

Special Rules for Zoom Meetings

1. **Sign-in Names.** Members and municipal staff attending an electronic meeting must sign-in using their full name. All invited guests must also sign-in using their full name for recognition and inclusion in the minutes.
2. **Participation.** Members may join the meeting using any computer or smart device with an internet connection. The free *Zoom* application can be downloaded and used on smart devices. A dial-in telephone number will also be provided only if the technology is not accessible.
3. **Webcams.** Members must participate with a webcam enabled for the duration of the meeting. Staff and guests are not required to use a webcam.
4. **Connectivity.** Each member is responsible for their connection to the Internet and teleconference; no action will be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented their participation in the meeting provided that at least a quorum of members was connected and the appropriate voting threshold was achieved.
5. **Interference and Noise.** The chair may cause or direct the temporary disconnection or muting of a person's connection if it is causing undue interference with the electronic meeting. The chair's decision to do so will be announced during the meeting and recorded in the minutes. Members should mute their microphone when not speaking to avoid interference and unintended background noise. All others should remain muted unless called upon by the chair. The chair will remind telephone participants that they can mute and unmute themselves by pressing star six (*6).
6. **Recognition.**
 - A. **Generally.** To seek recognition by the chair, a member will cause his or her hand icon to be raised. Upon recognition of a member, the chair will lower all "raise hand" icons. The chair must clearly state the member recognized to ensure telephone participants know who is speaking.
 - B. **Preference in Recognition.** Another member who claims preference in recognition may unmute their microphone and raise a point of order.
 - C. **Interrupting Motions.**  A member who intends to make a motion that under the rules may interrupt a speaker will cause the member's "No" icon (red-filled circle with an "X") to be raised during debate.
7. **Chatbox.**
 - A. **Making Motions.** A member intending to make a main motion, offer an amendment, or propose instructions to a committee will, before or after being recognized, post the motion in writing to the chat window designated for everyone.
 - B. **Limited Use.** The chat window is restricted to the following purposes: a) to provide a link to a document that cannot be displayed on the screen; b) for voting; c) any nominations from the floor; and d) the purposes stated in subsections 7(A).

8. **Voting.** [NOTE: This is an exhaustive list. It is recommended to choose a few options below. “A” is recommended. Either “B”, “C”, or “D” should be selected as your default voting method. “E” or “F” may be selected depending on how you’d like to manage a roll call vote. A roll call vote may be desirable for all votes if members are having issues with the technology features.]

A. **Unanimous Consent.** For matters that do not appear to be controversial, the chair may request unanimous consent to expedite business. Any member may object, requiring a vote using another means.

B. **Icon Rising Vote Using ‘Raise Hand’.** A vote may be taken by using the ‘raise hand’ feature at the discretion of the presiding officer. The chair will ask for the affirmative vote first, lower all hands, then ask for the negative vote. This vote will be treated as a division of the assembly.

C. **Rising Vote.** A vote may be taken by a rising vote after the chair is sure that all members’ webcams are on. A member will physically raise their hand visibly on camera. The chair will ask for the affirmative vote first, have members lower their hands, and then ask for the negative vote. This vote will be treated as a division of the assembly.

D. **Icon Rising Voting Using Green Checkmark and Red X.** A vote may be taken using the ‘green checkmark’ and ‘red X’ feature at the discretion of the presiding officer. The chair will ask for all members to vote in the affirmative by pressing the green checkmark and those opposed to press the red X. This vote will be treated as a division of the assembly.

E. **Roll Call Vote.** A vote may be taken by roll call at the discretion of the presiding officer or by a majority vote. Each member will unmute their microphone and respond with “yes” or “no” when called upon.

F. **Roll Call Vote by Chat Box.** A vote may be taken by roll call at the discretion of the presiding officer or by a majority vote. Each member will type “yes” or “no” in the chat box when instructed by the chair. The chair will read each member's name voting in the affirmative or negative for a verbal record to exist for the minutes.

9. **Executive Session.** For an executive session, the chair will enable the waiting room feature and may place all attendees who are not permitted for this session into this waiting room for the duration of the executive session.

10. **Delegation by the Chair.** The powers of the chair to manage the meeting technology as described in these rules may be delegated to a staff person in attendance. The staff person may only act when instructed by the chair.