Platforms:

We will be using Zoom and VVoter as our platforms for Convention. VVoter will be used to facilitate voting and debate queue; Zoom will be used to host all audio and video content, including debate.

Zoom

- We will be using a webinar format within Zoom where only panelists are visible during business sessions.
- We have removed the Zoom Q&A option to avoid confusion with VVoter functions.
- Zoom Chat will be used for multiple functions during business sessions as noted below. Please use it with discretion.

Business of Convention: Chat should be used for

Objection – The bishop will ask if there is any objection to items being adopted by unanimous consent (what at an in-person convention would be "by acclamation.") Objecting doesn't mean you necessarily object to the item under discussion, just that you want the convention to vote on it rather than accept it by acclamation. Any item that receives an objection will move to a vote on VVoter.

Point of Order – If you feel there is an issue pertaining to the participation of the body, this may be voiced in Chat, and will be addressed by the Head Table.

Nominations from the floor – These require three participants, via chat. Wait for the floor to be opened for nominations to the specific position for which you are nominating.

1. Nominator must have voice and vote, and name the nominee and office, and enter any additional information asked for by the bishop.

2. Second – This individual must have voice and vote and be ready to participate in the chat. Type "Second" along with any additional information asked for by the bishop.

3. Nominee – must accept the nomination via chat.

Technical Support – if you have a problem participating, you may ask for help, and your issue will be handled by direct message by a member of the Diocesan staff.

Direct Messages – you may also direct message other participants, please be courteous, and note that members of the Head Table will not be able to respond.

Keep in mind that messages to all participants, are visible to all. We ask that you not use Chat for debate or discussion of specific issues.

VVoter – Voting Platform

- Email messages have been sent to all voting members of convention with a link for the voting web page and a Login ID. You will use the same link and ID for voting during the practice voting and the meeting.

- VVoter may be accessed from any browser equipped device, however computers and tablets are preferable to phones. If you access VVoter using the same device you use to access the Zoom meeting, you can move between the two windows by pressing Alt+Tab (Control+Tab for Mac) or exiting full screen in the Zoom meeting and viewing both pages at once.

- If the presentation has already started, you may see a polling screen. If not, you will see "Waiting for Presentation to start". You should see the Session Code and your Login ID in the top right portion of the page.

- When session has started the web page for the VVoter will update and you will be prompted to respond. You will be given a set time to vote for each poll. During this interval, you will be able to change your vote should you wish to do so. The system counts only the last selection.

- When it is time to vote, click the button for your response choice and then click the Vote button. You will receive notification that your vote was received and confirmation of the choice you selected.

- If you change your mind, click another option and click Vote again. Your second vote will override the first vote. Duplicate votes are not permitted.

- If you close your browser or your computer before polling is complete you may rejoin the voting session by clicking the session link and entering your Login ID code again.

- If your voting page does not update with the polling prompt click the reload icon. This is most common on cell phones which are usually set to lock after a minute without use. The web page will not be updated while the phone is locked. Once you unlock it you must click the reload icon to sync with the voting session again.

- During each vote, you will have a specific time to complete your selection, and a timer will be displayed on the screen.

- After each vote, the secretary and parliamentarian will describe the results, and the bishop will declare the outcome.

Debate – VVoter and Zoom

- During debate, we will be using the Speak button on VVoter. After the floor is opened for discussion of each resolution, if you wish to speak for or against a resolution, you will use the Speak option on VVoter.

- You will find the SPEAK button in the lower right hand corner on the VVoter screen. Click on the word "SPEAK" and you will see a drop down with the following choices:
    - Speak for
    - Speak against

- o   Move to Amend
- o   Move to End Debate
- o   Other Motion
- o   Point of Order
- o   Parliamentary Inquiry
- o   Cancel Request

- Make your selection and you will be put in a queue. Dispatch of Business will see those requests and advise the bishop on the order of speakers. Please note that you may only make one request at a time. If you click on a different selection your original request will be cancelled and you will go to the back of the queue.

- When you are called to speak, our tech team will promote you in the Zoom platform. You will need to click on the blue "join as a panelist" button, or "Accept" the invitation to be a panelist. Once you are on screen you will need to turn on your camera. Please wait to unmute your microphone until the bishop has asked you to speak.

- The first thing you need to do when your microphone is live, is to say your name, congregation name & congregation city.

- Each convention member has two minutes to speak and may speak only once to a motion. Your time begins when you finish introducing yourself.

- You will see a timer on the screen to keep you on track. When you have 30 seconds remaining, the timer will turn orange and you will hear a chime. The timer will turn red when 10 seconds remain.

- When your time is up the bishop will ask you to stop speaking. The tech team will return you to attendee status.