



ECMN#

Convention 2021
TECH GUIDE

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Business Meeting Agenda

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Zoom Meeting Instructions

Logging into the Zoom Meeting for Convention

You will receive an email from ECMN on Wednesday, November 3rd that will include both your VPOLL login information and the link to the zoom meeting that we will use for conducting business.

At the time of the business meeting, you can click on the link included in that email from the device that you'd like to use to participate in the Zoom meeting. This will open Zoom either in the Zoom app on your device or, if you don't have Zoom installed, in an internet browser window.

You can also log in to VPOLL up to an hour in advance of the beginning of the business meeting.

Naming Yourself

Once you've joined the meeting, please check to make sure your name is correct by hovering over the square with your face in it. You may rename yourself by clicking the three dots in the top right corner of your image and selecting "rename." We encourage you to include your faith community and your pronouns (she/her, he/him, they/them, etc.). For example: *Emilia Seay Allen, Episcopal Church in Minnesota, she/her*

Participant Experience

When you are admitted to the meeting at 4:00 pm, you will be able to see yourself and others.

You will be muted, and you will not be able to unmute yourself. This will cut down on accidental unmuting that may be disruptive to the meeting.

The chat function will be restricted to sending messages to hosts and cohosts of the meeting. This will allow us to better follow the procedures set forth in the Standing Rules of Order.

You will not be able to use emojis to react. The only button available to you should be 'raise hand,' which you will use to indicate your desire to second motions or address convention.

Procedures for an Online Convention

The business portion of our meeting will take place via Zoom meeting. While most of you will likely be familiar with this platform, to be sure that the meeting follows our Standing Rules of Order, we will be regulating the meeting in some atypical ways. Please see page 4, “Zoom Meeting Instructions,” to know what to expect.

Because our Standing Rules of Order have been written with an in-person convention in mind, below please find clarification of how we will conduct our business in a virtual space.

Seconding Motions

When there is a call for a second to a motion, you may indicate your second by using the ‘raise hand’ function.

Voting

Voting will be done via a platform called VPOLL. VPOLL is a voting tool accessed through a web browser (Safari, Chrome, etc.). This technology allows us to ensure credentialing and voting by orders. Each delegate will be given a unique access code. Ballots and voting items will appear on your screen at the appropriate time during the business meeting. To learn more, see “Logging in to VPOLL” on page 7.

Discussion

- Use the ‘raise hand’ function to indicate that you would like to address Convention.
- Someone behind the scenes will create an order in which delegates will be called on.
- The President of Convention will recognize delegates in that order, calling on each delegate by name.
- When it is your turn to address Convention, you will be invited to unmute yourself and address convention in the following format:
 - Rt. Rev. Sir
 - My name is _____
 - I represent _____ faith community
 - I rise in order to _____

Once you are done addressing convention, you will be muted. If you wish to address Convention again, you will need to follow the above process again.

Procedures for an Online Convention

Proposing Amendments and Resolutions

Those wishing to make amendments or propose resolutions not already included in the agenda must submit a written version to the Secretary of Convention by typing the full text version of the amendment or resolution into chat with the heading: MOTION FOR SECRETARY or RESOLUTION FOR SECRETARY. You will only be able to send this text to hosts and cohosts.

- After proposing an amendment or resolution, you will likely be asked to address convention regarding your proposal.
- The President of Convention will recognize you, calling on each delegate by name.
- When it is your turn to address Convention, you will be invited to unmute yourself and address convention in the following format:
 - Rt. Rev. Sir
 - My name is _____
 - I represent _____ faith community
 - I rise in order to _____

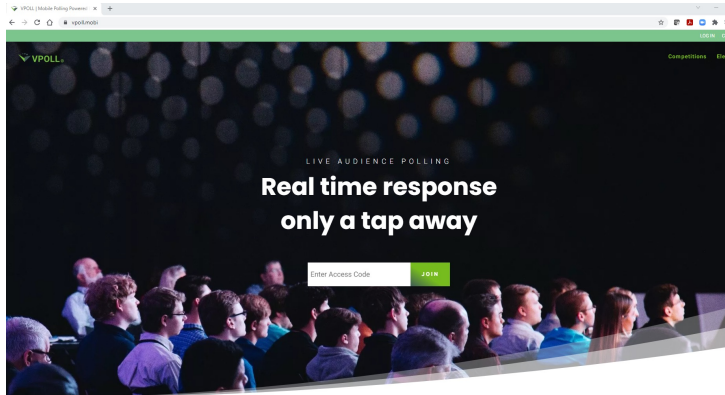
Nominations

Individuals may be nominated (by themselves or others) from the floor of convention in order to be considered for an elected body using the following process:

- Use the 'raise hand' function to indicate that you would like to nominate someone from the floor.
- Someone behind the scenes will chat you to ask who you nominate and for which role.
- The person nominating, and the person being nominated, will both be put into an order to be invited to address Convention.
- The President of Convention will recognize delegates in that order, calling on each delegate by name.
- When it is your turn to address Convention, you will be invited to unmute yourself and address convention in the following format:
 - Rt. Rev. Sir
 - My name is _____
 - I represent _____ faith community
 - I rise in order to _____
- The person nominated will be asked whether they consent to the nomination. If they consent, they will be added to the ballot.

VPOLL Login Instructions

1. Go to the VPOLL website: www.vpoll.mobi



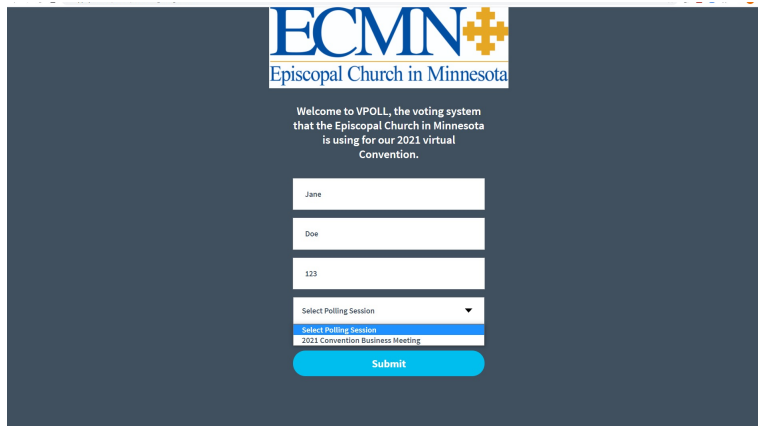
2. Enter the access code: ECMN21

3. Enter your login criteria: first name, last name, and unique ID number

A screenshot of the VPOLL login form. At the top is the logo for "ECMN Episcopal Church in Minnesota", which includes a yellow cross icon. Below the logo is a welcome message: "Welcome to VPOLL, the voting system that the Episcopal Church in Minnesota is using for our 2021 virtual Convention." The form consists of four input fields: "First Name", "Last Name", "ID Number", and "Select Polling Session" (a dropdown menu). A blue "Submit" button is located at the bottom of the form.

VPOLL Login Instructions

4. Click the drop-down arrow, select “2021 Convention Business Meeting,” and click “submit.”



ECMIN
Episcopal Church in Minnesota

Welcome to VPOLL, the voting system
that the Episcopal Church in Minnesota
is using for our 2021 virtual
Convention.

Jane

Doe

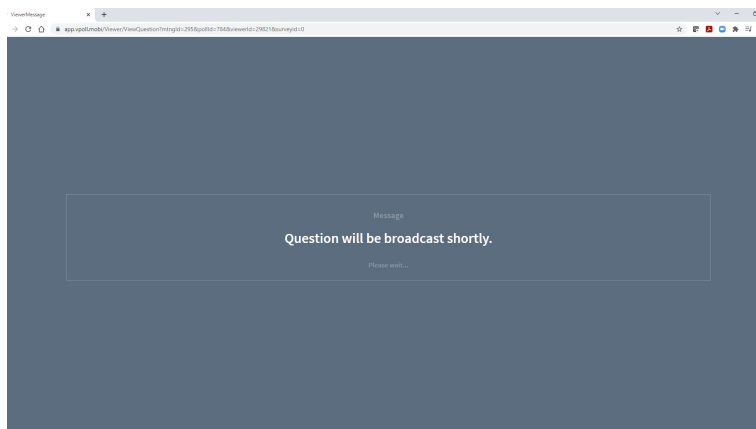
123

Select Polling Session

Select Polling Session
2021 Convention Business Meeting

Submit

5. Once logged in, you will see the message, “Question will be broadcast shortly.”



Congratulations! You're ready to vote.