Zoom and SAY Sí Meeting Community Guidelines:

Because we are not meeting in person and because minutes are transcribed based on recordings, it is requested that all members attend with video camera turned on and audio capabilities completely functioning. It is also requested that Zoom account names (that appear in each participant's box) be changed to reflect the board member's first and last name for clear identification.

Tech Prep:
If it's your first or your twenty-first virtual meeting, log in 5 minutes before the meeting to make sure you have all the technical requirements set up and know how to turn mic and video on and off with ease.

Audio:
Consider using a headset. This is not only important if there are others working near you, but it prevents feedback from your computer. When working collaboratively such as discussing a topic for decision making or opinion sharing, please unmute when possible if your background noise is kept low. If you decide to remain muted please remember to unmute your microphone when you are speaking.

Make Space & Take Space:
If you know you tend to have a lot to say, make sure you're inviting others' opinions. Likewise, if you tend to listen and shy away from speaking, please offer your thoughts/questions to the work. If you and another both speak simultaneously, quickly suggest an order and make sure you repeat what may have not been heard based on zoom's audio sharing.

Voting:
For items that require a vote, the process of motioning, seconding and the chair asking for the vote is still required. However, for video and transcription purposes it is required that the chair restates the name of each speaker and reiterates their activities.

For example:
Member makes motion: ex. "I motion/move to approve {be specific to what your motion is."
Chair states "[Member's Name] motions to approve"
Second Member seconds: ex. "I second the motion" or simply "Second"
Chair states "[Second Member] second the motion"
Chair asks for vote "The motion is to . . . .; all those in favor?" listens for response and notes all those in favor, asks "All those opposed?" listens for response and notes all those opposed.
Chair states out-loud or can opt to write in chat the list of those in favor versus those opposed as well as the result

Know the other Zoom communication features available to you:

Chat - This feature helps add to the dialogue and allows you to submit questions that can be reviewed at a later time without interrupting. Files and links to relevant items may also be shared here.

Reactions - This allows to nonverbally support or "react" to items being shared or answer in support or opposition to questions being asked. An icon will show up in the top left area of your video momentarily then will disappear.

Virtual Background - In clicking the carrot in your Video button you can select virtual backdrops to use or upload your own. Great way to promote SAY Sí

Screen Share - This button prompts a menu of options from choosing which desktop or application that you have open will be shared with the zoom participants in a large screen. This will be used for review of pertinent items or in collaborative work.