General Assembly Tips due to COVID Restrictions

CONTINUE USING "BASIC" GENERAL ASSEMBLY PROTOCOLS

- ✓ Advance Meeting Notification with Agenda & Zoom meeting link/address.
- ✓ Post Reports and Presentations in Advance Reports (paper copies should not be distributed during the meeting).
- ✓ Sign-in Process; Confirmation of "Good Standing."
- ✓ Meet Quorum Guidelines.
- ✓ **KEY POINTS**: First determine the logistics for your meeting: Indoors? Outdoors? On-Line only? Combination of these?   This will direct your preparations.
- ✓ In all cases, you must meet local health guidelines.

"REGULAR" MEETING TEAM COMBINED WITH NEW ROLES

- ✓ **Priest**
- ✓ **Meeting Chair, Parliamentarian**
- ✓ **Registration Lead**
  - − Check-in/Confirmation of "Good Standing"
  - − Recommended to have 2 people for in-person check-in; 2 for on-line
- ✓ **Zoom Moderator**
  - − Will use separate computer to monitor Zoom attendees and present questions from on-line attendees
  - − Posts presentations for Zoom audience or manages screen sharing feature in Zoom
  - − Responds to Chat questions
  - − Is primary contact point for on-line attendees during meeting
  - − Will remind those speaking if they are muted
- ✓ **Technology Lead**
  - − Monitor set-up
  - − Microphones & Speakers
  - − Power Cords
  - − Computers
  - − Zoom camera set for presenters
  - − Walk-Through/Trial Run of equipment

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On-line

✓ Reservations Recommended (to help confirm "Good Standing" in advance).

✓ If pre-registration / reservation is used, attendees' "Good Standing" can be verified prior to the meeting.

✓ If not, attendees can enter meeting directly and be confirmed via face or name recognition by on-line check-in team.

✓ Those with only telephone numbers displayed will be asked to identify themselves.

In-person

✓ Electronic sign-up requested.
- – This will help determine the number of seats required for set-up
- – "Walk-ups" can attend, if seating/distancing is available

✓ Health & Safety checks and procedures required.

✓ Social Distancing, Masks and Hand Sanitizer required.

✓ No signatures at sign-in table; registrar simply checks-off name.
- – No common use pen should be used at sign-in

Zoom Notice. Please note, all recommendations assume parish is using the Zoom conferencing application as its meeting technology platform.

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TECHNOLOGY

1 Monitor / Screen
- Will be needed for in-person attendees to see presentations being shown to on-line participants.
- Paper copies of reports or presentations should not be distributed at the meeting and should be viewed via projection.
- Ensure monitor is large enough for proper viewing of presentations.
- Presenters need to be stationary in-front of Zoom camera so that on-line participants can see them.
- Check positioning and glare on the monitor/screen, if meeting outside.

2 Sound
- Stationary microphone for the presenters.
- Use stationary microphones to allow parishioners to walk up and ask questions.
- If not possible, hand-held microphones (at least 2) may be used.
    - Recommended to have moderators hold microphones so it they are not being passed one to another. If the microphone is held by a parishioner, then ensure microphone is wiped down after each use.
- Ensure a speaker is available (or can use sound from monitor/TV) so in-person attendees can hear on-line comments from computer.

3 Test the Equipment
- Technology Lead will test integration of all equipment.
- Presenters should become familiar with set-up prior to meeting.
- Ensure enough power cords!

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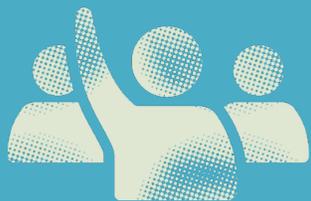
MEETING MANAGEMENT & VOTING

- ✓ Consider offering brief training, at the on-set of the meeting on how questions and voting will be managed ("raise hand," "chat" or "polling" features).

- ✓ Voting for in-person attendees should follow current parish protocols.

- ✓ For voting on-line, a parish wish to consider the following:
    - − Use polling function in Zoom. It should be noted, that the basic subscription level of Zoom does not provide this feature.
        - − It will take someone in the parish familiar with this feature to set it up either during the meeting or prior.
    - − Use "raised hand" feature or viewing attendees actually raising their hands.
    - − Use voice vote, for those calling-in or not visible, on-line.
    - − This will require a moderator to tally the varying sources of voting input to arrive at a final vote.
    - − Consider using a "Reverse Approval" method. Instead of asking for all who approve a motion, ask first for a showing of those who do not approve the motion (which typically is a smaller number).

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