

Elders Conference Zoom Meeting Instructions

The following instructions are being shared to allow for the orderly exchange and conducting of business in the 2020 virtual Elders Conference. As is the case when we meet in a physical location, the Elders Conference business sessions are open to non-participating guests. Included here are instructions for both credentialed elders and for guests who want to observe the meetings. Since there are just a couple of instructions for guests, we will share those first, and then provide the more involved instructions for *credentialed* elders.

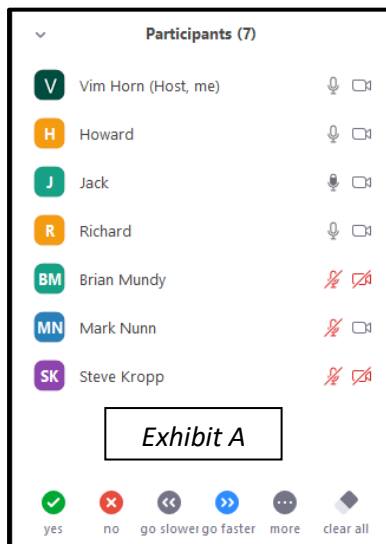
Guest Participant Instructions:

Guest participation is for listening and observing only. Participation in the meeting happens only when/if called upon by the person chairing the meeting. Guests **must** remain *muted* the entire time, and should **never** use any of the non-verbal feedback tools provided within Zoom. Guests should also have their camera off. If a guest's camera is on, their video option will be turned off.

Credentialed Elders Instructions:

(a credentialed elder is someone who has been recommended for approval by the credentials committee and been approved to be seated by the current body of elders)

1. If you are an elder that has been credentialed to be seated as part of the 2020 Elders Conference, please complete the following instructions when you sign in for the first time to an Elders Conference business session:




- After you have been credentialed, you will need to use the *rename* function in the *participant* option to put “Elder” in front of your screen name. For example, Elder Joseph Smith. “Elder” should be used regardless of your Melchisidec priesthood office.

- If you are part of a group of elders that have been credentialed that are participating in meeting using a single Zoom login, someone from the group will need to use the *rename* function in the *participant* option and put in capital letters, “ELDERS”, plus the # of elders in the group, before the participant name being used. For example, ELDERS#5 Joseph Smith.

To change your screen name, click on the *participant* option. For most computers you will find it at the bottom of your screen. You will need to move your arrow/cursor around in order for the *participant* option to appear. Once the option appears, click it and you should see a box that

looks like *Exhibit A*. Hover your arrow/cursor over the picture of a camera next to your screen name, and a dropdown box with an option to *rename* yourself should appear.


2. During the meeting, to be recognized for anything but a *point of order* or *privilege*, you will need to use the chat function to be recognized. If you have a *point of order* or *privilege*, you may use the *raise hand* function to be recognized. (see *Figure B*) 
3. You will need to use the chat function to be recognized to speak in the meeting. Type in your name, and you will be recognized in the order that your name appears in the chat function unless the rule of *alternating views* is invoked by the Chairman. (See #4)

- When having a discussion on a matter, and the chair invokes the rule of *alternating views*, you will need to message using the chat function if you wish to speak *for* or *against* the matter in question.
- Voting on matters before the body will generally be done using a nonverbal feedback option available in Zoom. *Exhibit B* shows the various types of nonverbal feedback options available to you and how you can find them.

Providing nonverbal feedback during meetings (participants)

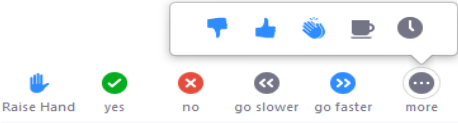
To provide nonverbal feedback to the host of the meeting:

- Join a Zoom meeting as a participant.
- Click the **Participants** button.



- Click one of the icons to provide feedback to the host. Click the icon again to remove it.

Note: You can only have one icon active at a time.



- Raise Hand / Lower Hand
- yes
- no
- go slower
- go faster
- Additional icons are available by clicking the more button:
 - agree
 - disagree
 - clap
 - need a break
 - away

The icon will appear next to your name in the participants list.

Exhibit B

The primary nonverbal feedback tool that will be used for voting during the meeting, are represented by the icons below.

When it is time to vote, you will be asked to select *yes* or *no*. If you don't select either choice, you will be counted as an *abstaining* vote. You will be able to change your vote until it is announced that voting has ended.



At times the Chairman may request the use of another tool such as the *thumbs up/down*, or the *raise hand* options. Please respond as directed.

As mentioned earlier, the *raise hand* tool is to be used if you have a *point of order* or *privilege* that you wish to make during the meeting.

- As always, any business in the form of motions or resolutions to come before the body of elders will need to come from a CRE council, or through one of the quorums meeting during the Conference. Motions or resolutions should be emailed to the Conference Secretary (djoyce@k12.wv.us) and Chairman (hornw@umkc.edu) as a MS Word document prior to the start of the business session. In this way, the matter can be shared during the meeting for all to see.
- If you are *moving* a motion or resolution, you will need to make that known through the *chat* function. To *second* a motion or resolution, use the *raise hand* function, and the Chairman will acknowledge it.
- Amendments* or *other changes* to a motion or resolution under consideration, if possible, should also be emailed to the Secretary as a MS Word Document. If not possible, they can be shared verbally during the meeting.
- During the meetings, you will be able to share your screen if approved and as directed by the Chairman. Requests to share something must be submitted to the Conference Secretary prior to the meeting, or through the *chat* function during the meeting. You will need to clearly describe what you want to share and why, and will need to be familiar with how to share your screen.