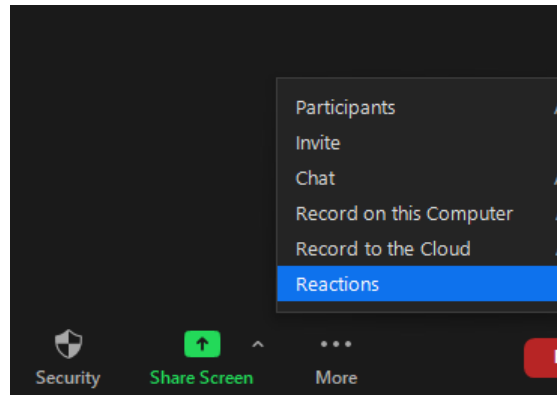
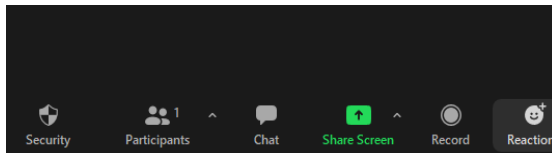


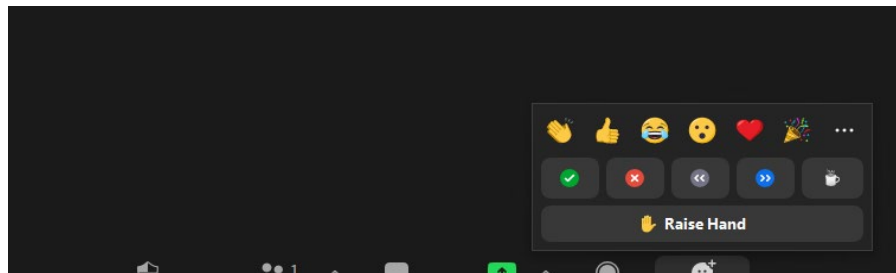
## Voting during a Congregational Meeting on Zoom

During the meeting, participants' audio will be muted so outside noise doesn't distract others. To speak or vote in the meeting, you will need to locate the Reactions options.

First, find the **Reactions** icon at the bottom of the screen and click on it (picture on the left). On a smartphone or tablet, look for the **More** icon (3 dots in a row – picture on the right). Click on that, and then click on **Reactions** at the bottom of the list that appears.



A selection box will appear, and you will want to use the **Green Checkmark**, the **Red X**, and **Raise Hand**.



After an item has been moved and seconded, the Moderator will call for discussion. To ask a question or make a comment, press the **Raise Hand** button. You will be recognized by name, asked to unmute yourself and state your question or comment. Those calling in by phone only can **press the number 9** to “Raise Hand.”

Once discussion ends, the Moderator will call for the vote. Since some households may have 2 people watching on the same screen, we will call for one person to vote first, then ask for all “second persons” to vote. Voting is done using the **Green Checkmark for YES** or **Red X for NO** buttons. After that, we will ask persons participating by phone only to vote, first the yes votes, then the no votes separately. Phone participants vote by **pressing the number 9**.

Once all members have voted, the totals will be announced and the Moderator will declare if the item has Passed or Failed.