on for your turn to speak.

# Voting Instructions

This year we will be conducting a virtual Convention utilizing the Election Runner platform for delegates to vote on elections and motions using your smartphone, tablet or computer. Only delegates who have registered will receive login credentials and electronic ballots. Voting by acclamation will utilize the raise hand function on the Zoom platform.

## Voting by electronic ballot:

- **Access ballot by email:** Once voting has opened, you will receive an email at the email address given to us during registration. The email will come from Episcopal Diocese of Louisiana (noreply@electionrunner.com). The email will contain your username and password and a link to a ballot. Click the ballot link and you will gain access to the ballot. You will receive your first ballot shortly before 10 a.m. as a method to mark yourself present to establish a quorum. You will also receive a ballot for any contested election, budget-related items, or any item brought to the Convention floor needing a two-thirds majority vote.
- **Access ballot by weblink:** Go to <https://edola.electionrunner.com>.
- **To vote by electronic ballot:** Simply select your response from the options shown on screen. A confirmation message will appear to show your vote has been received. Once a voter submits their ballot it cannot be changed by the voter or an election administrator. The election administrator cannot see how an individual voter voted.

## Voting by acclamation:

We will utilize the Yes and No buttons on the Zoom platform for any votes by acclamation. To do this, go to your Zoom window, click on the "Reaction" button from the bottom menu. Click the green check to select "Yes" or click the red x to select "No."