



Welcome to All Souls' Congregational Meeting Online!

Please refer to this document for voting instructions and details about the meeting. We hope this information helps you and our congregation as a community have a successful online meeting.

General Information

- Everyone will be muted upon entry to the meeting. When appropriate, participants will have the ability to unmute.
- Members participating via phone can unmute using *6.
- The Zoom chat function will be active, allowing for communication between meeting participants. If you would like to communicate directly with others in the meeting, please use the Zoom chat function.

Guidelines for using ZOOM Chat during the Congregational Meeting

- Use the chat function to talk to each other privately.
- The public chat function is for meeting specific business ONLY.
- If you have a question, please post in the chat.
- Staff members will monitor the chat, and the moderator will be made aware of all questions presented.

**For PROCEDURAL questions & concerns,
please begin your question with PROCEDURAL:**

For example:

“PROCEDURAL: I move that the meeting adjourns.”

Voting Guidelines

- If you are participating online, your vote will be cast and counted via Zoom. Additional details regarding this method are detailed below.
- If you are participating via phone, your vote will be cast by text message or phone call.

To vote via text message, text the following information to
918-862-2585:



- First & Last Name
- Motion #
- Yes or No vote

Vote by phone at 918-862-2585.

If you don't use text, call **918-862-2585** and deliver your vote verbally to the person who answers, or leave a voicemail with your vote. Please include the same information outlined above.

Multiple Voting Members at Home

The instructions outlined below accommodate households with multiple voting members joining on one device, as well as members in the same family participating with individual devices.

When it is time to vote on a motion, you will see a new window open on your screen. It is called a "poll," and it allows you to vote.

Even though we will only vote on one motion at a time, each poll will contain three questions. You may wonder: ***Why three questions if we are only voting on one motion?*** This is necessary to allow for more than one person to vote from the same device.

For Example: If you are the only person using a device, enter "Not Applicable" in the places for additional voters.

- **For your vote to be counted, you must reply to all three questions.**

** Each poll is a single vote on a single motion.*

If one member is using the device:

Choose either Yes or No under the first question.

Then select "There is no second voting member using this device" (for #2) "There is no third voting member using this device." (for #3)



If two members are using the same device:

Choose Yes or No under questions 1 and 2.

Then select, "There is no third voting member using this device." (for #3)

If three members are using the same device:

Choose Yes or No for questions #1, 2, and 3.

If there is a situation where more than three members are using the same device, we recommend that the fourth person TEXT or call this phone number, **918-862-2585**, during the poll, to cast their vote.

Thank you for joining us this way – separately & together!