DIOCESAN SYNOD 2021

ZOOM INSTRUCTIONS

Prepared By
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Diocesan Manager
Version 1

Contents

Introduction

The 1st Session of the 55th Synod of the Christchurch Diocese will be held on the 2rd and 3rd of September using Zoom conferencing.

The purpose of this document is to provide Synod members with instructions as to how to actively participate in the Synod service and the Synod session, and in particular how to join the session and how to speak to, and vote on, Bills and Motions and how to vote for elections. It will be important to follow these instructions so that the Synod can be administered effectively and efficiently.

Means of Participating in the Synod Session

A Zoom meeting request will be sent from the Zoom Meeting Host (Host) to advise all Synod members of the Zoom meeting number and password.

Synod members may participate in the Synod session individual or as a member of a parish group. There will be different instructions for joining and participating for those in each of these ways.

You must sign into the Zoom Synod session between 6:30pm and 6:55pm on 2nd September so that itcan be determine if number of Clergy and Lay members present meets the requirements for a quorum.
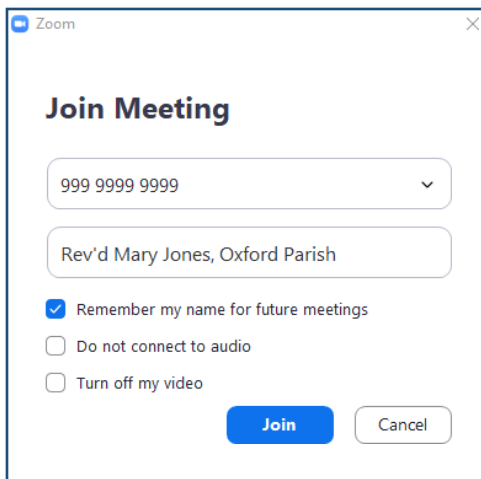
Please do not use the "Chat" function to chat during Synod, except as explained in these instructions, as this function is being used to manage certain aspects of Synod procedures.

Participating Individually
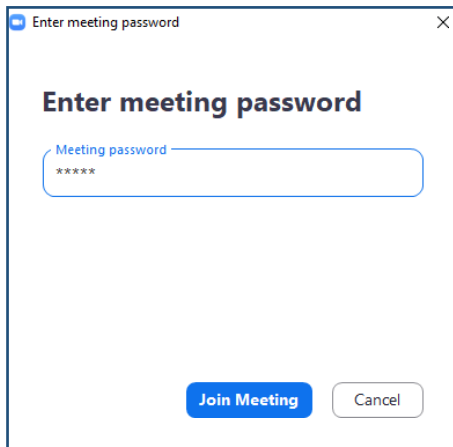
Joining the Zoom Session


1. Click on "Joining a Meeting"

2. Enter the meeting number provided in the Zoom meeting request

3. Enter your tile (Rev'd, Ms, Mrs, Mr), your name and your parish / ministry unit. This will be used to record you attendance at Synod and to ensure that we have the number of Clergy and Lay members present to declare a quorum.
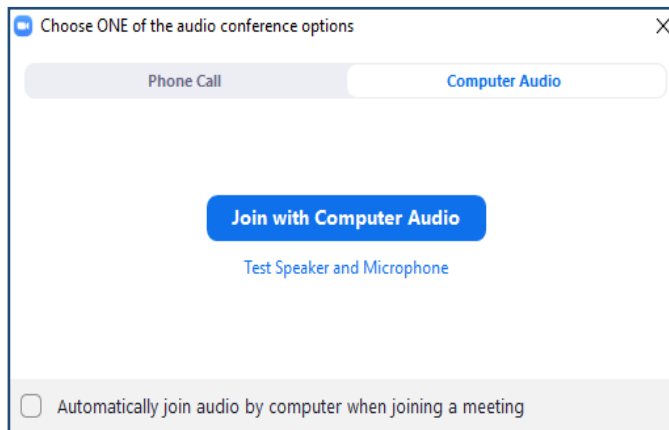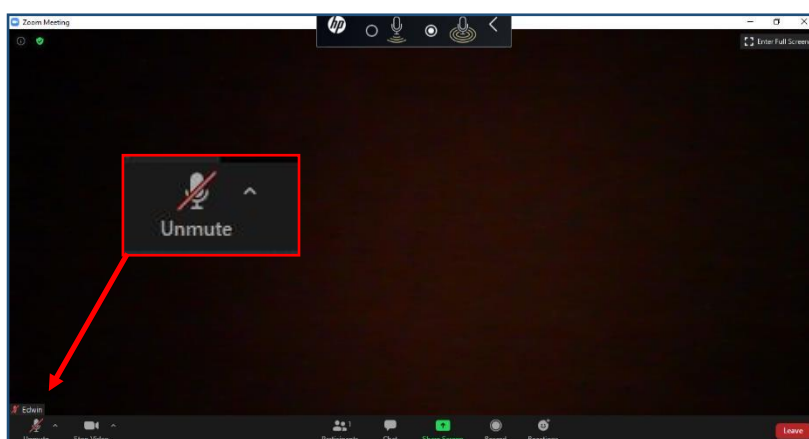
4. Click "Join"

5. Enter the meeting password and click "Join Meeting"
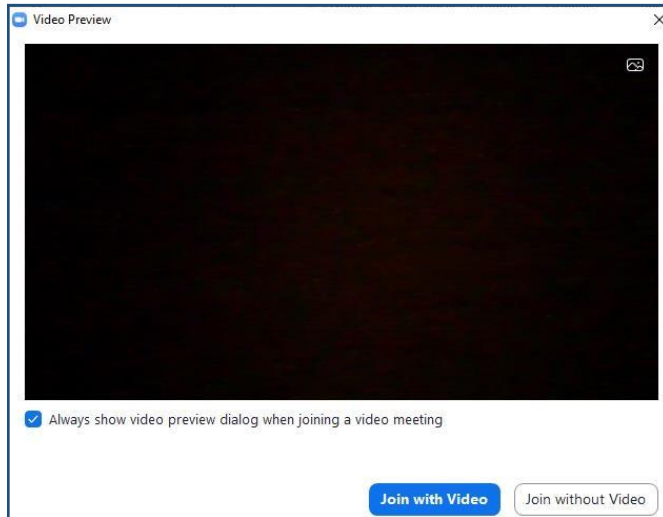
6. Click "Join with Video". Note that if you click "Join without Video" you will not appear on the screen but your name will.


7. Click "Join with Computer Audio"

8. When this screen appears, click the microphone icon at the bottom left of the screen to mute your microphone. Note that all microphones will be muted by the Host before the Synod session start.

Speaking to Bills and Motions

Bills and Motions will be presented to Synod in the normal way, in that the Mover and Seconder will have the opportunity to speak and then Synod members can speak in support of, or objection to, the Bill or Motion.
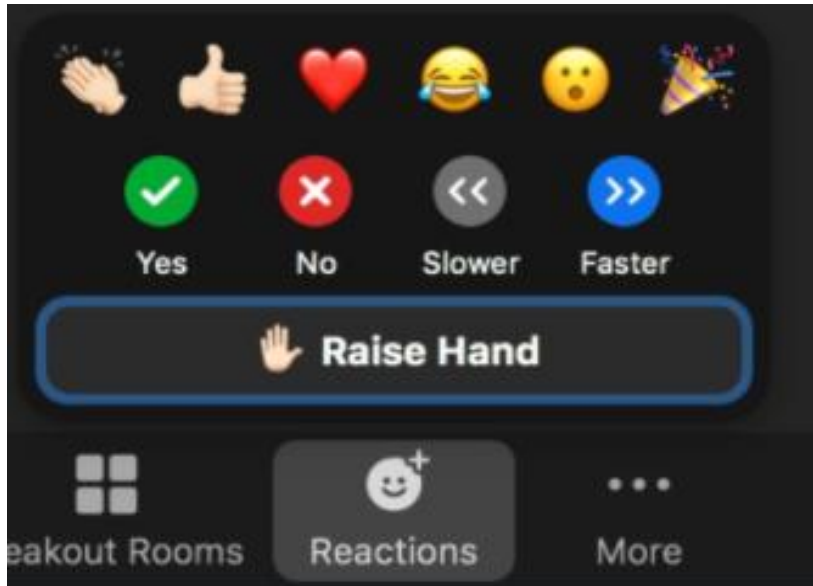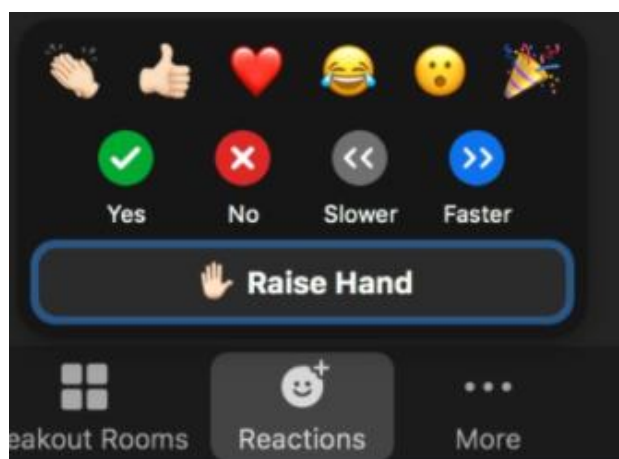

9.   If you wish to speak to a Bill or Motion click the "Participants" icon at the bottom of your screen to open the Participants panel.

10.   Click the "Raise Hand" icon to indicate to the Host that you wish to speak. You will be then join the queue of members wishing to speak and will be called upon to speak when you reach to top of that queue.

11.   The Host will advise the Synod President who is to speak and "spotlight and unmute" that person.

12.   When you are advised to speak you will have to unmute your own microphone using the icon at the bottom left of the screen. **Do not unmute until you are told to do so.**

13.   When you start to speak, state your name and your parish so this can be recorded in the minutes.

14.   When you have finished speaking the Host will mute your microphone again.

15.   If after raising your hand you decide not to speak you can lower your hand by clicking the "Raise Hand" icon again.
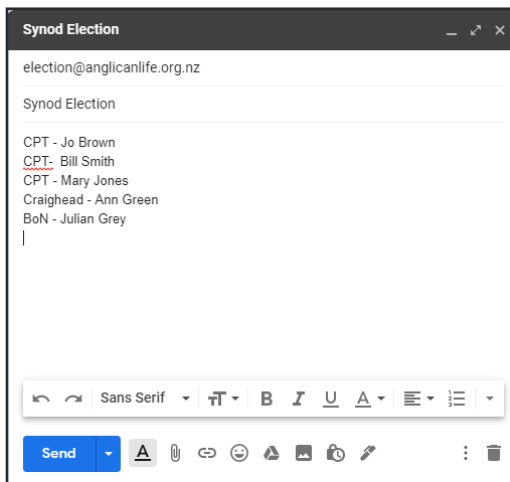
Voting On Bills and Motions

16.   When a vote is called for, those in favour of the Bill or Motion will be asked to click the "Yes" icon.

17. If a majority is reached then the Bill or Motion will be carried. If a majority is not reached then the Bill or Motion will be defeated.

Amendments to Bills and Motions

21. The Bills and Motions that will be before Synod can be viewed on the Diocesan web site at:

https://anglicanlife.org.nz/about-us/diocesan-synod-2021/christchurch-diocesan-synod-2021-bills-and-motions/

22. If you wish to amend a Bill or Motion it would be helpful to receive the amendment, with the movers name, by 8am on 3rd September to ease the management of the amendments. The movers of such amendments will be called upon by the President to speak and the Host will spotlight and unmute the speaker as previously described.   To facilitate the management of a Zoom Synod, friendly amendments relating to spellings, grammar etc should not be raised but referred to the Diocesan Manager at diomanager@anglicanlife.org.nz who will refer these to the Resolutions Committee after Synod.

23. If you wish to amend a Bill or Motion during the Synod session use the "Raise Hand" icon and the Host will spotlight and unmute the speaker as previously described.

Raising A Point of Order

24. Synod's procedures will be slightly different but Points of Order can still be raised if there has been a gross departure from procedure. To raise a Point of Order click the "Raise Hand" icon, click the "Chat" icon, send a message to "Everyone" with the words "Point of Order"; press the "Enter" key on your keyboard to send the message. The Host and Co-Host will monitor these messages and advise the President that a Point of Order has been raised. The person raising the Point of Order will be "Spotlighted" and the microphone will be unmuted. They should state their name and parish so this can be recorded in the minutes.
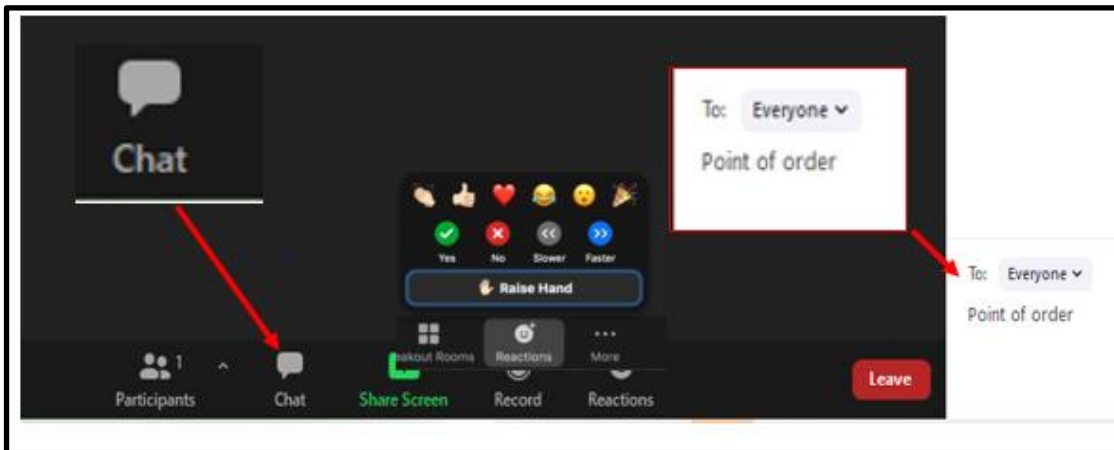
Making a Presentation

25. If you are making a presentation to Synod members and you wish to show Power Point Slides or other documents then it will be necessary for you to "Share Screen".

26. In preparation to do this you should have your presentation available on your desk top.

27. Open your presentation before you are due to show it to Synod.

28. When the time comes to make your presentation you will be introduced by the President, your microphone will be unmuted and you will be "Spotlighted".
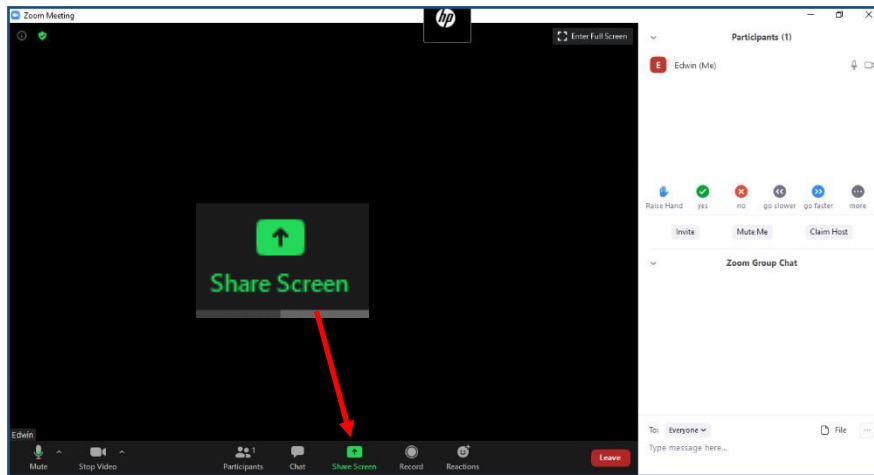
29.   You can then click "Share Screen" and you can make your presentation, paging though your slides yourself.
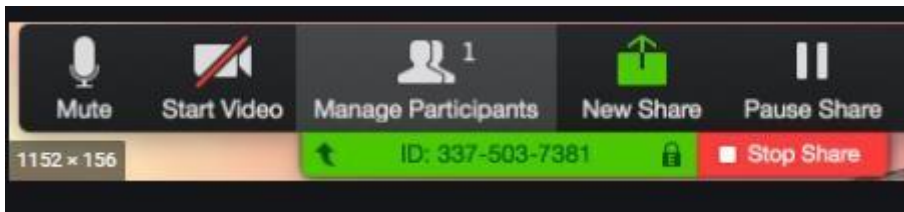
30.   When you finish your presentation, click "Stop Share"
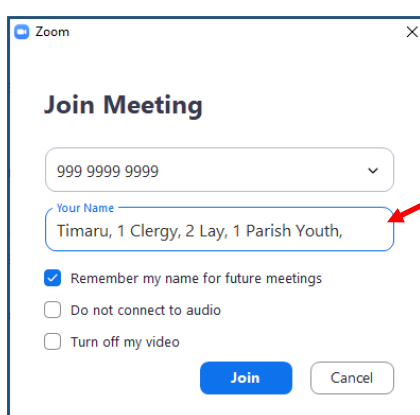
Participating as a Member of a Group

Members participating in a group will need to have access to at least one computer from which they can clearly see and hear, be seen and heard, able to use the functions of Zoom and able to send emails as part of the voting process.

Joining the Zoom Session

31. Click on "Joining a Meeting"

32. Enter the meeting number provided in the Zoom meeting request

33. **Enter your location, the number of clergy and lay members, and if there is a Diocesan or Parish Youth representative in your group.** Where members are gathered together to sign in through one Zoom account they are to e-mail diomanager@anglicanlife.org.nz, recording the names and houses of those present. This will be used to record your attendance at Synod and to ensure that we have the number of Clergy and Lay members present to declare a quorum.

34. Click "Join"
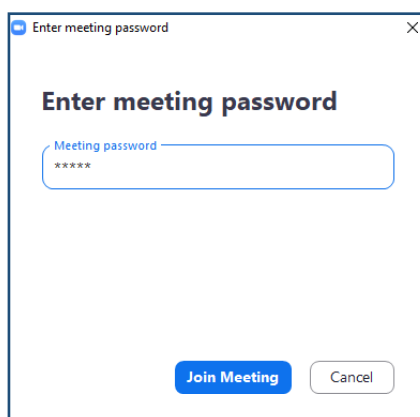
35. Enter the meeting password and click "Join Meeting"
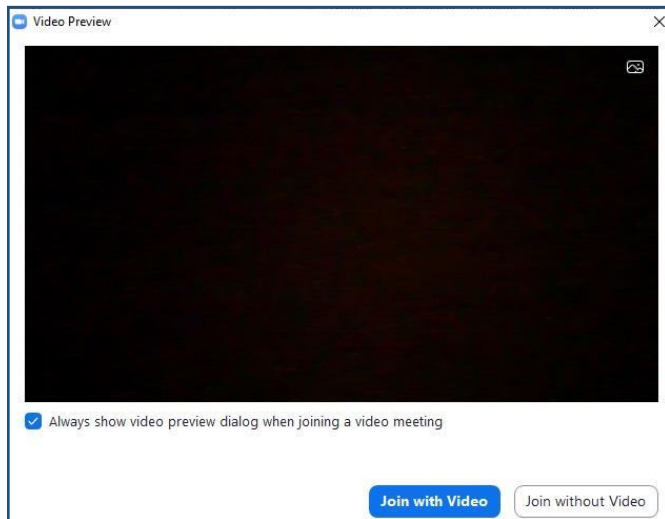
36. Click "Join with Video". Note that if you click "Join without Video" you will not appear on the screen but your group details will.
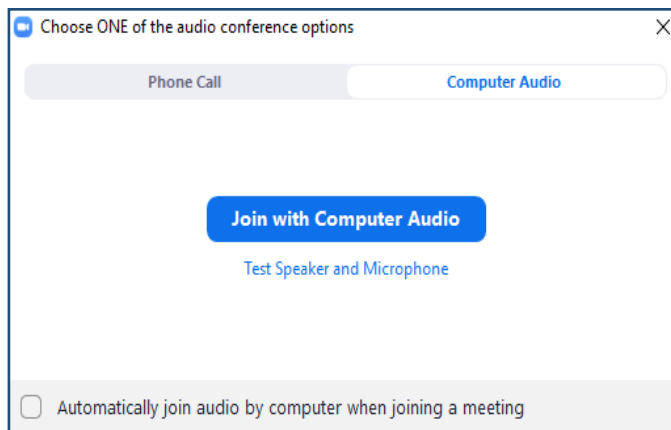
37. Click "Join with Computer Audio"
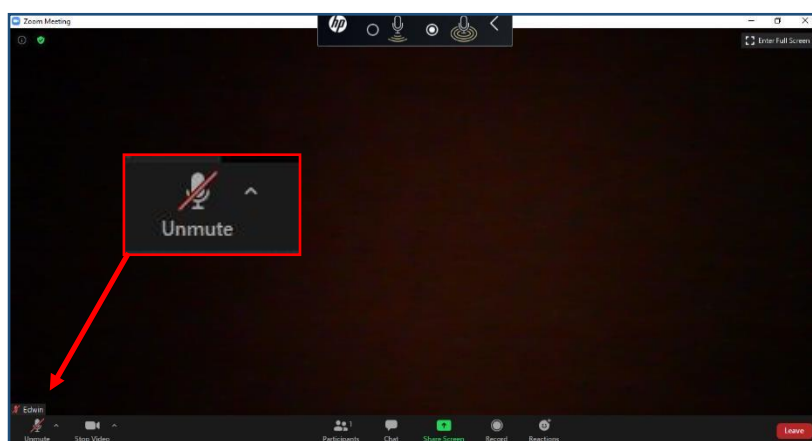
38. When this screen appears, click the microphone icon at the bottom left of the screen to mute your micro phone. Note that all microphones will be muted by the Host before the Synod session start.

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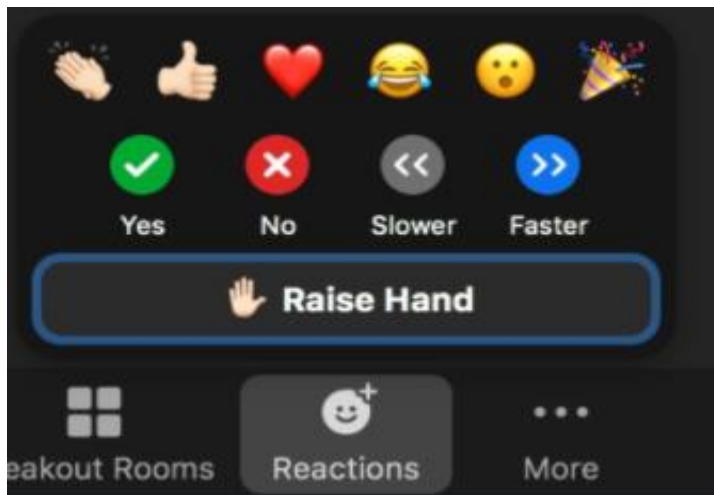

39. If a member of your group wishes to speak to a Bill or Motion click the "Participants" icon at the bottom of your screen to open the Participants panel.

40. Click the "Raise Hand" icon to indicate to the Host that you wish to speak. You will be then join the queue of members wishing to speak and will be called upon to speak when you reach to top of that queue.

41. The Host will advise the Synod President who is to speak and "spotlight and unmute" your group for the person to speak.

42. When your person is advised to speak they will have to unmute their microphone using the icon at the bottom left of the screen.

43. The person should that introduce themselves by name and parish so this can be recorded in the minutes.

44. When your person has finished speaking the Host will mute your microphone again.
If after raising your hand your person decides not to speak they can lower their hand by clicking the "Raise Hand" icon again.
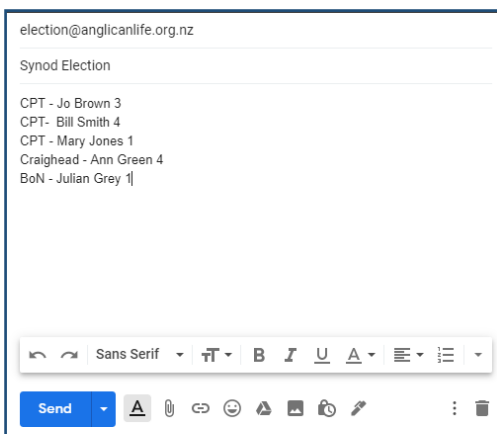
Voting On Bills and Motions
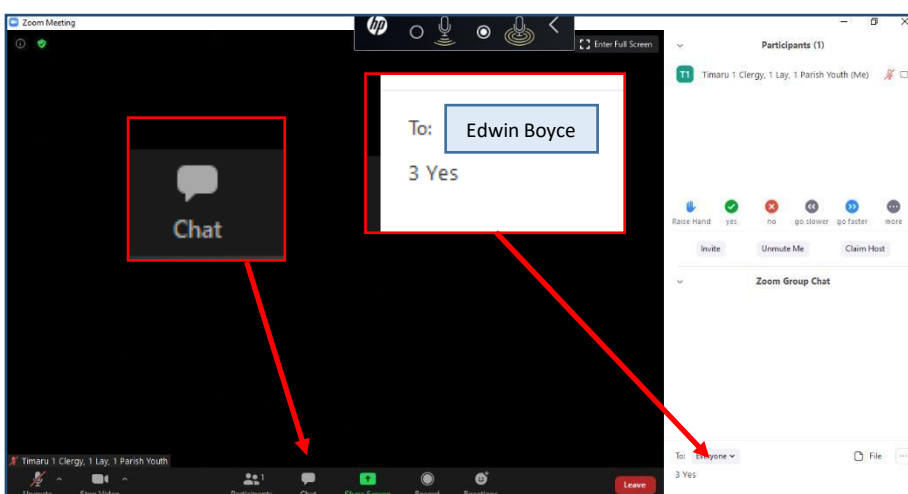
45. When a vote is called for, the number of those in your group who are in favour of the Bill or Motion will be sent to the Diocesan Manager using the "Chat" function. Click the "Chat" icon. Use the drop down list in the chat area to find "Edwin Boyce". Enter the number of voting members who voted "Yes" and press enter on the keyboard.

45.	If a majority is reached then the Bill or Motion will be carried. If a majority is not reached then the Bill or Motion will be defeated.

~~Voting for Elections~~ <mark>There will be no elections during the Zoom sessions</mark>.
~~46.	There will only be an election if there are more nominations than there are vacancies. The election this Synod are: Standing Committee 3 clergy and 2 lay members, CPT, 2 members Anglican Care Trust Board 1 member, Craighead Diocesan School Proprietors 1 member, Diocese Board of Nominators 6 clergy and 6 lay members, GSTHW 3 clergy and 4 lay members.~~

~~47.	Voting for elections will take place at the time indicated on the order paper and not before. Voting will close 10 minutes after it starts. Voting will require members to email their votes to elections@anglicanlife.org.nz with the subject line Synod Election.~~

election@anglicanlife.org.nz

Synod Election

CPT - Jo Brown 3
CPT- Bill Smith 4
CPT - Mary Jones 1
Craighead - Ann Green 4
BoN - Julian Grey 1

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Send

~~48.	Voting for elections will require members to email their votes to elections@anglicanlife.org.nz with the subject line Synod Election.~~

~~49.	It is important that the format of the email is as shown below to facilitate the ease of counting the votes.~~

~~50.	Indicate the number of votes in your group for each person on the ballot.~~


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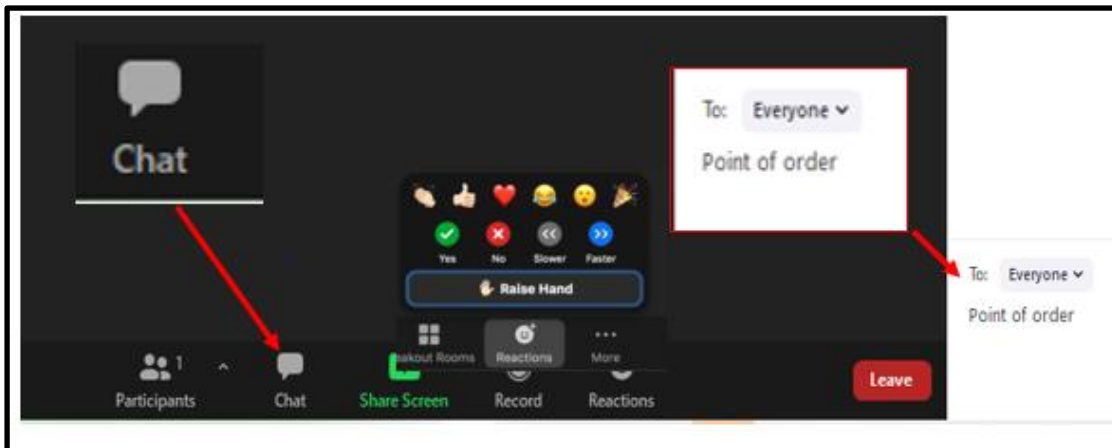

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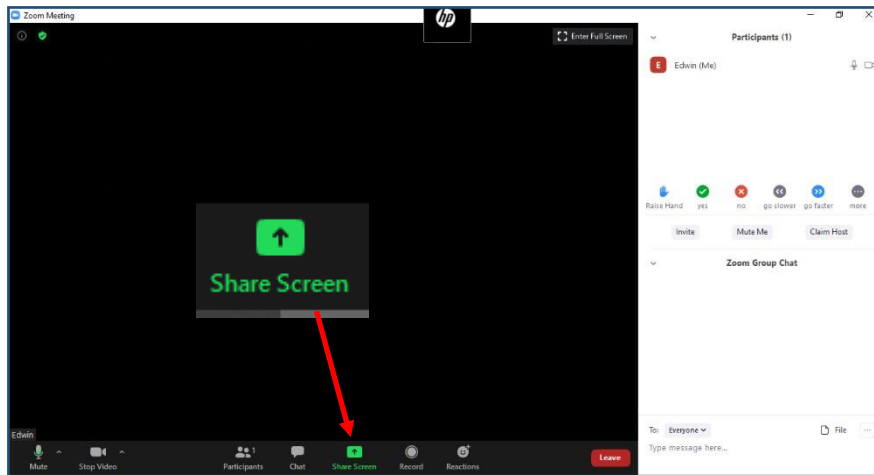
59.	They can then click "Share Screen" and you can make your presentation, paging though your slides yourself.
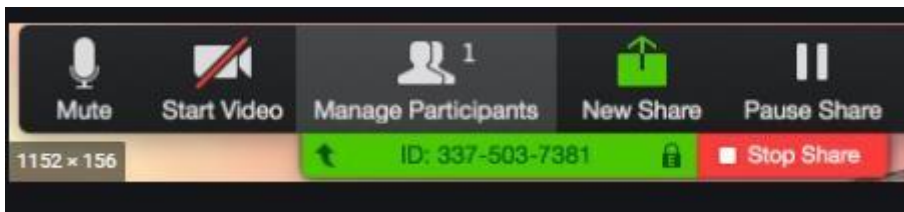
60.	When they finish their presentation, click "Stop Share"