

# How to Participate in the Online

# 2022 MISSION CONVOCATION

AUGUST 5<sup>TH</sup>, 6 P.M. – 9 P.M. EST

## 1. JOINING THE MEETING

On August 1, and the day of, the event delegates will receive a link via email to the webinar. Simply click on the link to join the webinar. If you are a visitor, you can join the meeting [here](#).

## 2. VOTING

In order to participate in voting, delegates will need the Zoom Link – which will be emailed to all registered delegates the week of August 1 – and access to a web browser or Zoom app. You can sign up or download Zoom [here](#). When the voting begins, participants will be able to vote within the Zoom app through the polling function.

**Please note: Each voting delegate MUST log in on their own Zoom account to be able to vote. Two people cannot vote from the same Zoom account.**

If a delegate has a technical issue during the voting process, please call the New Brighton office at 651-633-6004.

## 3. DISCUSSION/PARTICIPATION

Prior to the mission convocation, NALC leaders hosted a discussion forum to answer questions on the proposed 2023 budget. If you missed the forum, the recording can be found [here](#).

During Mission Convocation, to **MAKE A MOTION** delegates will type in the Zoom Q&A function the following: full name, congregation and “I would like to make a motion”.

In order to **SECOND A MOTION**, a delegate will type into the Zoom Q&A function the following: full name, congregation and “I would like to second the motion made by (name of delegate making motion).”

Those requesting to speak will be recognized by the Bishop in the order according to “Robert’s Rules of Order, Newly Revised.” The Bishop will announce the speaker’s name and congregation. The speaker will then be unmuted in order to address the Convocation.

To **SPEAK FOR, OR AGAINST, A MOTION**, delegates will type in the Zoom Q&A function the following: full name, congregation and “I would like to speak (or against) the motion.” Those requesting to speak will be recognized by the Bishop in the order received, alternating those speaking for and against. The Bishop will announce the speaker’s name and congregation. The speaker will then be unmuted in order to address the Convocation.

During the live event, to **MAKE A POINT OF PERSONAL PRIVILEGE**, delegates will type in the Zoom Q&A function the following: full name, congregation and “I would like to make a point of personal privilege.” Those requesting to make a point of personal privilege will be recognized by the Bishop in the order received, according to Robert’s Rules of Order. The Bishop will announce the speaker’s name and congregation. The speaker will then be unmuted in order to address the Convocation.

To **MAKE A POINT OF ORDER** delegates will type in the Zoom Q&A function the following: full name, congregation and “I would like to make a point of order.” Once the current speaker has concluded, the delegate wishing to make a point of order will be recognized. The Bishop will announce the speaker’s name and congregation. The speaker will then be unmuted in order to address the Convocation.

To **CALL THE QUESTION**, delegates will type in the Zoom Q&A function panel the following: full name, congregation and “I would like to call the question.” The delegate wishing to call the question will be recognized in the order received. The Bishop will announce the speaker’s name and congregation. The speaker will then be unmuted in order to address the Convocation.

Delegates may **ASK A QUESTION OF THE CHAIR** by typing in the Zoom Q&A function the following: full name, congregation, “Question for the Chair”, and their question. The Bishop will read their question to the Convocation and respond as appropriate.

If a delegate has a **PERSONAL QUESTION**, they can type their question into the Zoom Q&A function and they will receive a typed response from an NALC staff member. If a visitor has a question, the Facebook livestream will be monitored. Please type in your questions under the livestream.

Following the Report of the Treasurer and Presentation of Proposed 2023 Budget, delegates may **ASK A QUESTION OF THE TREASURER** by typing in the Zoom Q&A function the following: full name, congregation and “I would like to speak to the treasurer.” Those requesting to speak to the treasurer will be recognized in the order received. The Bishop will announce the speaker’s name and congregation. The speaker will then be unmuted in order to address the Convocation.