

Video Equivalents to In-Person Actions during a 46th District Democrats’ Meeting:

Being Recognized and Speaking	
If you would do this during an in-person meeting...	In a Zoom meeting, please do this...
Wear a nametag so people know who you are.	To participate as a speaker in the meeting, members must properly identify themselves in the “name” function on Zoom. Meeting leaders (the chair, meeting host, meeting facilitator, secretary, or tally chair) cannot recognize “user”, “owner”, numeric sequences, or other non-personal names.
Sit and listen attentively to the speaker , when you do not have the floor.	Chat is disabled during Zoom meetings. Unfortunately, members and guests were typing inappropriate comments into the chat, disrupting others who were recognized to speak. Placing comments into chat during debate or programs, unless asked by the presenter to share links or other information that enhances what they are saying, is the same as standing up in a meeting and screaming a complaint or comment over the person who has the floor and is speaking.
Raise your hand to be recognized by the chair, generally. To speak generally, a member must be recognized by the chair of the meeting as the next speaker.	Members raise their hands in Zoom using the “raise hand” in reactions . The Zoom name function identifies the speaker.
Get the chair’s attention	Use the “raise hand” indicator in Zoom , to join the queue to be recognized.
Call out a request or motion that does not require having the floor To raise a point of information, a point of order, call for a division of the house, an appeal to the ruling of the chair, or any other motion which may be called out during an in-person meeting without obtaining the floor under Robert’s Rules of Order.	The member shall unmute their microphone, and state (for example) “Point of Order”, “Point of Information” or “Division of the House”, etc. The chair will ask the speaker to identify themselves and state their inquiry or motion. This procedure may also be used to object to a request for unanimous consent.
Second a motion	A motion may be seconded by unmuting one’s microphone and calling out “second”. The speaker may be asked to identify themselves if their identity as a member is not readily apparent to the secretary, sergeant-at-arms, or chair.

Video Conference Equivalents to In-Person Voting during the Meeting:

Voting	
If you would do this during an in-person meeting...	In a Zoom meeting, please do this...
Voting – Unanimous consent	The chair may ask for unanimous consent on any motion. If any member objects, the motion is decided by a tallied vote.
Voting – Hands or Credentials Raised For votes that require a count, which would customarily be taken by a hands or credentials up count during an in-person meeting.	The vote shall be taken on first pass by all members wishing to vote by using the buttons in Zoom reactions . <ul style="list-style-type: none"> • green “yes” • red “no” • grey (slow down) “abstain”
Voting – Hands or Credentials Raised by multiple household members who are district members.	<p><i>Multiple members on the same video link:</i> If your household has multiple district members, the optimal situation is that each member logs in on their own device (laptop, desktop, tablet, smartphone, etc.)</p> <p>However, that is not an option for some households. If multiple members must use the same Zoom link, please send your votes to “Tally”, identified in Zoom chat, please vote once for each member, clearly identifying in your chat text which member is voting:</p> <p>Example: Chat 1: Tom Smith, yes Chat 2: Mary Jones-Smith, no</p>
Voting – Written Ballot Motion for a written ballot, requires a simple majority to pass. Note: Some votes by PCOs in their representative capacity are not eligible for a secret ballot, although a written signed ballot may be used.	<p>Using the voting link sent with their credential, the voter shall click on the Google Forms ballot, vote via the electronic Google Forms ballot, filling in all required fields, and verifying that they are valid voters via their credential code issued for the meeting.</p> <p>In a multiple member household, each member will vote separately through the link, using their individual voting code.</p> <p>The Tally Chair shall tabulate the ballots without revealing how specific voters voted, when the ballot is secret.</p>