

Central Missouri Mission Center Conference

Sunday, November 1, 2020

3:00 p.m. – ZOOM

Join Zoom Meeting between 2:45-2:55

<https://us02web.zoom.us/j/82881560341>

Meeting ID: 828 8156 0341

One tap mobile +19292056099,,82881560341#

Dial on phone (audio only – long distance rates apply so recommend cell phone)

+1 929 205 6099 or +1 312 626 6799

Meeting ID: 828 8156 0341#

Participant ID: #

If on a phone that does not have the mute feature, press *6 to unmute and mute yourself
and *9 to raise a hand to vote

Practice Session for MC Conference – Sunday, Oct. 25 at 3:00 p.m.

Not familiar with ZOOM or have questions?

Join Zoom Meeting

<https://us02web.zoom.us/j/84995267158>

One tap mobile +19292056099,,84995267158# US (New York)

Dial +1 929 205 6099 or +1 312 626 6799

Meeting ID: 849 9526 7158#

Participant ID: #

Guidelines for the November 1, 2020 Online Conference

Central Missouri USA Mission Center

- 1) The Fall 2020 Conference for Central Missouri USA Mission Center will be held online on ZOOM on November 1, 2020 at 3:00 p.m. This will be accessible by computer, tablet, or phone.
 - a. Information about connecting will be distributed by mail and email as well as being posted on the Mission Center Facebook page and webpage.
 - b. A ZOOM meeting will be held one week before the conference to allow people to check their connection and to ask questions about the procedures of the conference – Sunday, October 25, 3:00 p.m.
 - c. Anyone having difficulty connecting may call Josh Norwood at 660-441-1207 to seek assistance.
- 2) Each member of the mission center is responsible for their meeting connection. No action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
- 3) Participants will be muted when joining the meeting. When a person needs to speak, they will unmute themselves and then mute again when they are finished.
 - a. If a participant is on a phone that does not have the mute feature, they can press *6 to unmute and mute themselves.
 - b. If a participant forgets to mute their connection when not speaking, the host or co-host may mute their connection to avoid echoes and unnecessary background noise.
- 4) To seek recognition by the chair, a member shall do one of the following:
 - a. Unmute and speak out (especially on phone connections)
 - b. Raise a hand on the screen
 - c. Use reaction icons on ZOOM
- 5) Motions and amendments made during the meeting should be typed and sent to the secretary (Mary Kidd) and chair (Mary Jo Sartin) whenever possible. The screen sharing function on ZOOM can be used. When a motion or amendment is moved it will be audibly restated by the chair before the vote.
- 6) To streamline the voting process, the chair may use the practice of unanimous consent by first asking if anyone objects to the approval of a motion. If there are no objections, the motion shall be adopted. If there is an objection, a vote will be taken.
- 7) For those who are authorized to vote by having membership in Central Missouri USA Mission Center and who are present for the ZOOM meeting, please follow these procedures:
 - a. Participants who are visible on the screen may raise their hand at the appropriate time. If more than one person is watching on the same device, be sure everyone voting is visible on the screen.
 - b. For participants who are not visible on the screen, please turn on the video and vote, or use the chat feature to send your vote to Mary Kidd. Please indicate the

number of participants who are present and authorized to vote (2 yes, 1 no, etc.) if voting using the chat feature.

- c. For participants who call in to the conference by phone, either unmute and give your vote orally when called on or use *9 to “raise a hand” at the appropriate time if only one person is listening on the phone.
- 8) Congregations that have reopened at the time of the conference may invite their members to the church building to participate in the conference, if the church has the necessary technology and internet access and follows the safety guidelines. In this case, the pastor or their designee will count votes at that location and report them using the chat feature on ZOOM indicating the number of participants who are present and authorized to vote (8 yes, 1 no, etc.).
- 9) If the chair loses electronic connection, Mark Frank is designated to serve as the chair pro-tem and shall assume the chair and the meeting shall continue.
- 10) The business meeting will be recorded and the digital recording will be kept with the official minutes that will be prepared by the conference secretary. The recording will be for archival purposes only.