



Best Practices for Participating Together

The following recommendations will help congregations prepare to participate in the 2024 Virginia Synod Assembly from a single location.

If you have questions about your set-up you can contact Pastor Colleen Montgomery at montgomery@vasynod.org by April 18, 2024.

Attendance, Parliamentary Procedure, Voting

- Attendance, parliamentary procedure, and voting will go most smoothly if every voting member has their own device. A smart phone, tablet, or computer will work. Each voting member will have their own login information. While logging in and out on a shared device is possible, it is not the most efficient approach, so it is not recommended.
- Attendance will be taken via the voting platform.
- Motions, raising hands, and other parliamentary procedure interactions will occur on the voting platform. The Zoom chat or raise hands feature will not be recognized for these interactions.
- When a voting member is recognized by the chair, they will be invited to unmute on Zoom and address the Assembly.
- All votes will occur via the voting platform, including simple yea/ney votes.
- Be sure that the internet at your location is strong enough to support the Zoom device as well as each person's voting device.
- [Instructions on how to vote will be covered at the April 16 Pre-Assembly Meeting.](#)

Streaming the Assembly

- The Synod Assembly will be held on Zoom. A link will be sent to each voting member. The meeting will open prior to 9am to allow time for everyone to join the meeting.
- A single computer hooked up to either a projector or large screen will be the easiest way to view together. Having the computer accessible to all voting members to be able to type into the chat, speak into the microphone, and be seen by the camera should be a priority.
- If a large group is gathered, more individuals may want to join the Zoom meeting on another device so they can access the chat more easily. However, if multiple devices are logged in, then special attention will need to be paid to the sound. Unmuting on multiple devices in the same room or having sound from large speakers playing while a different device is unmuted will cause feedback. Having a designated device for all sound (both listening and speaking) will be best.
- Only voting members will be provided links to the Zoom room and will be permitted to speak to the assembly. All visitors, regardless of designation, will be invited to watch via YouTube. If non-voting members are in the physical room with voting members, the non-voting members should not type in the chat or address the assembly.