

# Meeting Protocol

- All lines will be muted to limit noise and ensure the speaker can be heard.
- Please use the CHAT BOX function to ask questions. It will be monitored during the meeting. Questions will be passed to the speaker.
- For technical concerns, please email [avteam@firstuuwilm.org](mailto:avteam@firstuuwilm.org). The AV team will monitor the mailbox to help answer technical questions.
- Live polling will be used for procedural voting to keep the meeting moving along. A pop-up box will appear with motions. The speaker will announce the tally.
- Many households have >1 voting member, and not everyone will be on Zoom. We will require a 2/3 affirmative vote to pass a procedural motion.
- Voting on substantive issues will occur via Google form which will be sent via email after the meeting. This will allow accurate capture of numbers in a vote. This will also allow both accurate capture of numbers and confirmation of membership for the vote.
  - For those without email or not comfortable using Google Forms, call or text your vote to Phil Krape at 302-290-3452. Leave a voicemail if the line is busy.
- Voting will be open for 24 hours after the form Google form is emailed.