

MEMO

To: RE and TE Commissioners to Los Ranchos Presbytery
From: TE Forrest Claassen, Co-Executive and Stated Clerk
Date: September 9, 2020
Re: Zoom Arrangements for Upcoming Presbytery Meeting

Dear Fellow Commissioners:

As we did in May, Los Ranchos will hold its September Stated Meeting of Presbytery virtually. A group the size of our Stated Meetings is not yet able to gather in person in a manner that complies with the State's rules. Zoom remains our best choice.

We recognize that virtual meetings make large-group deliberative work difficult. We also recognize that the decisions we make in any electronic meeting can be, for now, only provisional at best. Our goal is to help you do the work you need to *and* have your voices fully heard.

Please review this document carefully. Some of how we use it in the large meeting may be different than what you're used to. If you're new to Zoom, be sure to review the last section.

Getting Started

Registering (NEW)

To register for the Presbytery Gathering, please go to our website and click on the button to REGISTER. You will be asked to provide the following information: your first and last name, email address, cell phone (in case we need to connect with you during the meeting), name of your church and the role you have at Presbytery. Within 24-48 hours, you will receive a Zoom Confirmation email with the login details for the meeting.

NOTE: The registration deadline is Tuesday, September 22 at 1:00 PM. We strongly encourage you not to wait until the week of September 21 to register. The earlier you register, the more time the staff will have to sort out any problems you encounter.

Practicing in advance

When you register for the Presbytery Gathering, you may also register for a practice session. Even if you are familiar with Zoom, please sign up for at least one of these. Your participation will help you understand how we will handle the meeting. A larger turnout will also help the meeting managers identify any necessary course corrections *before* the meeting.

Signing in (NEW)

Please join the business meeting up to 30 minutes in advance (3:30 PM). This will allow the hosts to make sure that all connections are working. Once you enter the meeting, please click on the arrow near your name and select "Rename." Please rename yourself as follows:

First and Last Name (TE or RE) – Name of Church
For example: John Smith (RE) – First Presbyterian Church of Anaheim

Once you have confirmed the connection and renamed, you may unmute your audio to test that it is working. Please then return to mute for the duration of the meeting (unless you are prompted to unmute).

Language selection (NEW)

At the start of the meeting, please go to the globe icon located in the bottom tool bar. **All participants must select one language: English or Korean.** The Korean channel will provide a live translation by Daniel Park. Korean listeners can mute the English background by selecting “Mute Original Audio” in the globe interpretation tab.

If a speaker wishes to address the body in Korean, all participants will tune in to the English channel, and Daniel will provide a live translation. The speaker will unmute themselves and then speak. Daniel will then provide an English translation. English follow-ups to Korean comments will be translated live into Korean on the English channel. At the conclusion of the Korean statements and questions, Daniel will instruct all Korean speakers to switch back to the Korean channel.

Parliamentary Decorum

Zoom is a powerful platform for conversation. Here’s how we plan to use it so that you can debate and vote effectively.

Obtaining recognition to speak

When you join the meeting, please click the “participants” tab at the bottom of your Zoom window. Doing this will show a list of those who are present in the meeting. It will also give you a “raise hand/lower hand” button.

If you want to speak to a motion, please click on the “raise hand” button in your participants list. The moderator will see the names of those who have raised their hands in the order that they clicked. Your list will not necessarily appear in the same order. The moderator will call on the next person to speak to the motion.

If you are calling in using a touch-tone phone (as a last resort), you can raise your virtual hand by dialing *9 during the call. The moderator will see that you are seeking to address the body.

NOTE: Please raise only your “Zoom hand” to seek recognition. If you raise your physical hand, the Moderator probably will not notice.

ANOTHER NOTE: Please do not lower your hand. The moderator will lower it for you at the right time.

No nonverbal feedback

Those of you who know Zoom may be familiar with its “Chat,” “Reactions,” and other functions. These are great for casual conversations and supplemental information. For the sake of parliamentary decorum, however, we have deactivated these features. For the same reason, please do not signal your approval or disapproval with visual gestures. Please refrain from using a virtual background as well.

This is not merely about “following the rules.” In the same way that recognition by the moderator ensures an equal voice all participants, so does quietly honoring each person’s words.

Clarifying motion language (NEW)

At the end of debate on each motion, before the poll is posted, one of the meeting managers will display the motion on a shared Zoom screen. This will give the Moderator and Clerk opportunity to make sure that the language to be polled is correct. When the language has been confirmed, the Moderator will read aloud the motion prior to the vote.

Anonymous voting

Just as we will seek to grant each of you an equal voice, we will protect the anonymity of your votes as much as we can. We will use polls to take each vote, and will not collect individual voting information afterwards.

We regret that we cannot provide the same anonymity for call-in participants. If you can only participate by calling in, the host of the meeting will ask during the polling that you vote by pressing *9 when prompted (yes, no, or abstain). Pressing *9 will raise your virtual hand and the host will add your vote to the total poll count.

NOTE: For polling to register accurate results, each commissioner will need to have his or her own device.

Fully enfranchised commissioners

Even as we protect your voting decisions, it will be important to know whether anyone has not been able to vote. For that reason, we will ask that each poll include three answers: Yes, No, and Abstain. We will check the sums each time to make sure they match the total number of commissioners. This is not to force you to take a position; it is to make sure that no one is frustrated at not weighing in while the meeting keeps zooming (sorry) along.

Pace of the Meeting

As you can imagine, some of what I have mentioned will force us to move slower than normal. Our familiarity with in-person Presbytery meetings allows us to move quickly through heavy

business. Those of us experienced with smaller and more casual Zoom meetings have grown comfortable with the back-and-forth of discussions.

This meeting, by contrast, will sometimes feel formal and ponderous. But a slower approach will help make sure that no one gets left out. I ask for your patience along the way—with the process, with the leadership, and with each other. As we work together, I believe that we can discern God’s will for the months ahead while also ending on time.

For Those Who Are New To Zoom

Knowing the basics

Zoom works best as an app that is downloaded to your computer, iPad or phone. You can also access zoom with the URL link in your browser or you can call into the meeting. For our meeting, the best scenario would be one where you have the video and audio connection. For those that will need Korean translation services, please make sure you are running the most up-to-date version of Zoom.

For an optimal experience you will need the following: (a) high-speed internet access, with good proximity to your Wi-Fi router; (b) a speaker; (c) a microphone; and (d) a webcam. Many laptops, tablets and smartphones include all of (b) through (d) built into the unit. Closing any applications other than Zoom, your browser, and an email client may also improve connectivity.

When it’s time to join the meeting

If you want to join the meeting by using the Zoom app: Click on the link in the email—it should be in blue text and underlined. Your browser will open a new window or tab for Zoom. If you do not already have the app installed, click “download & run Zoom” in the browser window. If you do already have the app, the browser will ask you if you want to open the app. Click “Open zoom.us.” The app will open. Click “join meeting with video.” You will be automatically muted; you should be able to hear but not be heard. You may unmute your audio to test that it is working. Please return to mute for the duration of the meeting (unless you are prompted to unmute).

NOTE: We encourage you to download zoom.us before the first practice session. Doing so will give you one less thing to worry about.

If you want to join the meeting by using Zoom in your browser: Click on the link in the email—it should be in blue text and underlined. Your browser will open a new window or tab for Zoom. You can then enter the Zoom login password, which will be in the registration confirmation email. Follow the prompts to join by video and audio (you will need to allow Zoom to access your computer’s video and audio).

NOTE: Accessing Zoom from the browser works, but if the network is busy, you may experience delays or dropped access. You can close out and re-enter to see if that solves the issue.

If you want to join the meeting by using the Zoom call-in feature: Follow the call-in instructions that are provided in the registration confirmation email. You will be prompted to enter the meeting password. Call-in participants need to call in with the same number that is provided in the Registration. Zoom hosts will rename you in the meeting, since only the phone number is visible to meeting participants.

I look forward to seeing you on Zoom.

FC