

HOW TO USE ZOOM FOR YOUR MEETING

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PROFESSIONAL REGISTERED PARLIAMENTARIAN

ONLINE V. IN-PERSON MEETINGS



WHICH PLATFORM OF ZOOM?

- Regular Zoom – everyone gets the same link so you need to do a careful credentials process as you admit participants to the Zoom meeting.
- Zoom Webinar – costs a bit more, but every participant gets an individual Zoom Link and you admit them all with one click of a button, so no extensive credentials process is needed during the meeting. However, you have to have a solid list of members with their email addresses.

SETTING UP THE ZOOM MEETING

The screenshot shows the Zoom web interface. At the top, the Zoom logo is on the left, and navigation links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, SCHEDULE A MEETING, JOIN A MEETING, and HOST A MEETING are on the right. A user profile picture is visible in the top right corner. On the left side, there is a sidebar menu with categories PERSONAL and ADMIN. Under PERSONAL, the options are Profile, Meetings (highlighted in blue), Webinars, Recordings, and Settings. Under ADMIN, the options are User Management, Room Management, and Account Management. The main content area is titled 'Meetings' and includes links for 'Recently Deleted' and 'Get Training'. Below the title are tabs for 'Upcoming' (selected), 'Previous', 'Personal Room', and 'Meeting Templates'. A search bar with a calendar icon and the text 'Start Time to End Time' is present, along with a 'Schedule a Meeting' button. The meeting list shows two entries: one for Wednesday, Jan 13, from 01:30 AM to 04:30 AM titled 'ma4 Board Town Hall Meeting' with Meeting ID: 831 7065 3016; and another for Friday, Jan 15, from 10:00 AM to 01:00 PM titled 'SeniorAge Board of Directors Meeting' with Meeting ID: 820 1519 4336.

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

PERSONAL

- Profile
- Meetings**
- Webinars
- Recordings
- Settings

ADMIN

- > User Management
- > Room Management
- > Account Management

Meetings

Recently Deleted Get Training

Upcoming Previous Personal Room Meeting Templates

Start Time to End Time [Schedule a Meeting](#)

Wed, Jan 13

01:30 AM - 04:30 AM **ma4 Board Town Hall Meeting**
Meeting ID: 831 7065 3016

Fri, Jan 15

10:00 AM - 01:00 PM **SeniorAge Board of Directors Meeting**
Meeting ID: 820 1519 4336

ESSENTIALS

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING

Recordings

Settings

ADMIN

- > User Management
- > Room Management
- > Account Management
- > Advanced

[Attend Live Training](#)

[Video Tutorials](#)

[Knowledge Base](#)

Description (Optional)

Use a Template

When

Duration hr min

Time Zone

Recurring meeting

Registration Required

Security Passcode

BE SURE TO CHECK “WAITING RM”

Registration	<input type="checkbox"/> Required
Security	<input type="checkbox"/> Passcode Only users who have the invite link or passcode can join the meeting
	<input checked="" type="checkbox"/> Waiting Room Only users admitted by the host can join the meeting
	<input type="checkbox"/> Require authentication to join
Video	Host <input checked="" type="radio"/> on <input type="radio"/> off
	Participant <input checked="" type="radio"/> on <input type="radio"/> off
Audio	<input type="radio"/> Telephone <input checked="" type="radio"/> Computer Audio <input type="radio"/> Both

SAVE THEN COPY INVITATION

Copy Meeting Invitation

Meeting Invitation

Len Young is inviting you to a scheduled Zoom meeting.

Topic: Unity Annual Meeting

Time: Feb 14, 2021 12:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85079832033>

Meeting ID: 850 7983 2033

Copy Meeting Invitation

Cancel

MEETING LINK

Copy Meeting Invitation



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SETTING UP POLLING

Poll Live Streaming

You have created 20 polls for this meeting.

Add

Title	Total Questions	Anonymous		
∨ Poll 1:Board of Trustee Election	1 question	No	Edit	Delete
∨ Poll 2:Approval of the Budget	1 question	No	Edit	Delete
∨ Poll 3:Election of Nominating Committee Members	1 question	No	Edit	Delete
∨ Poll 4:Amendment (Primary)	1 question	No	Edit	Delete
∨ Poll 5:Refer	1 question	No	Edit	Delete

SETTING UP POLLING

Add a Poll

Election of Board of Trustees 

Anonymous? 

1.

Which of these candidates do you wish to elect? 

Single Choice Multiple Choice

John Smith	
Susan Jones	
Hillary Richardson	237
Answer 4 (Optional)	
Answer 5 (Optional)	
Answer 6 (Optional)	

USING ZOOM WEBINAR

- Request all your members to register by sending their name and email address.
- You upload these names and email addresses into Zoom Webinar using a csv file format.
- Zoom will send everyone a separate link
- Be sure to set a reminder email about 24 hours before the meeting.

STANDING RULES

will be conducted using Zoom Webinar Technology. The meeting will begin promptly at the hour announced and order must be maintained at all times. This virtual meeting shall be considered the same as an in-person annual meeting.

- **2. In Order to Vote.** If members wish to vote, they must join the meeting using a PC, MAC, tablet or smart phone that has the Zoom app downloaded on it. Non-smart telephone connections will not be permitted since they do not provide for hand rising and electronic voting.

STANDING RULES

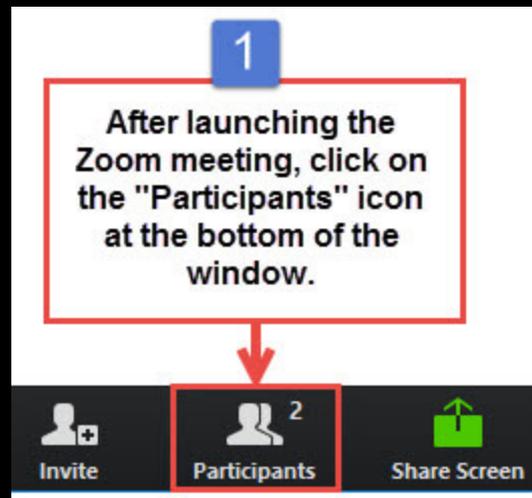
- **3. Registration.** All those entitled to vote during the convention shall register with the Registration Committee no later than fourteen (14) days prior to the convening of the convention. Near the beginning of the convention business meeting on Wednesday, June 16th, the report of the Convention Registration Committee shall be presented. This report will establish the number of voters who are present and eligible to vote during the convention. The report shall be adopted by a majority vote.
- **Limits on speeches**

MEMBERS SIGN IN

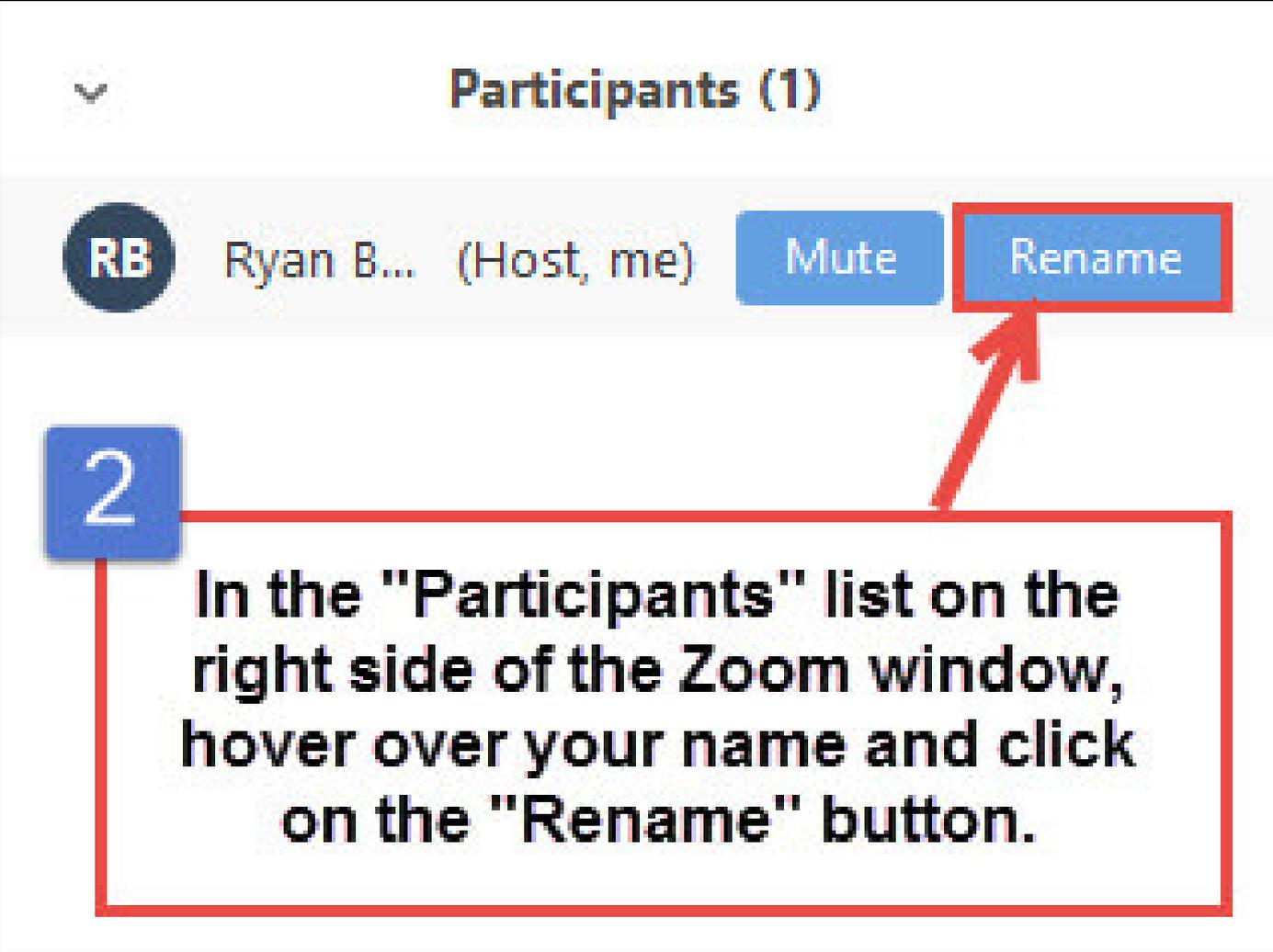
Join Zoom Meeting

<https://us02web.zoom.us/j/84408335876>

CHANGING YOUR NAME



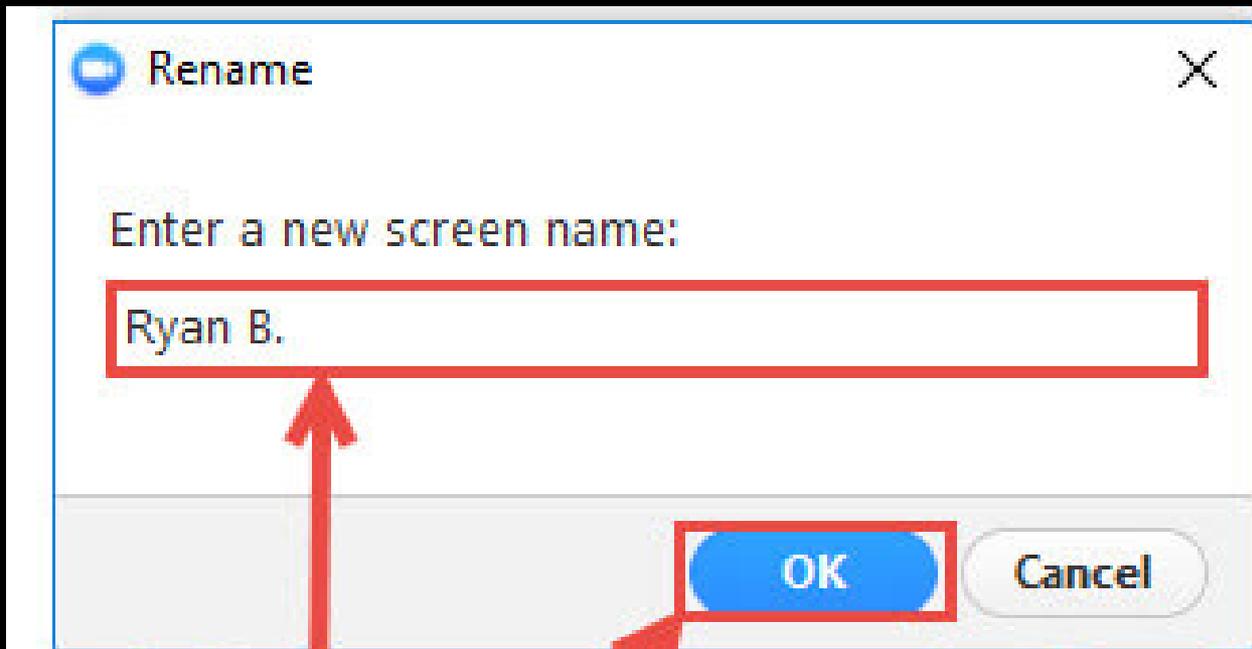
CHANGING YOUR NAME



The image shows a screenshot of the Zoom interface. At the top, there is a dropdown arrow and the text "Participants (1)". Below this, there is a list of participants. The first participant is "Ryan B..." with the initials "RB" in a dark blue circle. To the right of the name are two buttons: "Mute" and "Rename". The "Rename" button is highlighted with a red rectangular border. A red arrow points from the bottom of the "Rename" button down to a text box. The text box has a blue square with the number "2" on its top-left corner and contains the following text:

In the "Participants" list on the right side of the Zoom window, hover over your name and click on the "Rename" button.

CHANGING YOUR NAME



A screenshot of a 'Rename' dialog box. The dialog has a title bar with a blue minimize button, the text 'Rename', and a close button (X). Below the title bar, the text 'Enter a new screen name:' is displayed. A text input field contains the text 'Ryan B.'. At the bottom of the dialog, there are two buttons: a blue 'OK' button and a grey 'Cancel' button. Red arrows point from the 'OK' button to the text input field.

3

Type in the display name you'd like to appear in the meeting and click on "OK".

CHANGING YOUR NAME

**Your name should be:
FIRST NAME LAST NAME**

**Example:
Leonard Young**

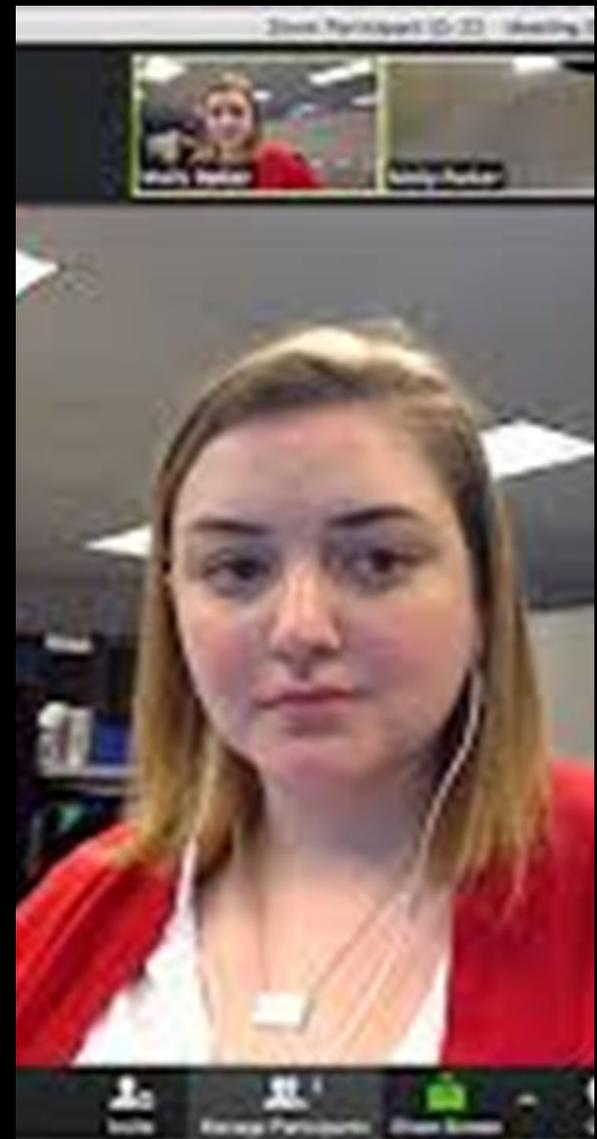


SETTING UP YOUR SCREEN

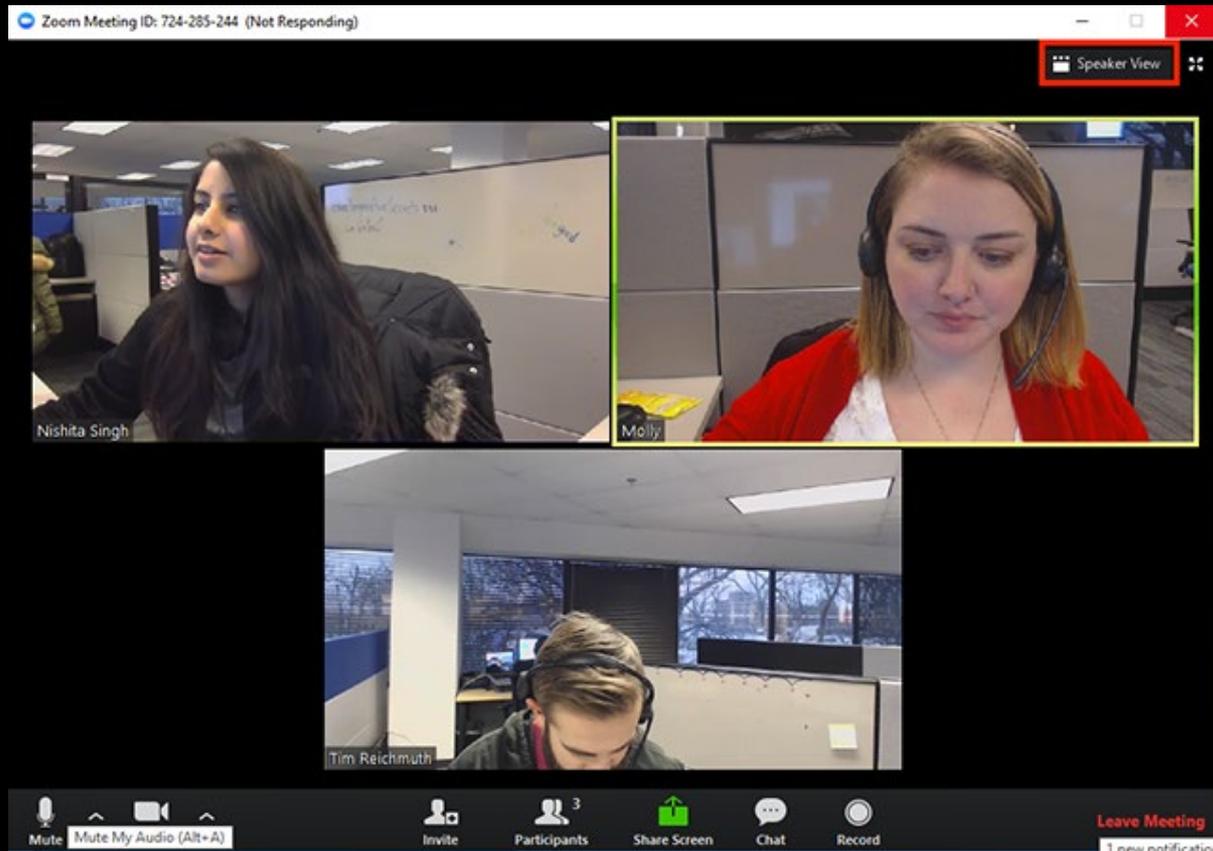
SPEAKER VIEW

Next take your Zoom interface into Speaker View

Click on “Speaker View” in the Upper Right Corner



GALLERY VIEW



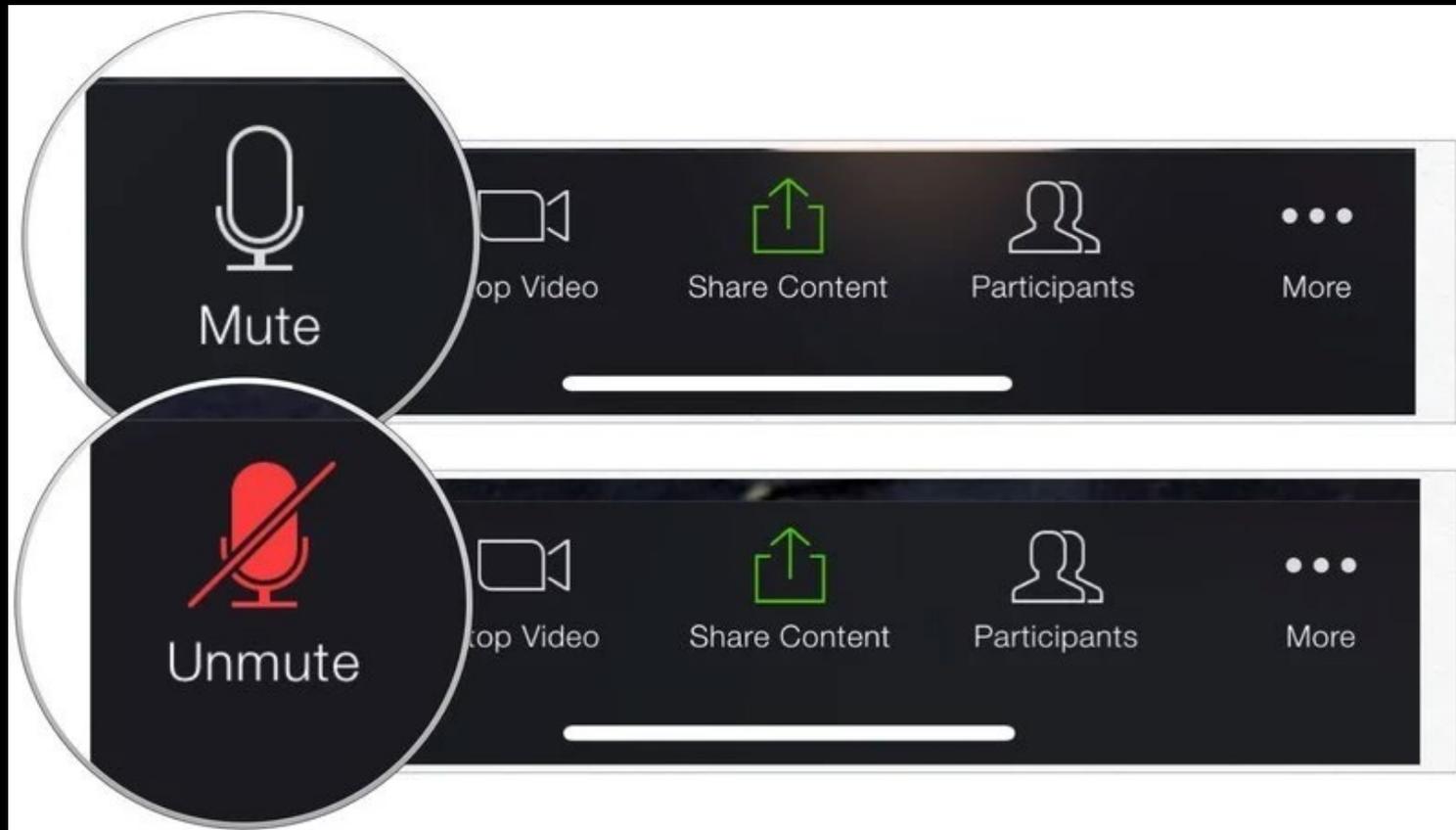
SPEAKER VIEW



UNMUTING YOUR MIC

- **By default, each of your microphones are on MUTE.**
- **You can unmute your mic by going to the MUTE icon on the black bar and clicking on it.**
- **You can then mute yourself again by hitting the MUTE icon once again.**
- **You may also unmute yourself by pressing and holding down the space bar.**

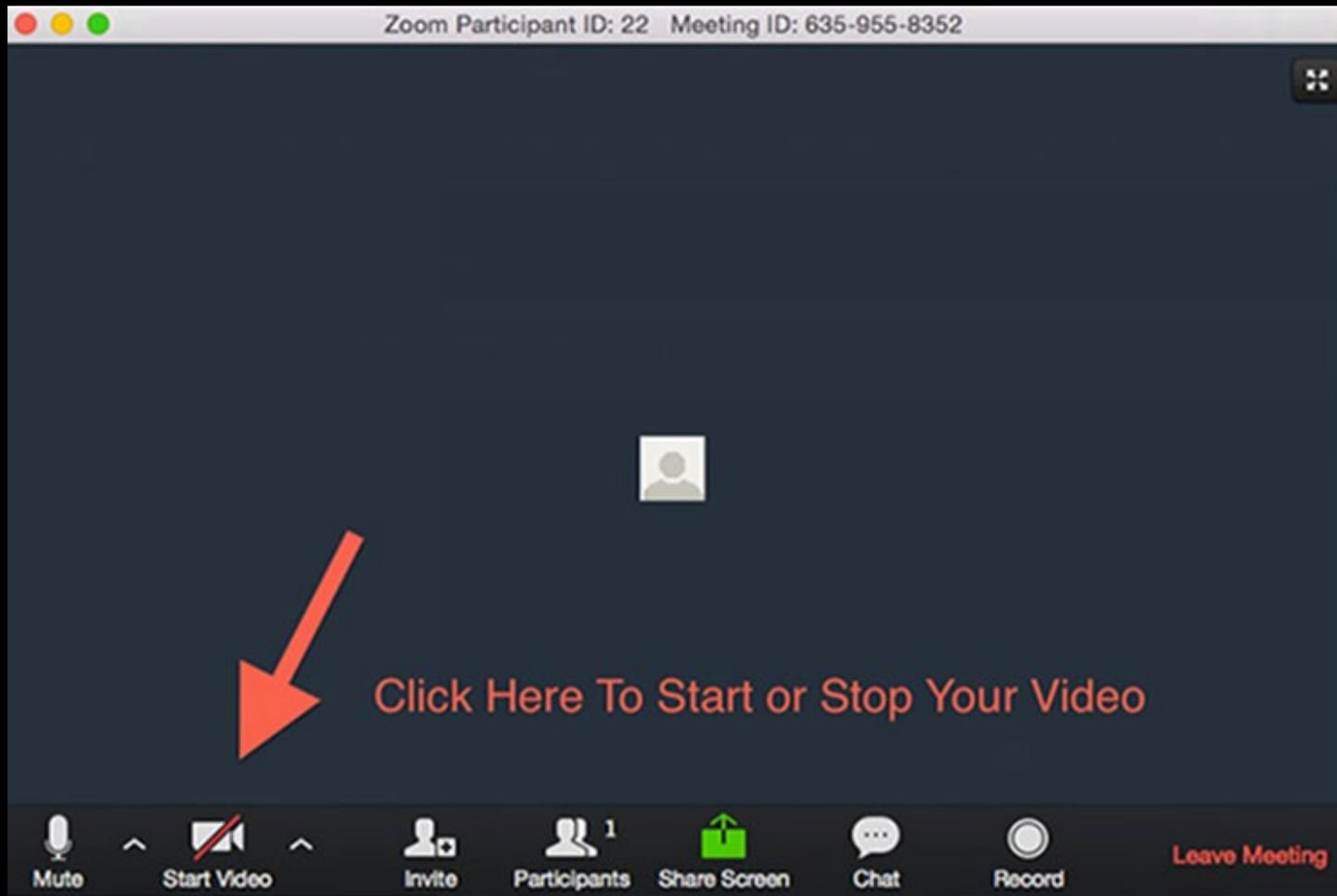
UNMUTING YOUR MIC



STARTING YOUR VIDEO FEED

- **By default, all of you have your video feed closed.**
- **When you are recognized to speak, you should start your video feed.**
- **This is done by clicking on the START VIDEO icon next to where you saw the MUTE icon on the black bar.**

STARTING YOUR VIDEO FEED

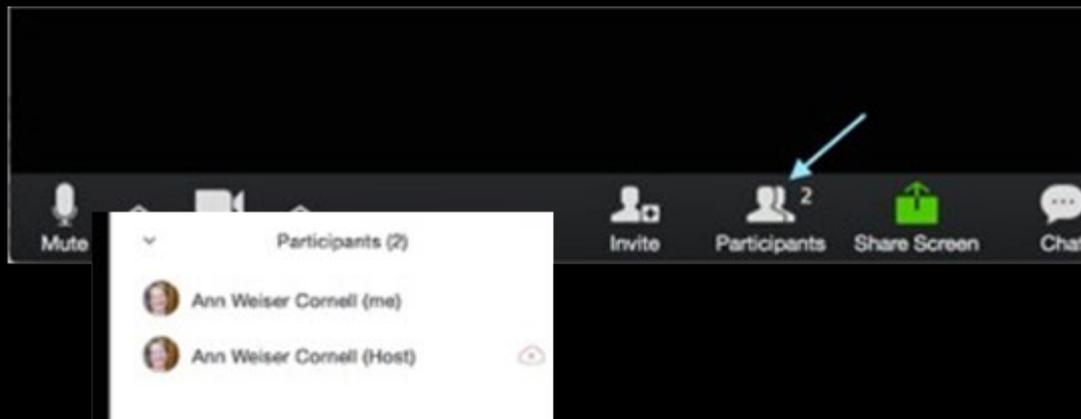


BEING RECOGNIZED TO SPEAK

- To be recognized you must raise your **LITTLE BLUE HAND**.
- Where is my “raised hand” tool?
- This tool is located on the bottom of the white participant’s panel.
-
- To see this panel, just go to the black bar on your screen and click “participants”. This will open the panel on your right.

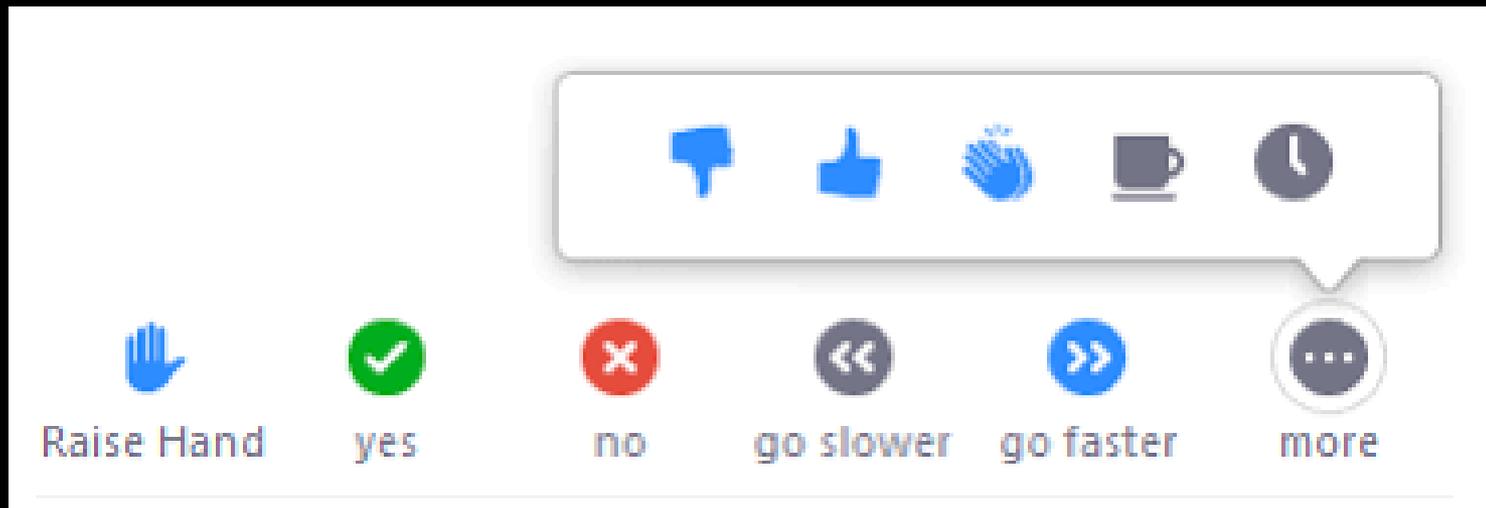
BEING RECOGNIZED TO SPEAK

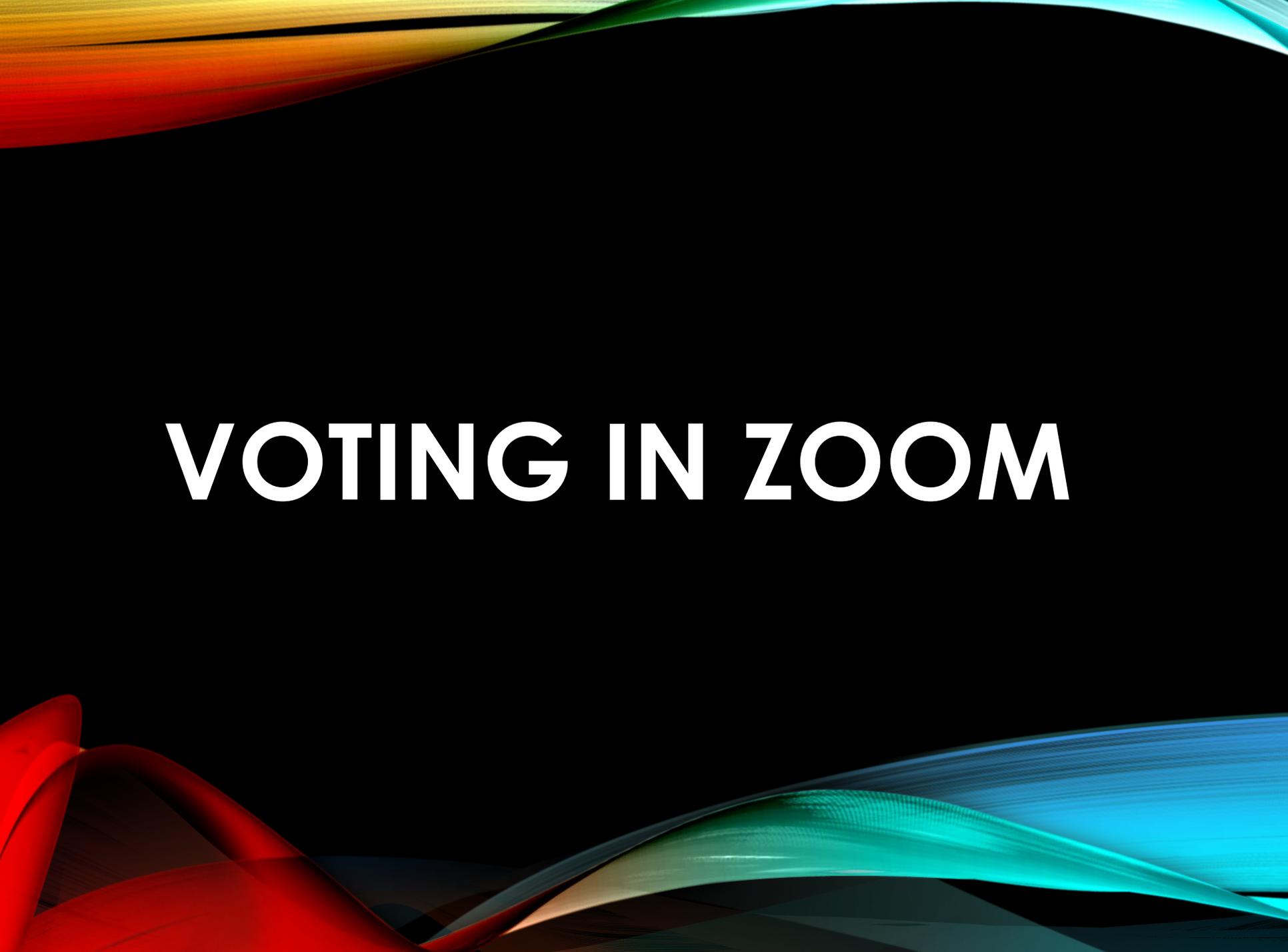
- The Zoom menu bar appears in different places depending on whether you are using a computer, a tablet or a smart phone.
- If you don't see the menu bar, move your mouse slightly and the bar will appear. The bar disappears after a few seconds when in full-screen mode.



BEING RECOGNIZED TO SPEAK

When the WHITE PARTICIPANTS BOX appears the Raise Hand tool is at the bottom, just click it to

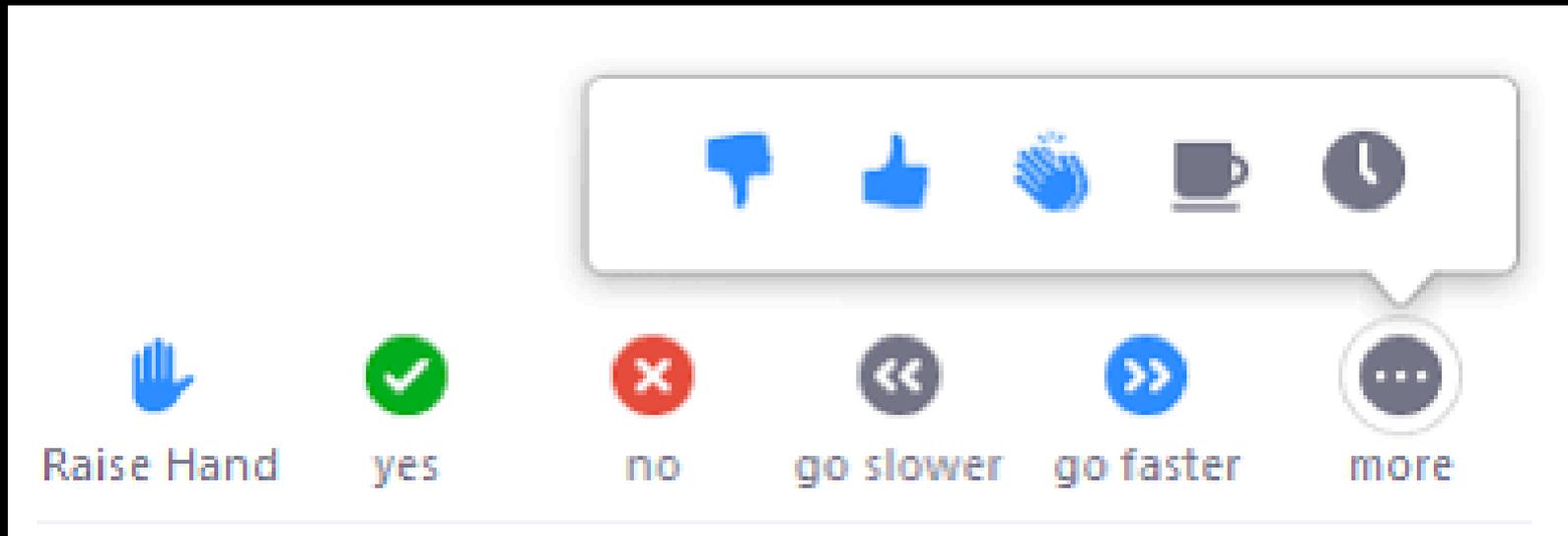




VOTING IN ZOOM

RAISED HAND VOTING

- The Chair will say all those in favor, click on the **GREEN CHECK MARK**
- All those opposed, click on the **RED X.**



ELECTRONIC

BALLOT

TO VOTE EACH ONE

MUST BE ON A

SEPARATE DEVICE.

ONE VOTE PER DEVICE



SAMPLE VOTE

CHAT FUNCTION

- **Built into Zoom is a Chat Function.**
- **This is located on the black bar on your screen.**
- **To open the chat feature, just click on the word Chat.**
- **At the bottom of the chat screen you will see that by default your chat everyone is open.**



- Mute
- Start Video
- Invite
- Manage Participants
- Share Screen
- Chat
- Record

To: Everyone

More

Type message here...

- Save chat
- Share file in meeting
- Allow attendees to chat with:
 - No one
 - Host only
 - Everyone publicly
 - Everyone publicly and privately

CHAT FUNCTION

- Chat should only be used for those making a motion to type it into the chat box so all can see the motion.

ZOOM WEBINAR

- **Disable the CHAT function**
- **Use the Q&A function**

SCRIPTING THE MEETING

UNITY IN MARTIN MEMBERSHIP MEETING – AUGUST 16, 2020

THIRD DRAFT

**Annual Membership Meeting
Unity in Marin
August 16, 2020
PRESIDER'S SCRIPT**

Welcome and Call to Order – President	<p>Good afternoon. It is my pleasure as Chair of the Board of Trustees to welcome all of you to this Annual Membership Meeting of Unity in Martin. We welcome those voting members who are present on Zoom and we also welcome those others who are watching via live stream.</p> <p>I now call the order.</p> <p>To introduce our guest, I call on Reverend Tim Lytle.</p>
Introduction of Online Facilitator	<p>It is also my pleasure to welcome our online facilitator and parliamentarian, Dr. Leonard M. Young. Dr. Young is a past president of the National Association of Parliamentarians and has been the parliamentarians for Unity Worldwide Ministries for more than 25 years. We are pleased to have him with us to assist in the handling of the online meeting.</p>



SWITCH TO WORD DOCUMENT



LIVE DEMONSTRATION OF ZOOM



QUESTIONS????

FREE TO YOU

- Consultation by phone, email or Zoom is free to you.
- If you want me to serve as your meeting facilitator & parliamentarian and draft the standing rules and scripts - \$500.
- This is a greatly reduced rate since you are a Unity Local Ministry – a benefit from being part of UWM.

UNITY LOCAL MINISTRIES ONLINE ANNUAL MEETING

