

FUUSB Annual Meeting Instructions

June 7, 2020 - 11:00 a.m.

Zoom Meeting

Due to the Coronavirus and the governor's *Stay Home, Stay Safe* order, the 2020 Annual Meeting of the First Unitarian Universalist Society of Burlington, Vermont will be held via Zoom meeting. Zoom is a form of video conferencing that enables us to gather together virtually and vote on agenda items. Of course meeting virtually for this type of meeting is new to all of us. We ask that you read and follow these instructions carefully prior to the meeting. Thank you.

Prior to the Annual Meeting

1. **Using Zoom** - If you have not yet used Zoom, please try to attend a Virtual Coffee Hour at 10:45 a.m. on a Sunday prior to June 7th by clicking on this link: <https://bit.ly/35Vm2LK>. During Coffee Hour, we will ensure that you have the software properly installed on your device, and orient you to Zoom and its functions to ensure you're ready to participate in the Annual Meeting. If you do not have internet access you may still participate in the meeting by calling in from your landline.
2. **Devices** - To make the voting process easier, it is best if there is only one voting member on each device. If at all possible, please make accommodations for each voting member to use their own device. Zoom may be used on a smartphone or tablet. If it is not possible for each voting member to use their own device, please notify your Co-Host during registration so that we can accurately account for votes.
3. **Preparation** - Please read over the Annual Report and supporting documents included in this mailing or also available on our website: <https://bit.ly/35VhTaE>. Become familiar with the items that will be voted on: budget, nominating committee slate, proposal from the Property Team. If you have questions about these items, please contact xina@uusociety.org **prior to the meeting**. It will be much easier to answer questions before the meeting. If Christina does not have the answer, she will put you in contact with the appropriate person.

The day of the Annual Meeting

1. **Sign-In** will begin at 10:30 a.m. on Sunday, June 7th. You must sign in by 11 a.m. No one will be allowed into the meeting after 11 a.m. Once you sign in for the meeting, you will need to stay logged into the meeting. If you are participating online, please try to sign in early and save later sign-in for people who are calling into the meeting via a landline. Choose one of the following options for signing in:
 - a. Zoom Link: <https://bit.ly/3fM8MxU>
 - b. Zoom Phone: 1-646-558-8656, Meeting ID# 881 8265 3427
2. **Waiting Room** - When you log in, you will enter a "Waiting Room" where someone will ask for your last name and then move you into a breakout room to sign in.
 - a. There will be four sign-in rooms set up alphabetically. Once you are placed in this room, a co-host will check your name off on our member list, ask if you are the only voter on this device, and assist you in changing your screen name if necessary. Then you will be put into the main meeting room.

3. **Screen Name** - Each person will be asked to change their screen name in Zoom so that we can easily identify voting members. You may do this ahead of time by following the instructions below:
 - a. **Changing Name While in the Zoom meeting:** Click on the three dots in the upper right corner of your own picture square, click on "rename" and then type in your name according to the instructions below.
 - b. **Voting Members:** Precede your name with *
 - c. **Non-voting Members:** Precede your name with X
 - d. **If there is more than one voting member** on your device list both names separated with +
 - i. **For example:** If John Doe is not a voting member and is the only person on his device, his name would be: X John Doe
 - ii. **For example:** If Jane Buck is a voting member and is with her partner Sally Fawn who is also a voting member, their screen name would read: *Jane Buck + *Sally Fawn
 - iii. Your Registration Co-Host will assist you if needed.
4. **Meeting Start Time** - The meeting will begin once everyone who has logged into the waiting room by 11 a.m. has been registered and put into the main meeting room. This means that our meeting may not begin exactly at 11. Early registration will help this process. You will be able to speak to other members in the main meeting room while you are waiting for the meeting to begin.
5. **During the Meeting** - There are many rules we will need to follow while in the meeting. Please become familiar with the rules prior to the meeting.
 - a. **Audio** - the minute the meeting begins, everyone's audio will be muted. You will only be able to hear the speaker. You will not be able to control your audio yourself.
 - b. **Chat** - The chat feature (located at the bottom of your Zoom screen) should only be used to request support. We will have a Co-Host that will answer your chat message. Chat should not be used during the meeting for any other purpose.
 - c. **Questions** - If you have a question please raise your hand using the non-verbal feedback option.
 - i. **Raising Your Hand**
 1. During a meeting, click on the icon labeled "Participants" at the bottom center of your screen.
 2. At the bottom of the window on the right side of the screen, click the button labeled "Raise Hand." Your digital **hand** is now raised
 3. If you are calling in on a landline, raise your hand by pressing *9.
 - ii. **Being called on to ask your question.**
 1. The Host can see the order in which people have raised their hands and will call on people in that order.
 2. The host will un-mute you so that you may ask your question and then will mute you while the question is answered.

- d. **Voting** - Voting will be done using Polls. When a question is put up for a vote, the poll will be opened to the group. If you are a voting member, you must vote Yes, No, or Abstain. If you are not a voting member, you must still respond to the poll. There will be an option for “Not Voting Member.”
 - i. **If you are calling in via a landline phone:** When it is time to vote, you will be moved into a breakout room. Once in the breakout room, a Co-Host will ask you for your vote. Once you have voted, you will be moved back into the main meeting space. No business will take place while members are in breakout rooms.
 - ii. **If you have more than one voting member on your device,** you will be moved into a breakout room. One member may vote using the poll and the other member will need to report their vote to the Co-Host in that breakout room. No business will take place while members are in breakout rooms.
 - iii. All votes from breakout rooms will be reported to the Host. The Host will tally the numbers and report back to the main meeting room.
- e. **Recording** - The meeting will be recorded and the Secretary of the Board will also take minutes. The Secretary’s minutes will be the “official” record of this meeting.
- f. **Inappropriate Behavior** - There will be Co-Hosts assigned to monitor the behavior of all participants. If a Co-Host witnesses malicious behavior, such as “Zoom-Bombing,” that participant will be removed from the meeting and will not be allowed back into the meeting. If a Co-Host witnesses other inappropriate behavior, that participant will be placed in a breakout room and given a warning before being put back into the main meeting space. Should a participant exhibit inappropriate behavior a second time, they may be removed from the meeting.
- g. **Have a great Annual Meeting!** We know this Annual Meeting will be unlike any other. Thank you all for taking the time to prepare and for your patience as we travel this new road together. We are truly looking forward to a great Annual Meeting!