

Clerk Talking Points for May 12, 2020 Virtual Meeting

Moderator: I recognize the Stated Clerk for his Report.

Clerk: Thank you, Moderator. I declare that the quorum required by our Bylaws for a stated meeting is present and I announce that the roll for today's meeting will be formed by names entered at the advance registration and by visual confirmation of those actually attending, as certified by two co-hosts of this meeting and the video that we are creating.

We are using Zoom today, and many of you are using that platform more and more these days. But in most cases you don't use Zoom to vote or hold formal debate. So I'm now going to walk you through the buttons and tabs you need to find on your device to fully take part in today's meeting.

I know we have computers, iPads, smartphones, tablets and other devices all being used today, and there is no uniformity on how those devices display the key functions. That's why we held two well-attended practice meetings last week, and thanks to those who took part. Today, as I go through this, if you are having trouble, use the Chat function to alert our co-hosts who are watching the Chat what your problem is. Unfortunately we can't spend time in the plenary session troubleshooting one person's technology issues.

First, we ask that you keep your Video on throughout the meeting. An important part of our being together today is to be as much like a regular meeting as possible—and that means being in visual contact. The only reasons to turn your Video off briefly is if something distracting is happening around you—like your cat insists on parading in front of your camera—or if you have bandwidth issues. But please keep in touch visually.

Some of your devices allow you—often at the upper right hand corner of your screen—to select one of two views of our gathered group. You can choose either Gallery view—so you can see everyone who's attending on a series of four screens (use the arrows on the sides of the screen to go from screen to screen). Or you can choose Speaker view, which gives you an enlarged view of

whoever is speaking with thumbnails on the side showing other attendees. During parts of the meeting you'll probably prefer Speaker view, but when we open up for the Passing of the Peace, go back to Gallery to see everybody. I realize some smaller devices do not let you choose your view.

If you joined the meeting early today, I invited you to Rename yourself, and I invite everybody to do that now. In the lower left of your own picture is your name—we can see that often only your first name or the brand of your device shows up. We'd prefer you use your first and last names so we know who you are. So go to the Participants list, hover your cursor over your own name, and you should find a tab to click on and change your screen name.

Now find your Mute/Unmute button. On computers you will usually find that on the upper right of your visual picture of yourself, or in the tool bar at the bottom of the screen, on the far left side. You may have to hunt for it on other devices. The symbol may be a microphone or a telephone depending on your device and how you're connected. For the most part during the meeting you will be muted automatically by the Hosts to cut down on distracting noise, but if are recognized to speak, we ask that you unmute yourself to talk. When you are done talking, mute yourself again. Try unmuting yourself now. Then I will mute you all back up [Practice—I check out screens to see if most have unmuted]

So, how do you get recognized to speak? You Raise your Hand. On computers you will find a symbol resembling the palm of a hand under the Participants tab in the tool bar at the bottom. [Co-hosts do not have this function] There you should see a blue or tan colored hand with the palm showing. Click on that now and look at your picture. You should see a hand raised there. We have hosts who will be watching all of your pictures and also watching the Participants list where you'll also see the hands raised next to each name. To get rid of the raised hand, just click again on the hand in the Participants tab. I can also clear everyone's hand. [Clear all hands left.] Besides using the Raise hand to be recognized to speak, we'll also use it today for you to indicate you offer a second for motions that require one.

During our meeting the Moderator may invite us to Clap our Hands or give a Thumbs Up to encourage a speaker. On computers those symbols are under the Participants tab under “More” or in a separate Reactions tab in the Tool bar at the bottom. The images of a clapping hand or a thumbs up are different in color from the Raised Hand palm we saw earlier. Let’s practice clicking on those. The clapping hand and thumbs up should disappear after about 6 seconds. Remember that these symbols are not what you use to be recognized to speak—that is the Raise Hand we located earlier.

Go back now to the Participants tab and you will see two buttons marked Yes and No. My Yes is green and No is red—the colors on your device may be different. We will use those for voting today, as the Moderator will explain each time we vote. So let’s practice. Randomly hit Yes or No and you’ll see what happens. (Pause) Take a look at the list of names in the Participants tab and you’ll see that beside each name is an indication how that person voted—Yes or No. So be aware this is not a secret ballot. What you can’t see—but the Moderator and other co-hosts can—is a tabulation of how many people voted Yes and how many No. This allows the Moderator to announce the vote total without having to count each ballot, and it lets the other hosts verify the accuracy of the vote for our minutes.

During the meeting, if you wish to offer a motion or amendment, it must be in writing and please keep it short. We urge you to use the Chat function to send a message to Everyone with the text of your motion or amendment, and then raise your hand so the Moderator can recognize you to offer your motion or amendment. If you have more complex language please email it to me in advance and send me a Chat message to alert me to it, and I will prepare a screen share with your text.

Finally, I’ve been mentioning the Chat function. This can be very useful to get technical help from our hosts or to ask general questions—for example, if you are having trouble hearing a speaker, you could send a Chat to Everyone to ask if others are having the problem as well. But be aware the Chat can become very distracting from what is happening in the meeting. Chat is also not a place to engage in debate on a motion being considered in the meeting. To deliberate

we need to have aural discussion, just like we do at regular presbytery meetings. Not everyone is able to follow the textual Chat as well as what's happening in the conversation, so things said in Chat are not part of a shared debate involving everyone. So please use Chat carefully. And especially so if you send what you think is a private chat to an individual rather than the entire group. You have that possibility in the Chat function to send a 1:1 message. But remember that these so-called "private chats" will be recorded like everything else and so understand that what you may think is just between you and someone else is in fact very public. I encourage you not to use it to criticize a speaker or say nasty things you wouldn't want everyone to hear.

Are there questions about how we will use these various functions to carry out our meeting? Please raise your hand.

Thank you.