



Zoom Convention

Greetings everyone,

I am writing to discuss how the special convention technology and voting will work for our upcoming special election on March 2.

We will use Zoom to host the meeting. All are welcome to attend. The Zoom link will be on the diocesan website and emailed directly to delegates and clergy. Before our time together on Sunday, I wanted to review a few details. Please arrive at the Zoom meeting early, as we plan on starting at 2 pm.

1. If you are a delegate:

- a. You must log into Zoom using your full name and congregation. Example: John Smith- St. Swithin's, Casper.
 - i. Here are the instructions to change your name:
 1. Join a meeting on the Zoom desktop app
 2. Click Participants in the meeting controls
 3. Hover over your name and click the ellipsis (the three little ...)
 4. Click Rename
 5. Enter your display name in the pop-up box
 6. Click Change
- b. You will need your own screen/device with a camera- you can use a laptop, desktop, phone or iPad, but please do not log in with others—only one person per device/screen.
- c. Please plan to attend the meeting in its entirety

2. If you are a Canonically Resident Clergy Person:

- a. You do not need to be certified or register ahead of time.
- b. You must log in using your name--- please see the instructions above.
- c. You will also need your own screen/device with a camera

All those attending will be granted seat and voice. There will be time for debate before the voting. Each person will be given 2 minutes to voice their support or objection to the resolution. There will be a timer, and you will be muted at the end of two minutes. The timer will be displayed on the screen.

When you enter the meeting, you will be muted. Please use the Zoom chat function to add yourself to the discussion cue. Please note whether you are speaking for or against the resolution in the chat. A Standing Committee member will monitor the chat and call on you when it is your turn to address the group.

During the actual voting, those who do not get a vote will be moved into a separate break-out room so that only those who can vote can do so. This is one limitation of using Zoom for the special convention, but it will help ensure the validity of the voting. After the vote is complete, we will bring the whole group back together before announcing and sharing the results with the convention.