Notes for Leaders of Zoom Meetings
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1. It is really important is to get people used to the idea of "seeking recognition" by using the "raise hand" button, rather than just starting to talk.
2. Be sure you have turned on the ability to make participants "co-hosts." For a presbytery meeting, I would have at least [one host and two additional co-hosts](#).
3. The co-hosts need to *not* be voting members if at all possible, as for some reason Zoom thinks hosts/co-hosts never need to raise their hands, and that feature is not available (although they have the other icons available).
4. Hold a practice session with the team – including the co-hosts and moderator. Co-hosts should have assigned tasks:
   a. helping people who are having connection issues
   b. muting participants who don't do so when their audio is a distraction in the meeting
   c. lowering hands after a member is recognized, or in the voting process
5. The moderator needs to specifically practice "working" motions – voting by unanimous consent when possible (by saying "are there any objections – if you object please raise your hand," scrolling through the list quickly to see if anyone does so, and if not, saying "it is so ordered"). And then when voting by raised hands, understanding that it is a division, not a counted vote.
6. Everyone seems to want to turn on their webcams in these meetings. That uses up a lot of bandwidth, and isn't effective. The moderator's webcam should stay active so they can jump in quickly whenever they need to. Other than that, the only active webcam should be a person who has been recognized by the moderator (think of how it works at a GA).

For those joining by phone (as noted by other Stated Clerks):

1. While not ideal, if members have no computer/tablet/smartphone app access, it's possible to [call in](#) and participate.
2. The host can ask members ahead of time for the phone numbers they'll be using; using the "manage participants" button at the bottom, replace the numbers with names. This will allow members to be recognized by the moderator when they raise their hands – and the host to know if there are unauthorized callers present, now that zoom-bombing has become a pastime for unsavory characters.
3. Phone participants can use these controls:
   a. Toggle mute/unmute: *6
   b. Raise hand: *9