

Guide for UUCW Congregational Meetings via Zoom

Please read all information prior to the meeting. UUCW encourages everyone to attend one of the information sessions listed in the meeting packet in order to be prepared for the vote.

Tips for attending by computer or other screen-based device

1. Make sure that you have the information packet available during the meeting.
2. Sign into the meeting as early as 11:10am to help the congestion of people entering right before the meeting.
3. You will enter through a waiting room, please be patient as we need to verify attendees.
 - a. Jeanne Jarecki, Board Secretary, will be checking people in for attendance. Once Jeanne has checked your name(s) off on her list, she will admit you into the meeting. Please inform Jeanne if there are more than one person attending.
4. Once the meeting is called to order please do not use the chat function to socialize.
5. Know how to mute and unmute yourself because you will be asked to do this during the meeting. To learn how go to <https://www.businessinsider.com/howto-mute-on-zoom>.
6. Know how to raise your hand to make a motion or to ask a question. To learn how go to <https://support.zoom.us/hc/en-us/articles/205566129-Raising-your-handIn-a-webinar>.
7. The vote on the motion will be done as a roll call. When your name is called unmute to say aye or nay or abstain for each attendee. If you mailed in an absentee ballot prior to the meeting, you will NOT be asked to cast your vote.

Tips for attending by touchtone phone

1. Make sure that you have the information packet available during the meeting.
2. Sign into the meeting starting at 11:10am to help the congestion of people entering right before the meeting.
3. When you enter you will be put into a breakout group so that you can be checked into the meeting. Make sure to specify if more than one person is voting on your phone.
4. Know how to mute and unmute yourself because you will be asked to do this multiple times during the meeting. To do this you will press *6 on your touchtone phone to both mute and unmute.
5. Know how to raise your hand to make a motion or to ask a question. To do this you will press *9 to both raise and lower your hand.
6. The vote on the motion will be done as a roll call. If you mailed in an absentee ballot prior to the meeting, you will NOT be asked to cast your vote.