HOW TO USE ZOOM FOR YOUR MEETING

DR. LEONARD M. YOUNG
PROFESSIONAL REGISTERED PARLIAMENTARIAN

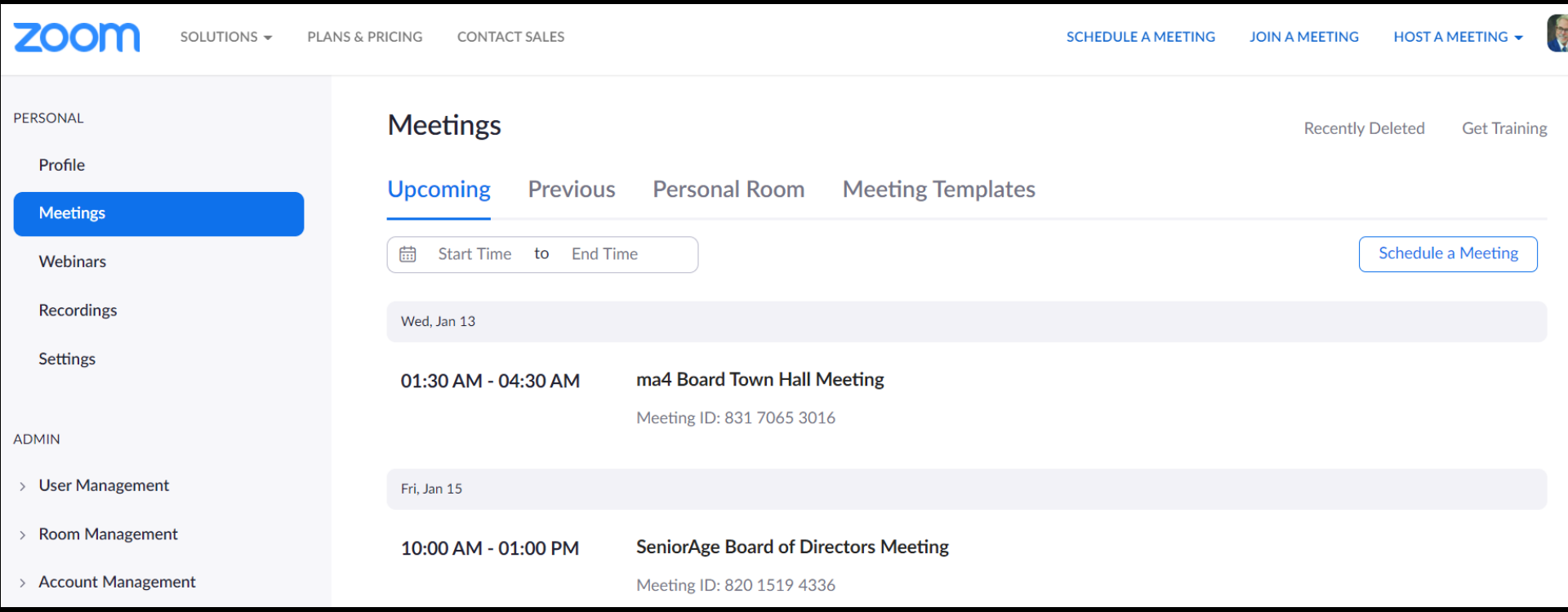
ONLINE V. IN-PERSON MEETINGS

WHICH PLATFORM OF ZOOM?

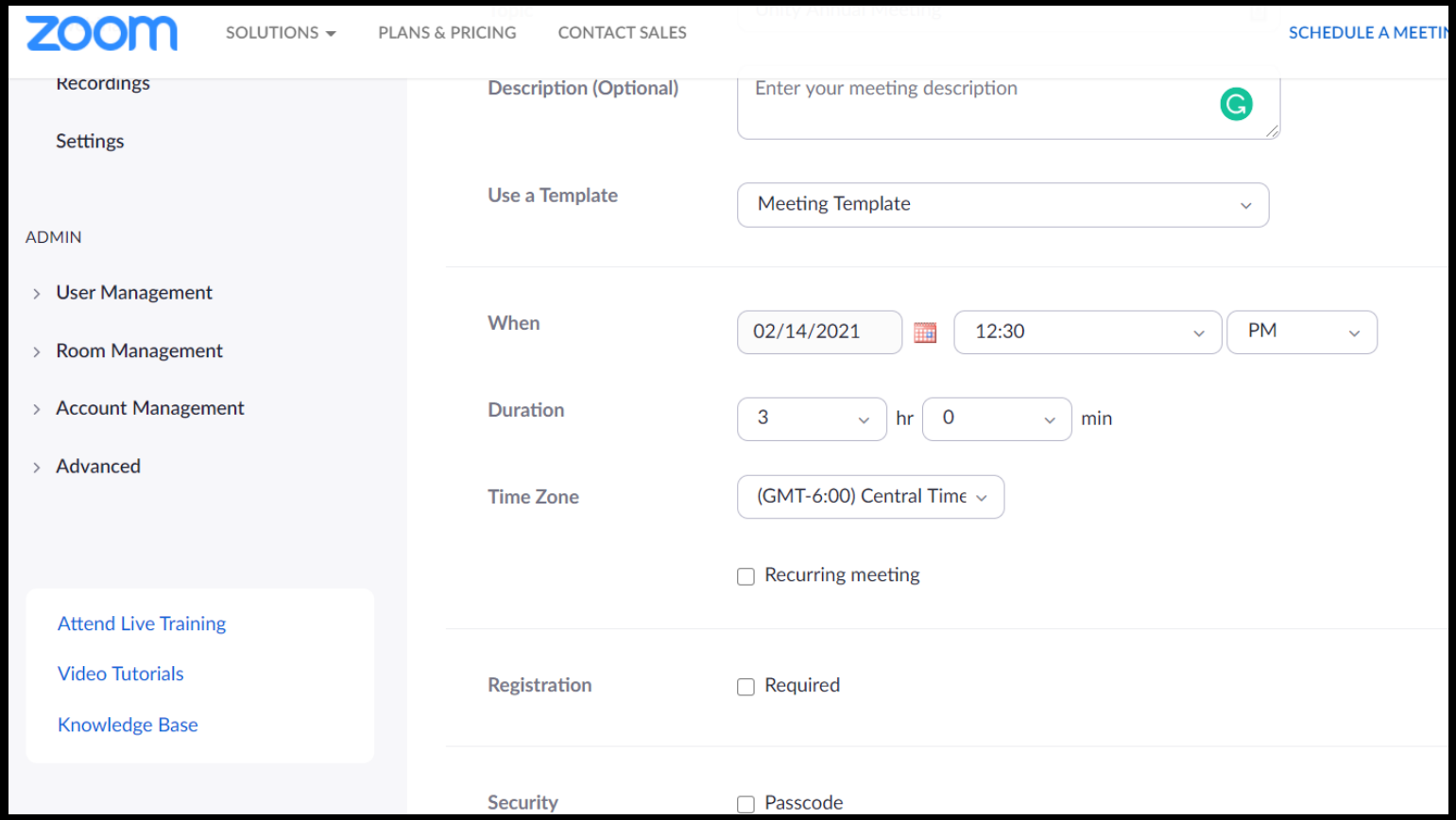
- Regular Zoom – everyone gets the same link so you need to do a careful credentials process as you admit participants to the Zoom meeting.

- Zoom Webinar – costs a bit more, but every participant gets an individual Zoom Link and you admit them all with one click of a button, so no extensive credentials process is needed during the meeting. However, you have to have a solid list of members with their email addresses.

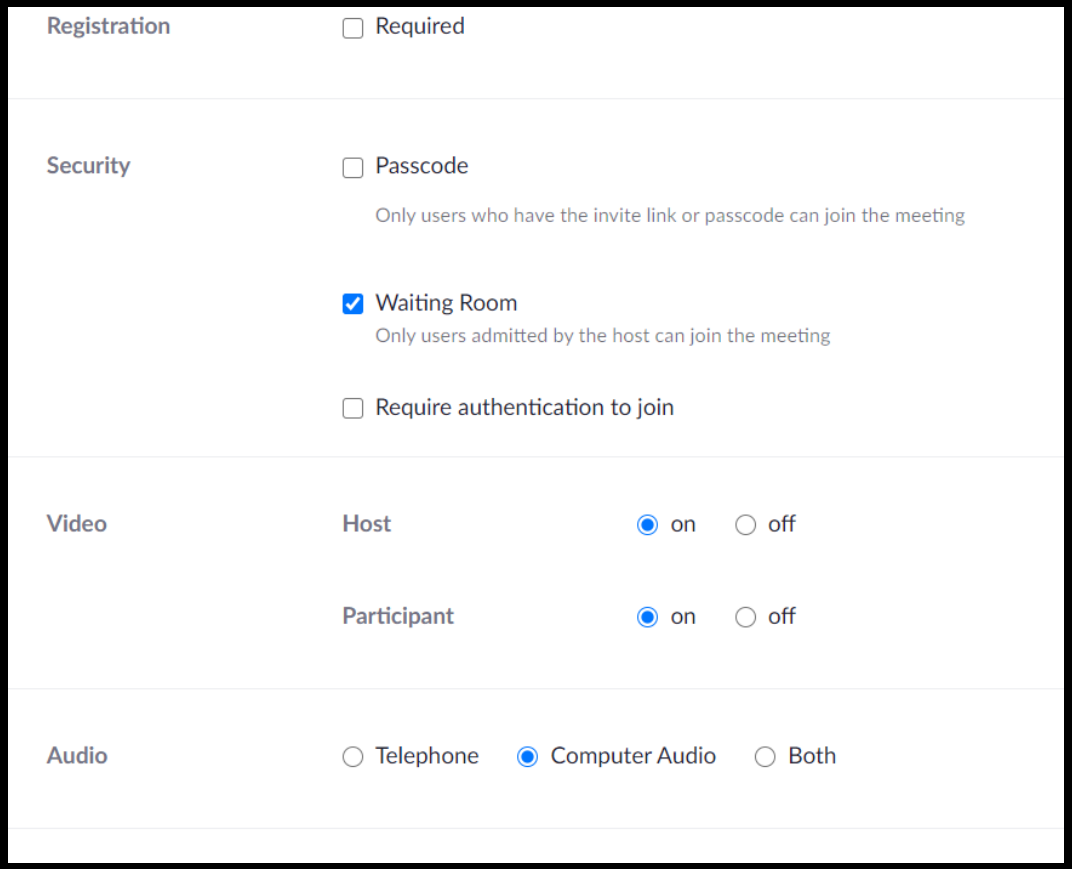
SETTING UP THE ZOOM MEETING



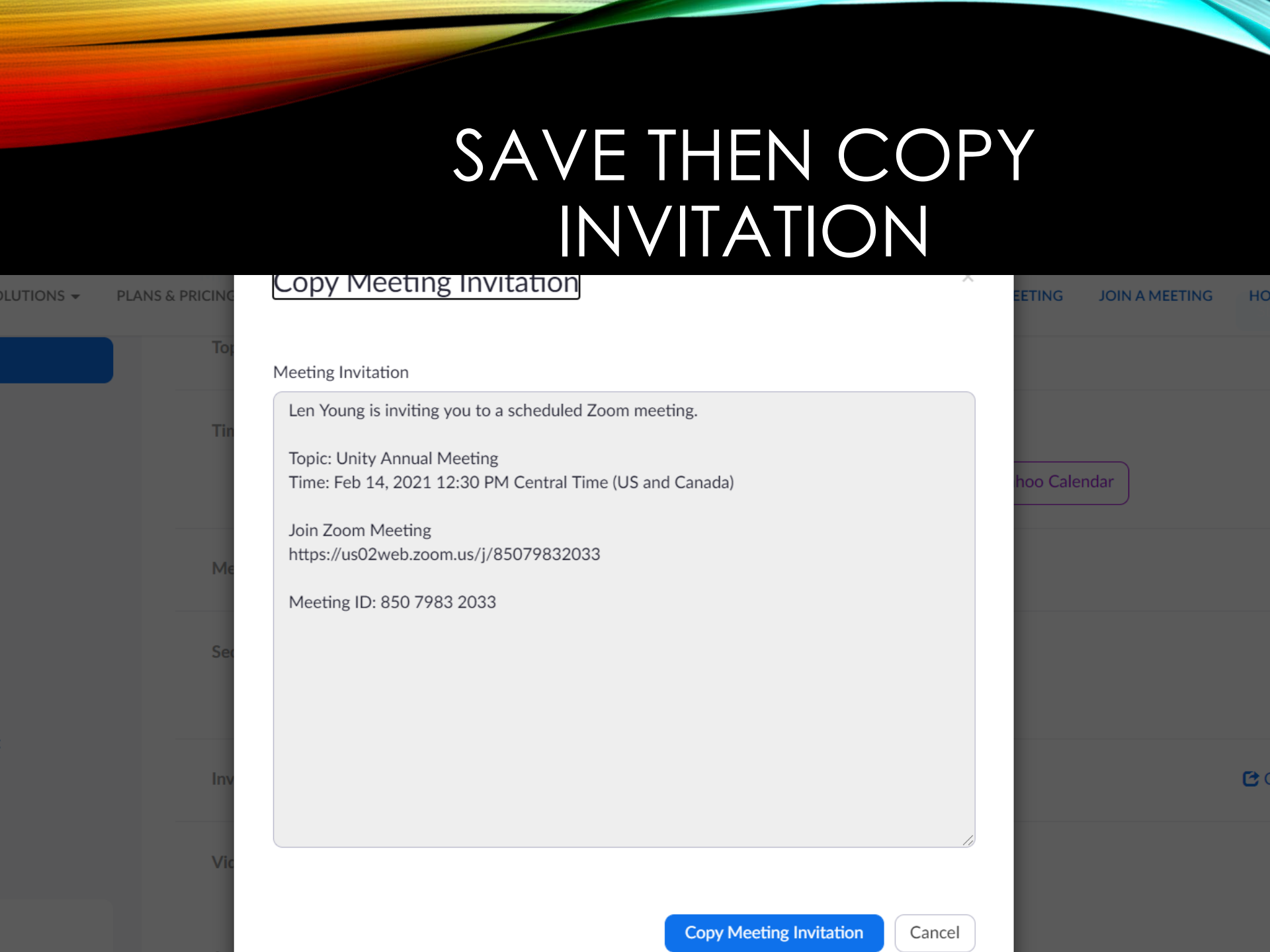
ESSENTIALS


zoom
SOLUTIONS
PLANS & PRICING
CONTACT SALES
SCHEDULE A MEETI
Recordings
Settings
ADMIN
User Management
Room Management
Account Management
Advanced
Attend Live Training
Video Tutorials
Knowledge Base
Description (Optional)
Enter your meeting description
Use a Template
Meeting Template
When
02/14/2021
12:30
PM
Duration
3
hr
0
min
Time Zone
(GMT-6:00) Central Time
Recurring meeting
Registration
Required
Security
Passcode

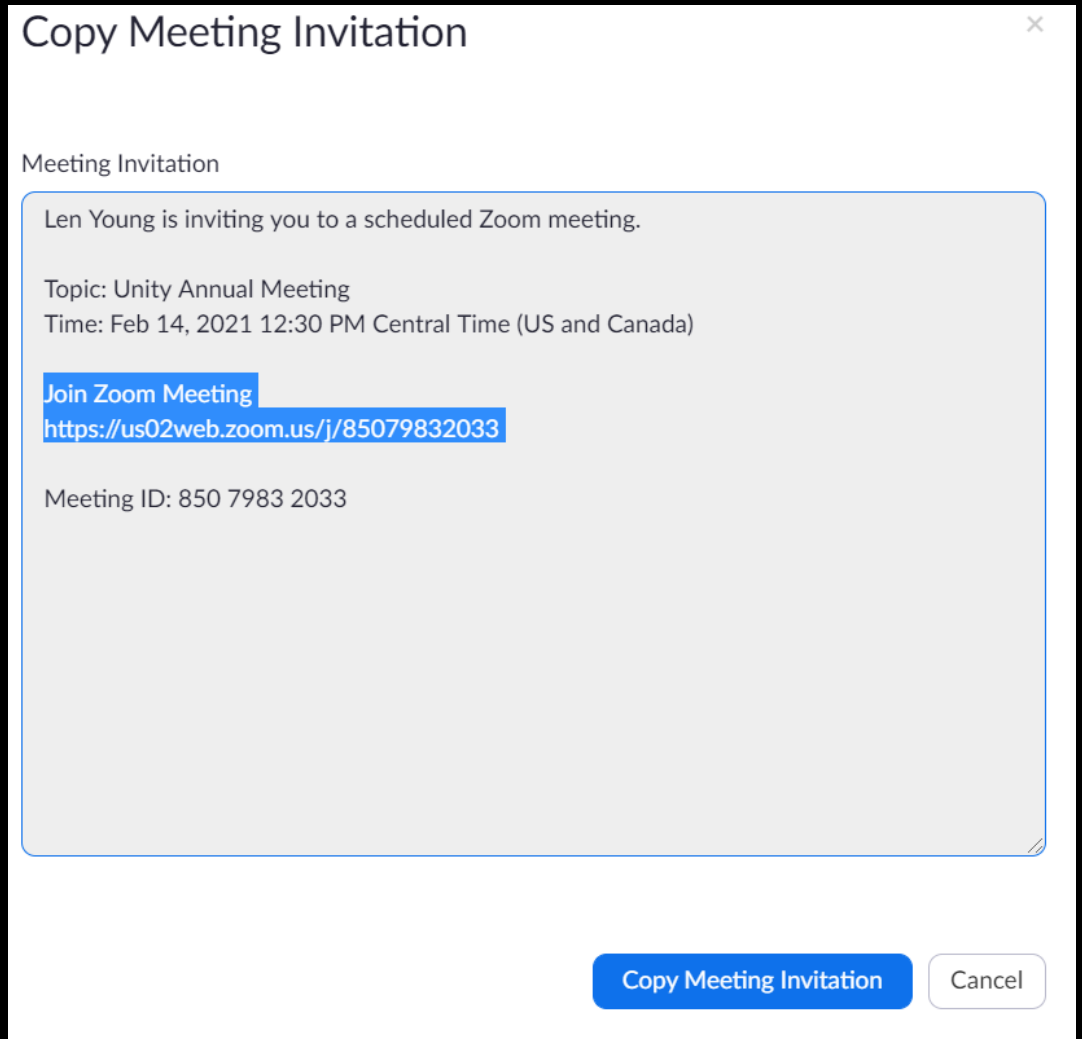
BE SURE TO CHECK "WAITING RM"



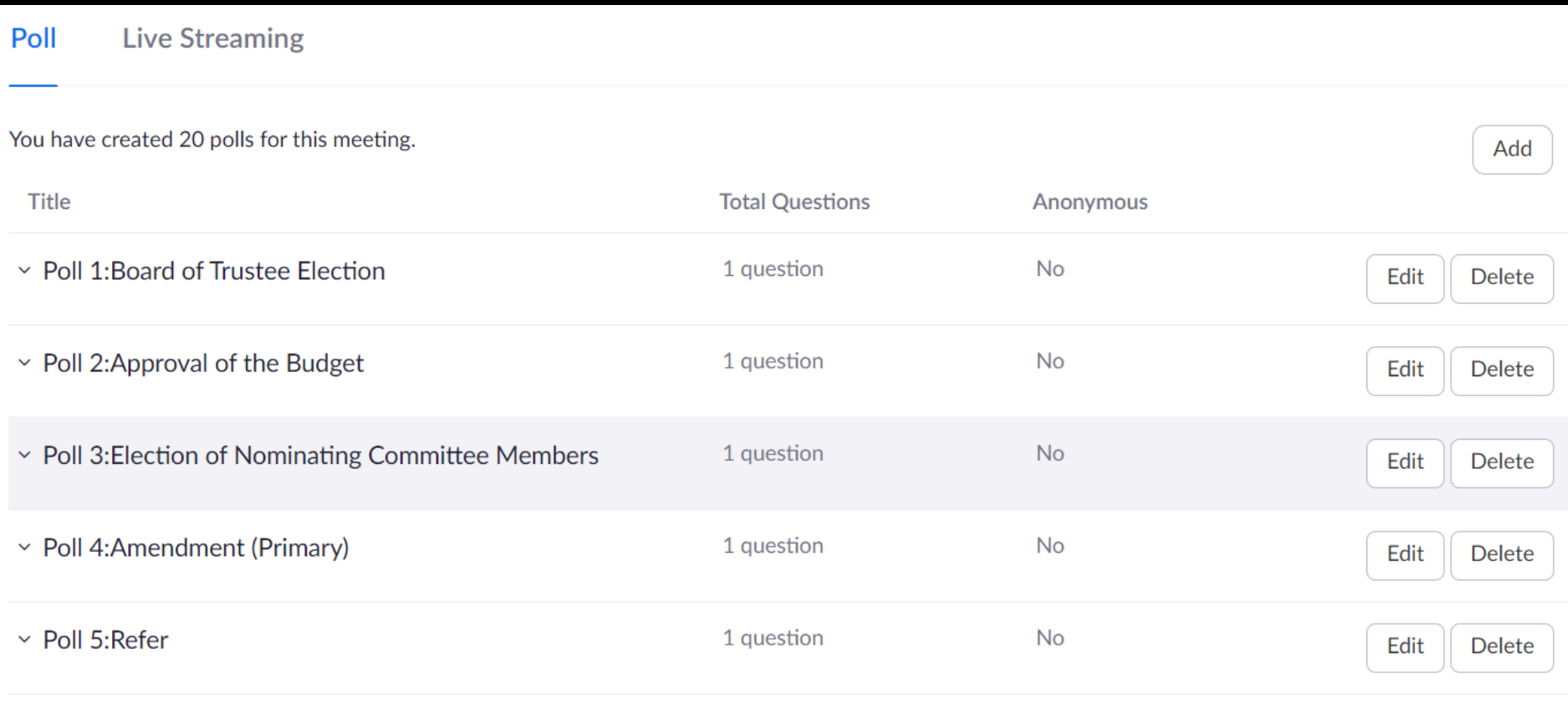
SAVE THEN COPY INVITATION



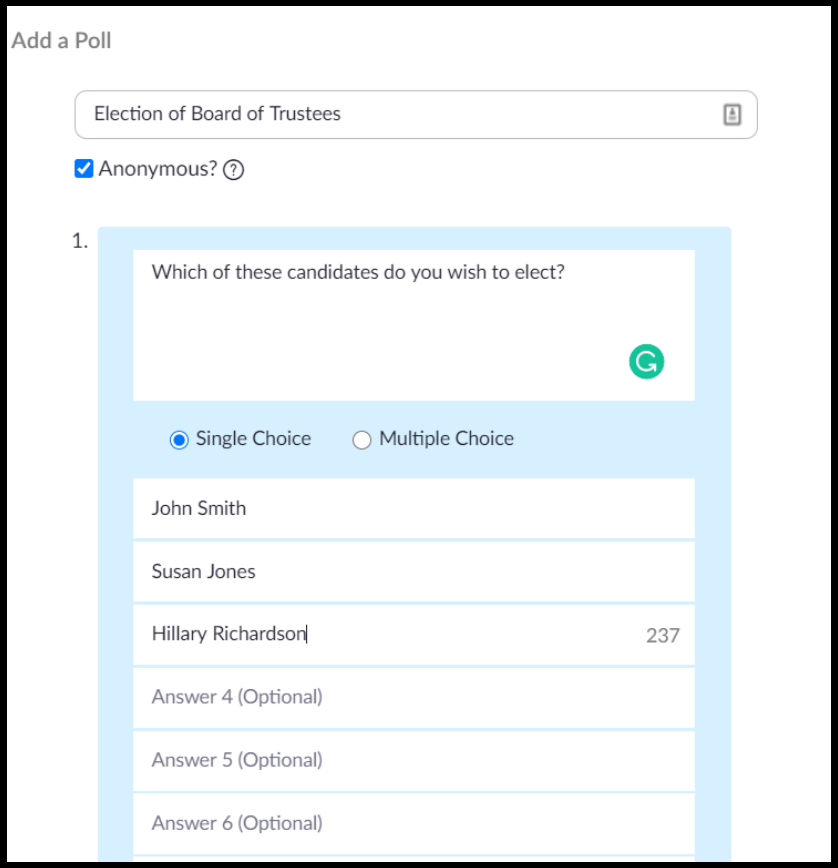
MEETING LINK



SETTING UP POLLING



SETTING UP POLLING



USING ZOOM WEBINAR

- Request all your members to register by sending their name and email address.
- You upload these names and email addresses into Zoom Webinar using a csv file format.
- Zoom will send everyone a separate link
- Be sure to set a reminder email about 24 hours before the meeting.

STANDING RULES

will be conducted using Zoom Webinar Technology. The meeting will begin promptly at the hour announced and order must be maintained at all times. This virtual meeting shall be considered the same as an in-person annual meeting.

- 2. **In Order to Vote.** If members wish to vote, they must join the meeting using a PC, MAC, tablet or smart phone that has the Zoom app downloaded on it. Non-smart telephone connections will not be permitted since they do not provide for hand rising and electronic voting.

STANDING RULES

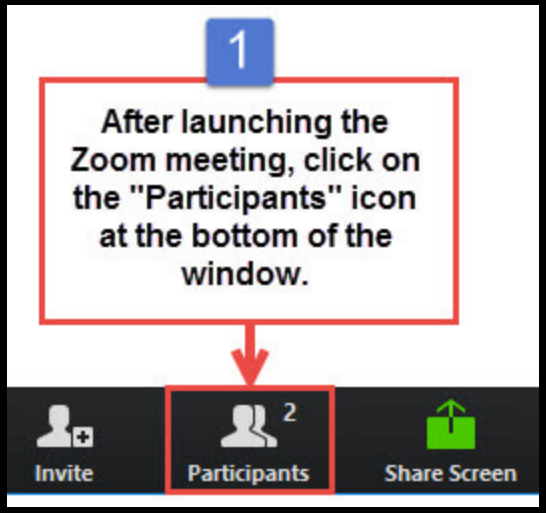
- 3. **Registration.** All those entitled to vote during the convention shall register with the Registration Committee no later than fourteen (14) days prior to the convening of the convention. Near the beginning of the convention business meeting on Wednesday, June 16th, the report of the Convention Registration Committee shall be presented. This report will establish the number of voters who are present and eligible to vote during the convention. The report shall be adopted by a majority vote.
- **Limits on speeches**

MEMBERS SIGN IN

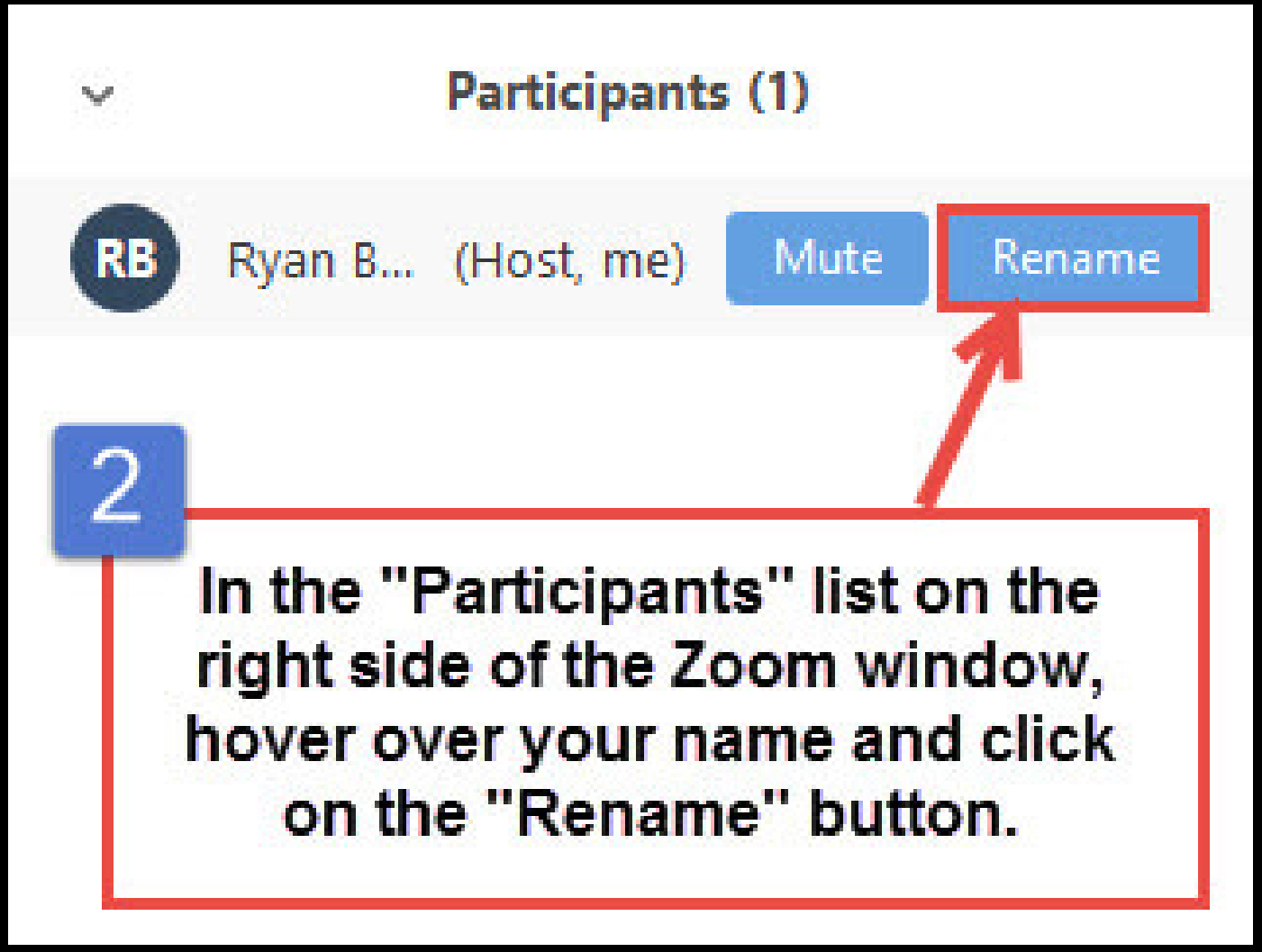
Join Zoom Meeting

https://us02web.zoom.us/j/84408335876

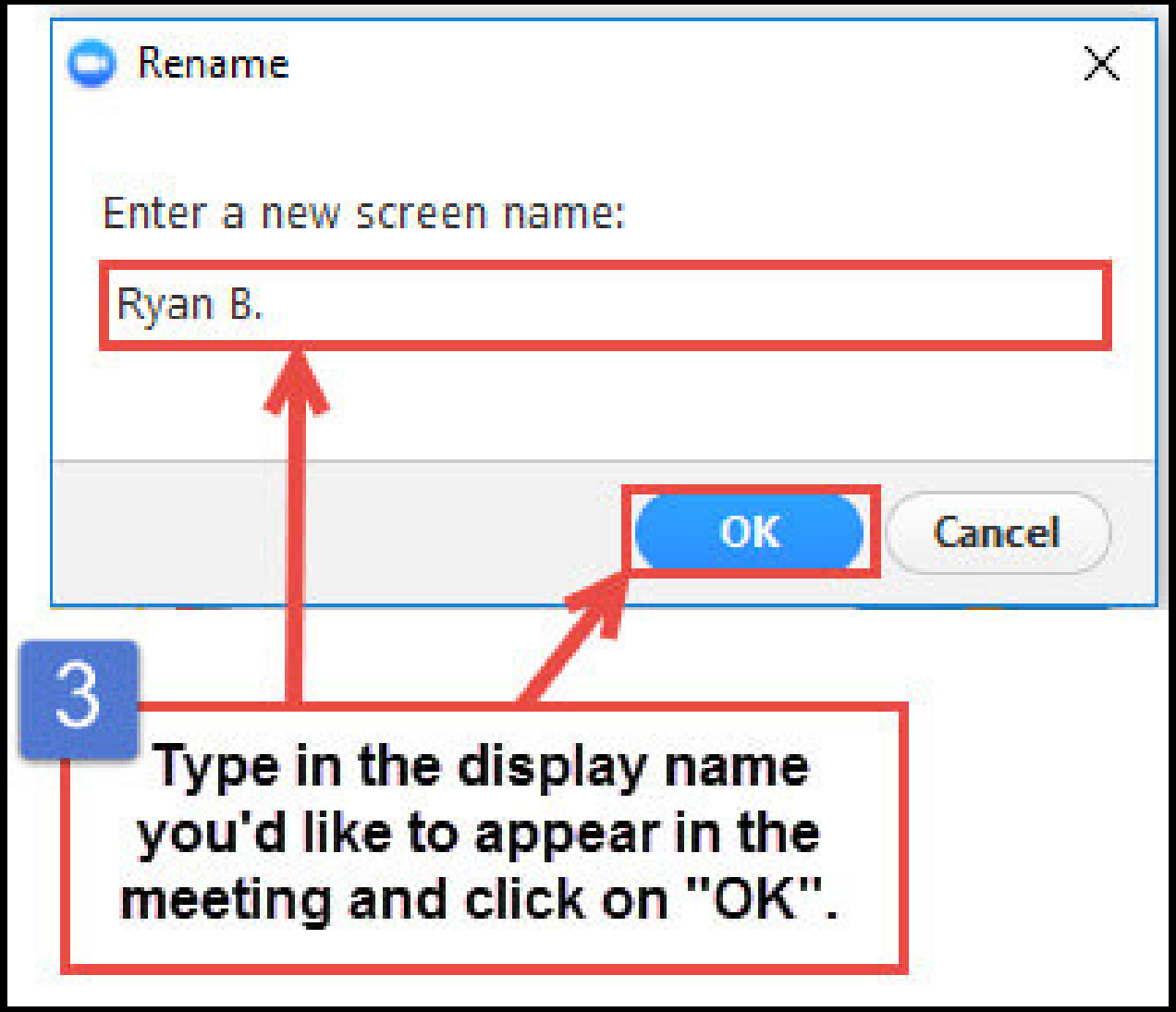
CHANGING YOUR NAME



CHANGING YOUR NAME



CHANGING YOUR NAME



CHANGING YOUR NAME

Your name should be:
FIRST NAME LAST NAME

Example:
Leonard Young

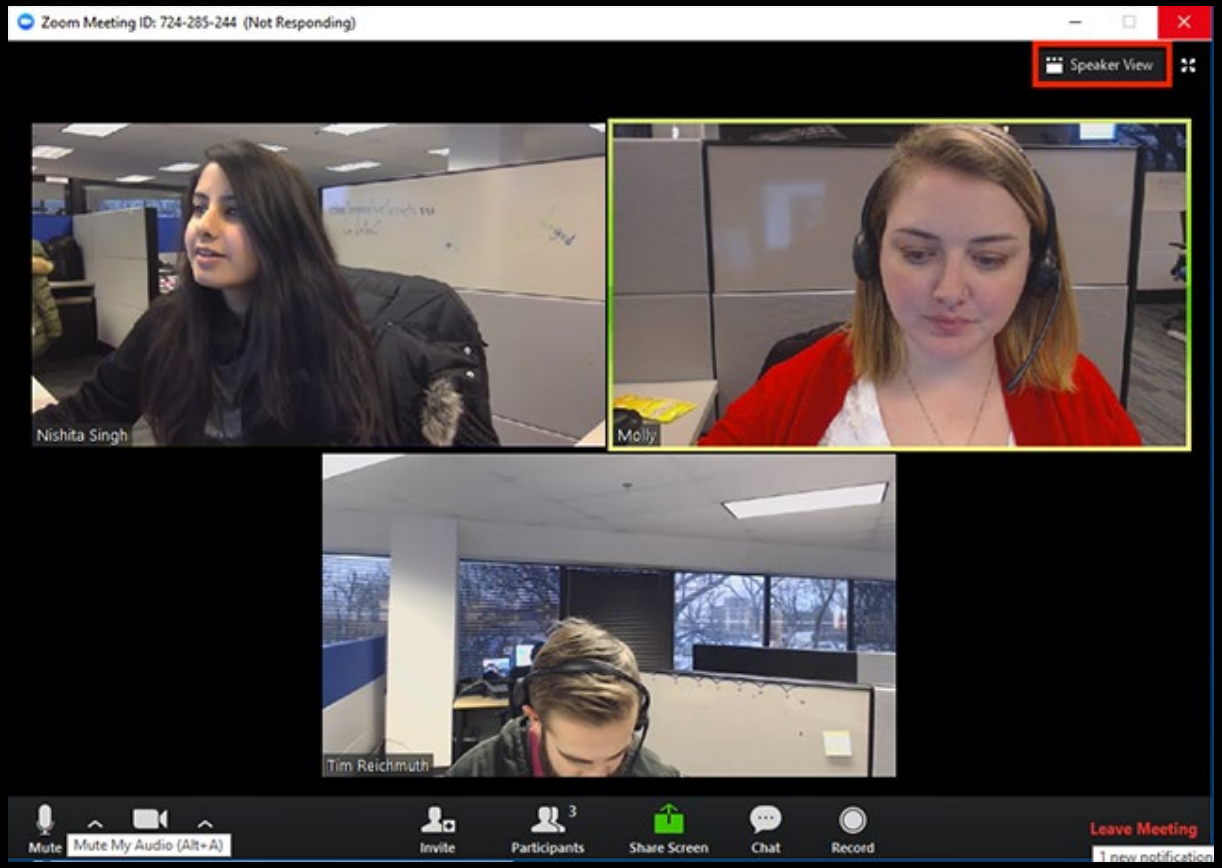
SETTING UP YOUR SCREEN

SPEAKER VIEW

Next take your Zoom interface into Speaker View

Click on “Speaker View” in the Upper Right Corner

GALLERY VIEW

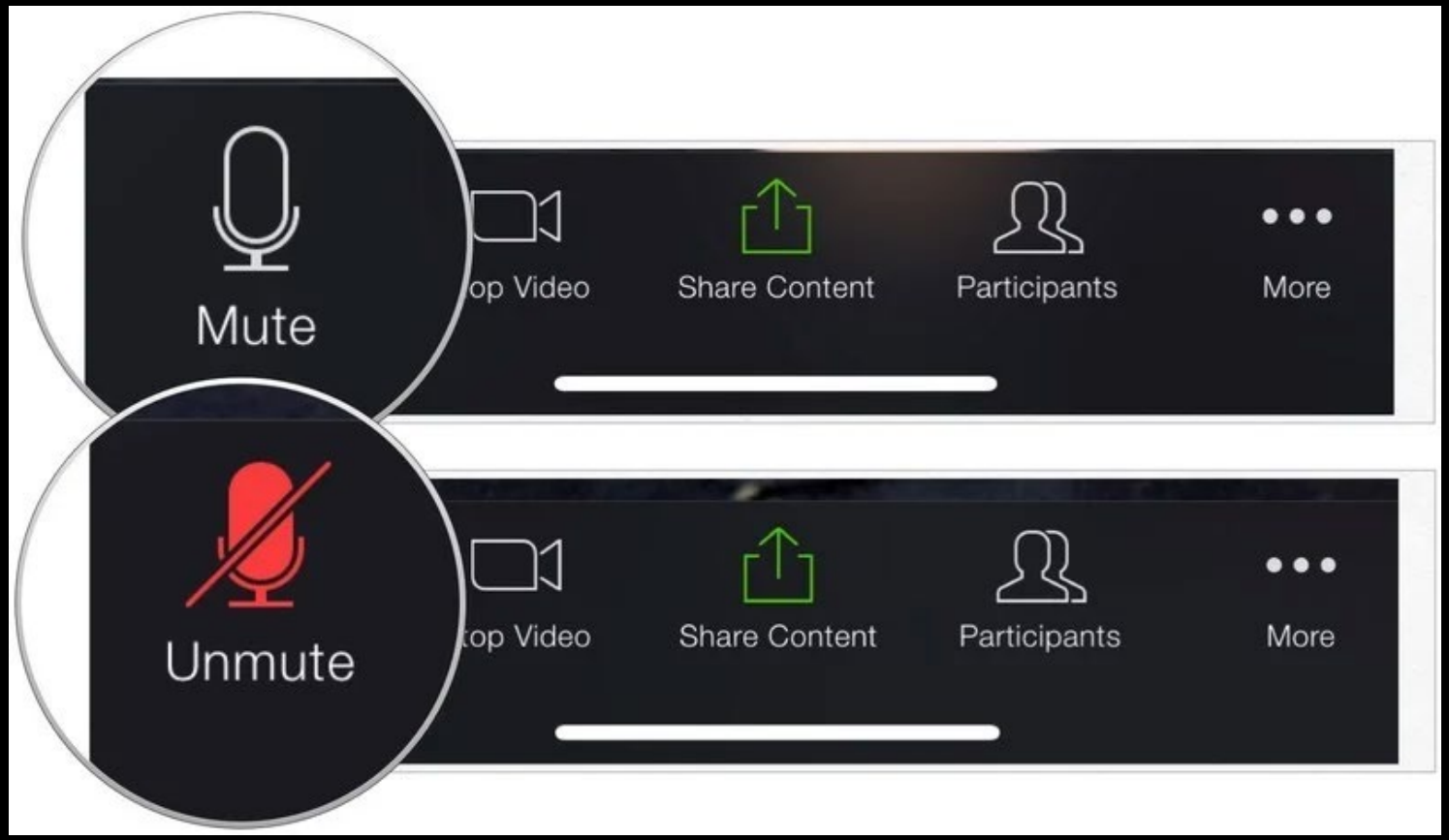


SPEAKER VIEW

UNMUTING YOUR MIC

- By default, each of your microphones are on MUTE.
- You can unmute your mic by going to the MUTE icon on the black bar and clicking on it.
- You can then mute yourself again by hitting the MUTE icon once again.
- You may also unmute yourself by pressing and holding down the space bar.

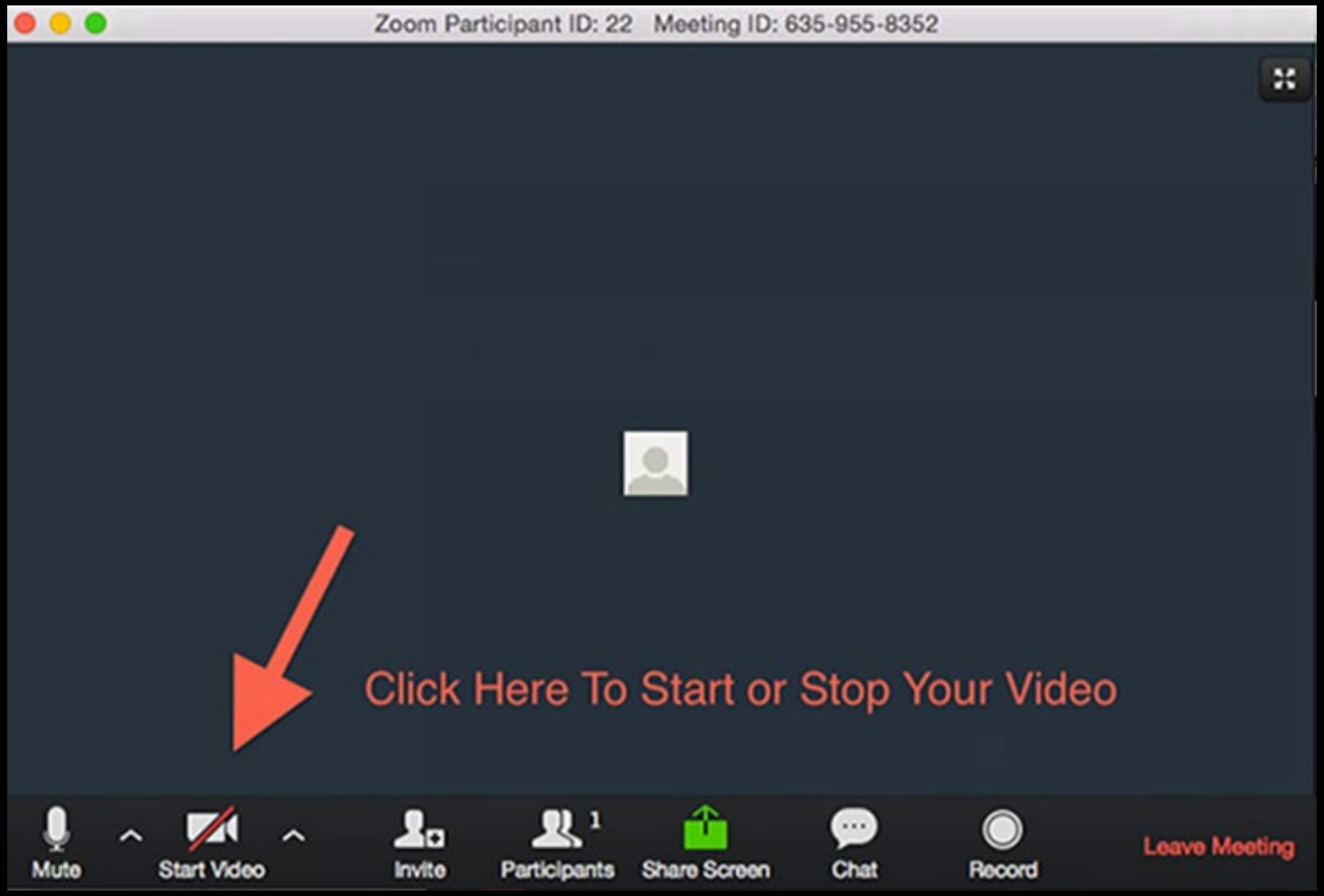
UNMUTING YOUR MIC



STARTING YOUR VIDEO FEED

- By default, all of you have your video feed closed.
- When you are recognized to speak, you should start your video feed.
- This is done by clinking on the START VIDEO icon next to where you saw the MUTE icon on the black bar.

STARTING YOUR VIDEO FEED

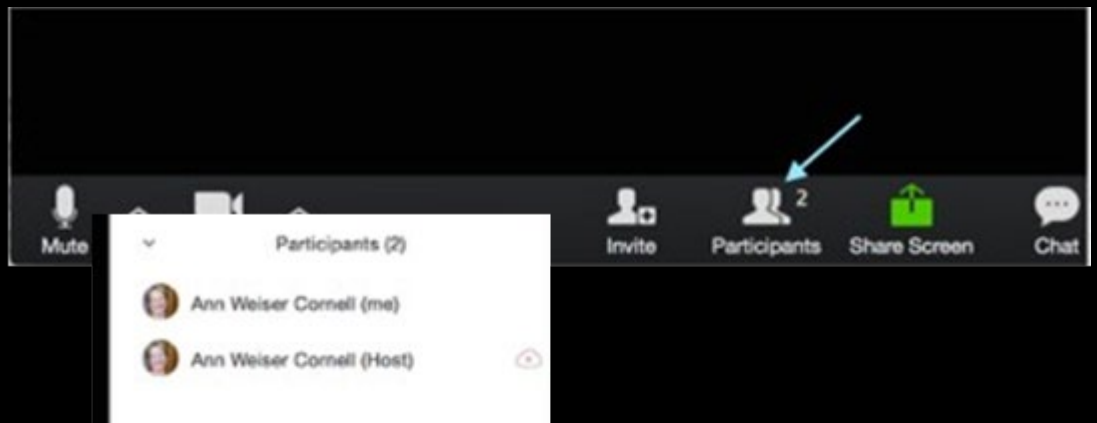


BEING RECOGNIZED TO SPEAK

- To be recognized you must raise your **LITTLE BLUE HAND.**
- Where is my "raised hand" tool?
- This tool is located on the bottom of the white participant's panel.
- To see this panel, just go to the black bar on your screen and click "participants". This will open the panel on your right.

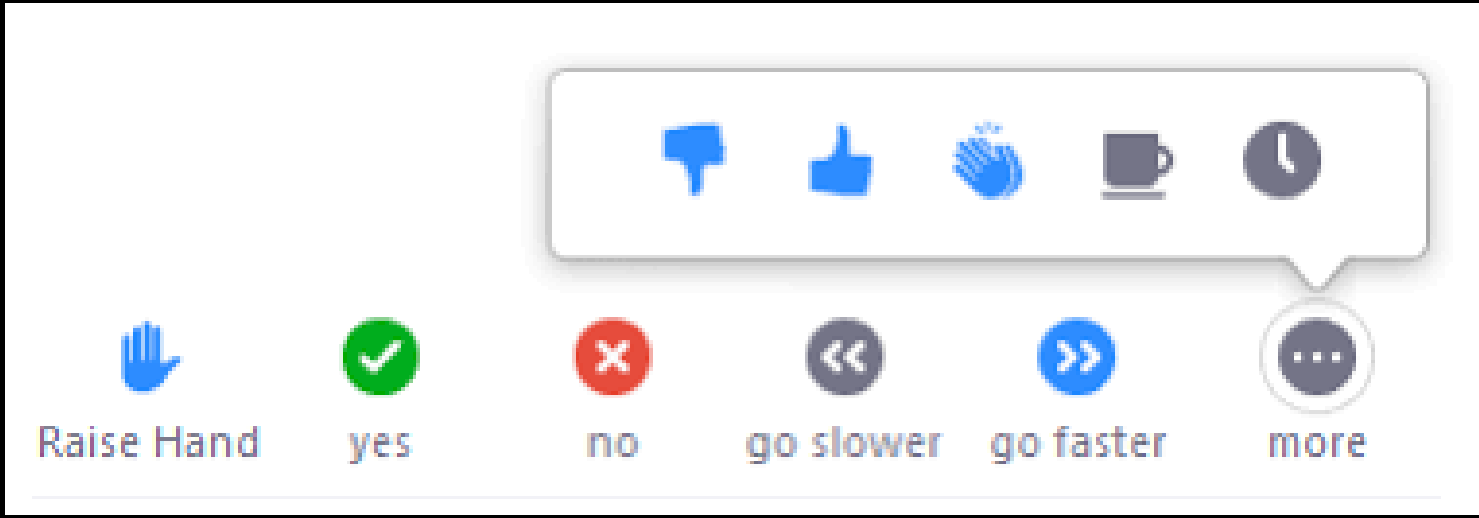
BEING RECOGNIZED TO SPEAK

- The Zoom menu bar appears in different places depending on whether you are using a computer, a tablet or a smart phone.
- If you don't see the menu bar, move your mouse slightly and the bar will appear. The bar disappears after a few seconds when in full-screen mode.



BEING RECOGNIZED TO SPEAK

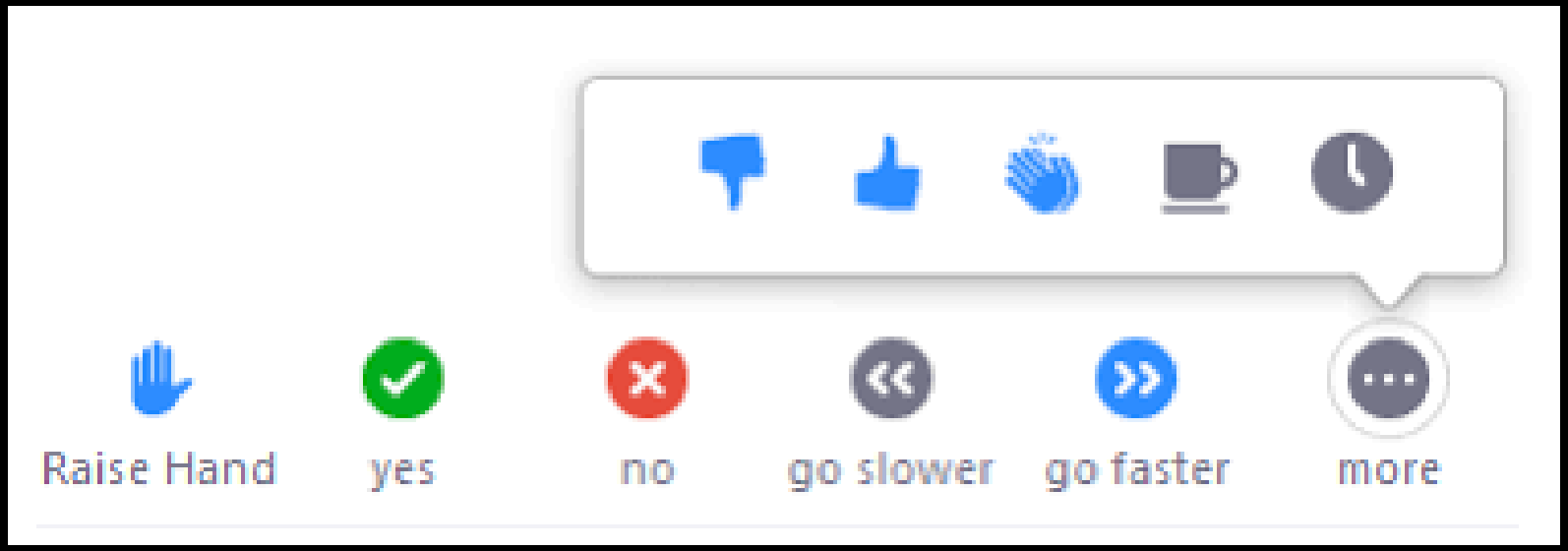
When the WHITE PARTICIPANTS BOX appears the Raise Hand tool is at the bottom, just click it to



VOTING IN ZOOM

RAISED HAND VOTING

- The Chair will say all those in favor, click on the **GREEN CHECK MARK**
- All those opposed, clink on the **RED X.**



ELECTRONIC BALLOT

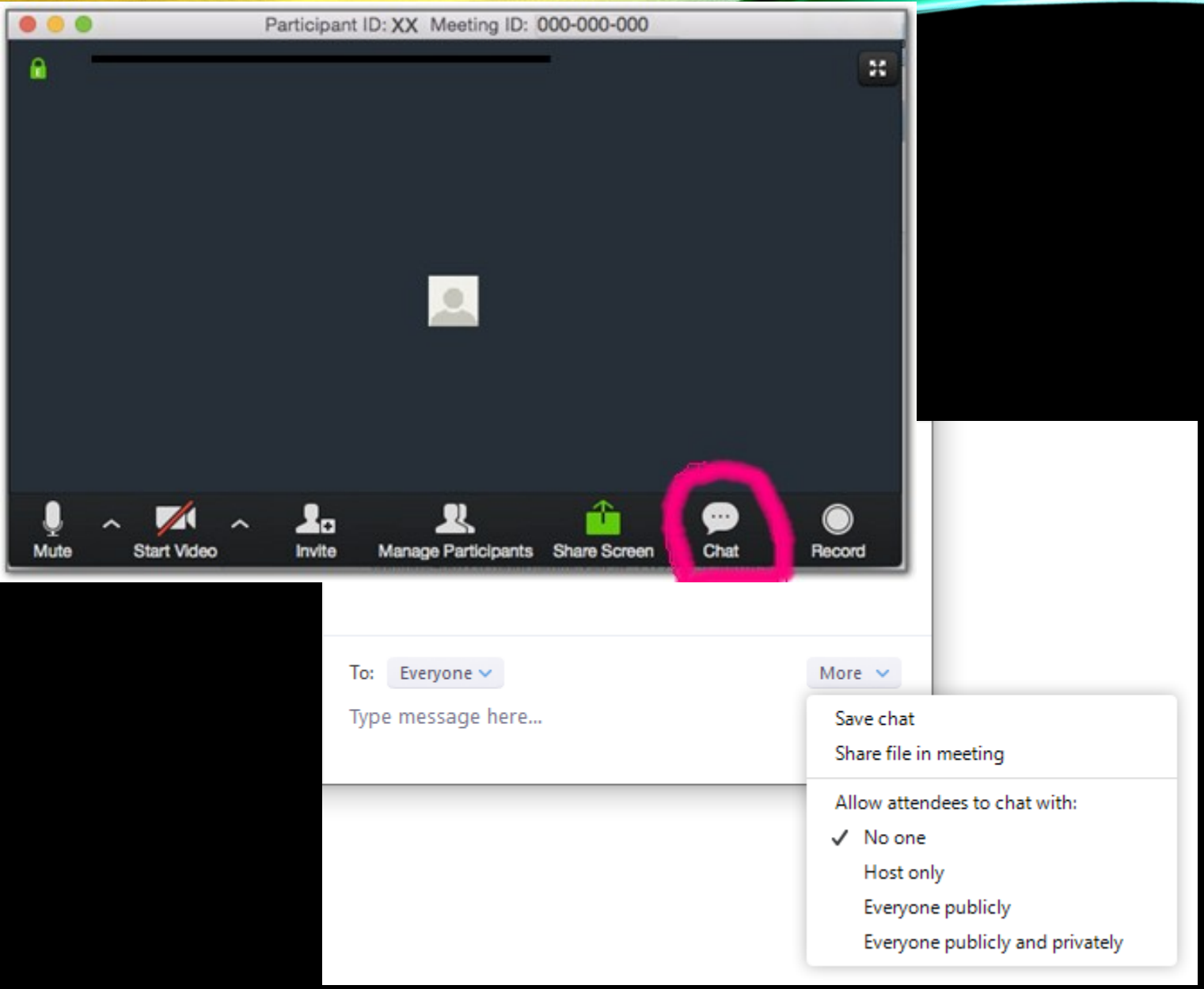
TO VOTE EACH ONE MUST BE ON A SEPARATE DEVICE.

ONE VOTE PER DEVICE

SAMPLE VOTE

CHAT FUNCTION

- Built into Zoom is a Chat Function.
- This is located on the black bar on your screen.
- To open the chat feature, just click on the word Chat.
- At the bottom of the chat screen you will see that by default your chat everyone is open.


Participant ID: XX Meeting ID: 000-000-000
Mute
Start Video
Invite
Manage Participants
Share Screen
Chat
Record
To: Everyone
More
Type message here...
Save chat
Share file in meeting
Allow attendees to chat with:
No one
Host only
Everyone publicly
Everyone publicly and privately

CHAT FUNCTION

- Chat should only be used for those making a motion to type it into the chat box so all can see the motion.

ZOOM WEBINAR

- Disable the CHAT function
- Use the Q&A function

SCRIPTING THE MEETING

THIRD DRAFT

Annual Membership Meeting
Unity in Marin
August 16, 2020
PRESIDER'S SCRIPT

Welcome and Call to Order – President	Good afternoon. It is my pleasure as Chair of the Board of Trustees to welcome all of you to this Annual Membership Meeting of Unity in Martin. We welcome those voting members who are present on Zoom and we also welcome those others who are watching via live stream. I now call the order. To introduce our guest, I call on Reverend Tim Lytle.
Introduction of Online Facilitator	It is also my pleasure to welcome our online facilitator and parliamentarian, **Dr. Leonard M. Young**. Dr. Young is a past president of the National Association of Parliamentarians and has been the parliamentarians for Unity Worldwide Ministries for more than 25 years. We are pleased to have him with us to assist in the handling of the online meeting.

SWITCH TO WORD DOCUMENT

LIVE DEMONSTRATION OF ZOOM

QUESTIONS????

FREE TO YOU

- Consultation by phone, email or Zoom is free to you.
- If you want me to serve as your meeting facilitator & parliamentarian and draft the standing rules and scripts - $500.
- This is a greatly reduced rate since you are a Unity Local Ministry – a benefit from being part of UWM.

UNITY LOCAL MINISTRIES ONLINE ANNUAL MEETING