

## How to Gain Recognition

These instructions will explain the way in which you will request that you be recognized to speak to the remote synod assembly via the Zoom meeting. The Zoom meeting will be used as the method of allowing voting members to fully participate in the activity of the assembly. The term “Fully participate” means allowing you the ability to be recognized and speak to the assembly if you so wish.

You may also wish to review our video on *Parliamentary Procedure* or read the instructions posted with that. While that is not required, it may be helpful in explaining some of the terms that are used here.

When you initially open your Zoom window, you will see a screen that shows not only the camera shots of participants, but also has control icons on the top or bottom, depending on your device, for various functions. On some tablets and smartphones, these may be on separate screens that need to be swiped for access.

One of these control icons is marked “Chat.” To request that you be recognized to speak to the assembly, you will need click on that icon to open the chat window, and then send a chat message to the participant identified “Recognition” in the Zoom meeting. This message should usually start by indicating what you want to do, such as Make a Motion, Offer an Amendment, Speak For, Speak Against, Ask a Question, or whatever. Also, please include the information that you would normally give when you are recognized: your name and congregation or organization.

If you wish to make a priority motion that is allowed under *Robert’s Rules of Order* to interrupt the business of the assembly –see the other Parliamentary material for more discussion on that term – please start your message with an asterisk (that is, a star) or two to make sure that those reading this message highlight it in the list of people to be recognized.

In most cases, these requests will be passed along to the presider in the order in which they are received. In accordance with parliamentary rules, there will be two exceptions: An asterisked request, because of its privilege, is recognized next. During debate, if there are people wishing to speak both for and against a motion, as much as possible, people will be recognized alternately on these viewpoints. Also, when an amendment is made, the requests already received will be held, since they are given lower priority than those that come in who wish to speak on the amendment.

So, for example, if the issue of a quorum was raised during discussion, it would be given first priority. After that (assuming that a quorum is verified as present), the original maker of the motion would be allowed to speak, and then the first person indicating they wish to speak against the motion. But under the alternation principle, a person wanting to speak for the motion would be recognized before the second person wishing to speak against it, even if that were not exactly in sequence of when the information was received.

Please word your request as clearly and briefly as possible. With the time limits of the remote assembly, and the need to confine business to a tight agenda, the more easily that information can be gathered, the faster we can proceed with business. But if you have an important point, please do make sure to

present it – voting members have an inherent right and responsibility to understand what is occurring, so you do need to understand how to get information and raise issues.

Each message received through Chat will be transcribed and given to the parliamentarian, who will sort them as necessary, and pass the information along to the Presider so that people can be recognized in the proper order.

Messages are received in sequence according to when they are sent. As previously discussed, because they do need to be sorted in parliamentary order, this will be done before being given to the Presider for acknowledgment.

During the meeting, there will also be a Help function available in the assembly – but you are urged not to use it unless there's some emergency.

There will be people available to answer questions before the assembly, via phone and email. Please review that information for how you can contact them.

During the assembly, there will be a team of people in the Synod Office who will continue to provide general help on all sorts of issues, from connections to the Zoom meeting and other voting apps, to helping with any other technical problems. Those people will be in contact with the personnel at the Knight Center, and will relay any problems that seem to be of a general nature, or if many questions are being raised at the same time. Again, please refer to separate instructions on how to contact the help desk during the assembly.

If you have additional questions, please send an email to [assembly@neos-elca.org](mailto:assembly@neos-elca.org) and you will be contacted. Thank you.