Holding On-line Congregational Meetings at UUCB

Unitarian Universalist Church of Berkeley

Date	Author	Change history. Review history.
May 1, 2020	David Rosales (davero@gmail.com)	First draft. Preliminary
5/2/20	Ann Harlow	Minor copy edits; changed the committee that's being voted on; raised question of other possible votes; no ⅔ majority needed.
5/3/2020	David Rosales	More detail on voting procedures after discussion with our parliamentarian. Voting by some form service open for more than one day (i.e. google forms ro survey monkey) is preferred due to better accessibility than zoom. Added items regarding procedural votes.
5/3/2020	Elaine Miller	Minor edits (rasing to raising, chalance to chalice)
5/4/2020	Dayana Claghorn, David Rosales	Edits from discussion meeting attended by: Dayana, Elaine, David, Kerry, and Ann. Clarifications on agenda, procedure, and vote.
5/15/2020	David Rosales, Kerry Simpson	Updated Meeting Procedure to match the agenda, tweaks and clarifications. Changed meeting procedure to numbers.
5/26/2020	David Rosales	Added UUA congregational meeting guide

Purpose

Due to public health emergencies surrounding the SARS-COV-2 virus pandemic (and associated COVID-19 disease), and resulting county health orders requiring shelter-in-place for families and individuals, as well as forbidding group gatherings, UUCB's congregational meeting in May 2020 will not be able to be held in person as is typical. This document's goal is to outline a plan for completing the required congregational business during this crisis.

Background

UUCB congregational meetings are typically done in person. Online meetings (remote presence over the internet) have been used during this public health crisis for small groups like chalice circles, vesper services, and "virtual coffee hour", very successfully. There was a Workshop on Ministerial Change held online using the zoom video conference service on April 19, 2020 with a fairly large attendance. This large meeting had issues with "zoombombing," but was able to recover and the workshop was able to be completed. A polling feature available to zoom

conferences was used successfully at the Workshop on Ministerial Change to perform a short "straw poll".

The procedures developed below were used successfully for the May 17, 2020 congregational meeting. The specifics are preserved as https://docs.google.com/document/d/1WqSD4YgLgCZjpEkK5nJh-qXgoUnqQxU2qgSgWBBHASI/edit#.

Provisions of UUCB Bylaws

5.2 The Church shall hold at least two meetings of the Church community each year as follows:

5.2.1 The Awards, Canvass and Election Meeting shall be held on the second Sunday of February to honor members for outstanding service to the Church, to review the canvass pledge goal for the coming year, and to elect and install the new members of the Board of Trustees. Newly elected Trustees assume their responsibilities at the close of this meeting. Ballots for election of members to the Board of Trustees shall be collected at the Church, starting two Sundays prior to the election meeting. No ballots shall be accepted after the start of the meeting.

5.2.2 The Celebration and Planning Meeting shall be held on the third Sunday of May to review the accomplishments of the past year, to honor individuals for outstanding service to the Church, and to establish the next year's priorities and budget. A preliminary budget and annual report, the contents of which shall be specified in the Board of Trustees Governance Manual, shall be posted on the Church website and also made available in hard copy at the Church office ten (10) days in advance of this meeting.

5.3 If the Board of Trustees directs different dates for the annual meetings defined in Section 5.2 above, they must be held within a time period of not more than ten days before or after the above listed dates. The notice requirements shall be observed.

5.4 The Board of Trustees may call Church meetings for the required transaction of any business at any time.

5.5 The Board of Trustees shall call a special church meeting within thirty days whenever a written initiative, referendum, or recall petition is filed with the Secretary that is signed by five percent (5%) of the Certified Membership of the Church.

5.5.1 Initiative petitions may be filed when non-action by the Officers or the Board of Trustees might affect the well-being of the Church. Initiative petitions must contain a specific proposal for consideration by the membership.

5.5.2 Referendum petitions may be filed to challenge an action by the Officers or Board of Trustees. Referendum petitions must contain the specific action challenged and the proposed correction for consideration by the membership.

5.5.3 Recall petitions may be filed when there is good and sufficient reason to believe that the behavior of a given Officer(s) or Trustee(s) does not fulfill the obligation required. Recall petitions must contain specific allegations and a call for a special election by the membership.

5.6 The notification requirement for any and all Church meetings is that a specific notice must be sent to all Church members by first class mail between ten (10) and fourteen (14) days prior to the meeting. This notice must contain the date, time, place and specific agenda for the meeting and, in addition, when applicable, any available information or any recommendations of the Board of Trustees on the agenda items. Only agenda items announced in the mailings may be voted upon at these meetings. Notifications shall also be sent to the Church email list, but email may only be substituted for first class mail on the member's written request.

5.7 Absentee balloting is permitted at any Church meeting on any item scheduled for a vote at a membership meeting, but no proxy voting is allowed. Absentee votes must be received by the Secretary at least one hour before the meeting.

5.8 A quorum for Church meetings shall be fifteen percent (15%) of the certified membership.

5.9 Robert's Revised Rules of Order shall govern formal Church meetings such as those listed in this Article and meetings of the Board of Trustees.

Provisions of UUCB Governance Manual

- At least four weeks prior to required Congregational meetings:
  o The UUCB website will feature an Upcoming Congregational Meeting button on the homepage prominently displaying the date and time.
  o As it becomes available, the agenda and all material related to the meeting will be delivered to the Coordinating Team, or its designated staff person, who will see that it is posted on the meeting page within 72 hours of receipt.
  o Notice of the meeting will be featured prominently in The Beacon and every other activity listing sent to members.
- In the intervening weeks leading up to the meeting:
  o The meeting will be featured prominently in Upcoming Events.
  o A verbal announcement of the upcoming meeting will be repeated at the all services.
- With regard to special meetings:
  o The same elements as above, as soon as possible after the Board approves the call for the meeting.
- During the meeting:
  o No other church activities will take place at the church. Childcare will be provided to allow for greater participation by members.
- Following the meeting:
  o Within 72 hours of the meeting, the Board President will write a report to members conveying the essence of the meeting. Within 48 hours of receipt by the designated staff person, the President's report will be sent to the entire UUCB email list under the subject line "Special Message from the UUCB Board President"; nothing else will be bundled with it. The report will be posted to the meeting page and copies made available on the information table within 48 hours of receipt by staff.

o   The CT, or their designated staff person, will work with the board and other relevant people to be sure that materials are posted to the meeting page within 48 hours of receipt by the CT.

UUA Guidance

[https://www.uua.org/leadership/library/it-legal-hold-congregational-meetings-online]
- Provide clear notice and access.
- Be explicit about the need for virtual meetings.
- Confirm virtual decisions at future in-person meetings.
  - "...the Board or congregation should vote, at its next in-person meeting (whenever that may be), to ratify all the votes taken by the Board when it met virtually, effective as of the date of the initial vote."

https://www.uua.org/leadership/library/streaming/online-meeting-manual
- Comprehensive document from the UUA (published after our May meeting)
- Added shortcut to our congregational meeting drive

State of California

[https://www.foley.com/en/insights/publications/2020/04/california-companies-virtual-annual-meetings]
Member meetings may be held by means of electronic video screen communication or other electronic transmission if authorized by the not-for-profit corporation's Board.
If the Board wishes to hold remote member's meetings, the Board must implement reasonable measures for the verification of participants' identities and establish a reasonable opportunity for individuals to participate in the meeting and vote on matters submitted to the members, including an opportunity for members to read or hear the proceedings of the meeting concurrently with those proceedings. If any member votes or takes other action at the meeting by means of electronic transmission to the corporation or electronic video screen communication, a record of that vote or action must be maintained by the corporation. [Cal. Corp. Code, §§ 9411, 9211.]

Survey Monkey article on voting.

Procedures from another UU church.

Conclusions from all of the above:
- Hold an informational and discussion meeting on Zoom, but do the voting on Google Forms or Survey Monkey over a longer period of time than typical.

- Do meeting notice according to the bylaws (a couple of weeks of notice using all methods possible to reach members).
- Make sure the agenda is fully stated.
- Clearly state in advance the limitations of the bylaws, why we're using special procedures, and how we plan to affirm the results.
- Collect quorum.
- Collect results, any information on dissent, and documented notes.
- Affirm the vote in-person at a later date, when we can do so, according to our bylaws.
- A Google Form or Survey Monkey link can be shared after the informational meeting is over. The voting link can be shared in every channel we have to reach members.
- Voting information will need to be updated with any amendments that are voted on at the congregational meeting before voting can begin.
- Should anyone have technical difficulty, we should be able to receive votes over phone and email to be entered manually into the voting form or survey. Reply to the voter with an email record of the vote with UUCB Secretary on CC.

Meeting procedure

ADVANCE PREPARATION
- Meeting Host sets up a Zoom meeting and provides login info for dissemination to members. Meeting should "start" at least 15 minutes before the actual call to order so the tech team can troubleshoot and admit participants one by one.
- Zoom meeting settings:
  - Video for hosts and participants
  - Record meeting (local recording)Use Waiting room
  - Only hosts can screen share
  - Mute participants upon entry
  - No whiteboard
  - No annotations
  - Participants can not unmute (will be unmuted by hosts/co-hosts as needed)
  - Participants must join with their actual name and not a screen pseudonym
  - Participants can not rename selves (hosts can rename them)
  - Participants can not chat to all (this may change in future)
  - Participants can chat to hosts
- Tech team of at least 4 people is recruited to review plans, monitor meeting, admit people from waiting room, provide instructions and support, etc.
- Board Secretary provides agenda packet to tech team and staff. Cover letter should include:
  - How to enter Zoom meeting
  - People may not be let into the meeting if a name is not specific or unknown (e.g. "iphone", "steve").
  - Other notes (all but hosts muted, how to "raise hand" raising, including *9 on phone, voting procedures, how to get tech help, etc.)

- Tech team confers on who will do what before, during, and after the meeting.
- Tech team creates draft Zoom polls for minor votes (e.g. approval of agenda and minutes) and Survey Monkey survey for major for votes needed.
-

PRE-MEETING
- Host sets tech team and officers as co-hosts.
- Tech team members admit participants from the waiting room, asking those with unknown names to try to rename themselves and come back. Err on the side of letting people in; they don't have to be UUCB members to attend meeting.
- "Bouncer" responds to potential zoombomber:
    - Interaction procedure
        - If the response is abusive at any time in the following procedure the bouncer should immediately "remove" the person from the meeting.
        - If the response is ambiguous the bouncer should return them to the waiting room (we can't spend a lot of time investigating)
        - Bouncer sends private chat to the potential zoombomber asking them to identify themselves (first and last name).
        - If no response via chat provided, ask them to start video by pressing the button "ask to start video".
        - If there is no response via chat or via video, the bouncer will announce "Hello, this is <your name>. <account id> who just joined, I'm going to unmute you. Please identify yourself for us so I can assist you." The bouncer will then unmute the account and interact with them.
        - When they are identified, the bouncer renames them.
            - If multiple people are logged into the same account, include as many names as possible in the renaming

STARTING THE MEETING
- Suggested announcements, possibly accompanied by slides:
    - Welcome
    - The meeting is being held online due to _____
    - The meeting will be recorded. If you do not want to appear in the recording, you can turn off your video.
    - Everyone will join muted and will not be able to unmute themselves.
    - At certain times, the speaker will open the floor for comments or questions. We will use "Hand raising" (explain).
    - If your hand is raised, be patient. It may take a while to find you. We will practice raising hands soon.
    - If your hand is raised, you will be unmuted by co-hosts to speak, then muted again when done.
    - At certain times, there may be a poll we ask you to take. Polls will be for simple votes only.

- ○ Major votes will be done by an internet survey to make them more accessible to the congregation.
- ○ Voting on _____(issues) will be on Survey Monkey. The voting will not open until after the discussion today, but voting will open today.

- ● Ensure there is a quorum through visual verification that there are enough members on the Zoom meeting. If there are obviously plenty of attendees, then proceed; if not, tech team can conduct a Zoom poll where people can reply how many members are tuned in on that device.
- ● Take screenshots of all people in the meeting that made up the quorum for the record.
- ● When the floor is open for comments and discussion, call for raising of hands. Designated tech team member will call on people and unmute them, then mute again when finished.
- ● If speaker calls for an amendment, ask for a second by hand raising procedure. If seconded, start a poll with wording recorded by Secretary based on motion made by speaker. Polls on voting for amendments will be up/down by simple majority (2/3 for gigantic changes)
- ● Repeat discussion, amendments, and amendment polling as needed.

President: call to action to vote: "After the benediction and the adjournment, stay and people will be here to help you with the voting"
President: Final words and extinguish chalice
Benediction

Tech team member presents the voting procedure:
- ● You must fill in your first and last name for the vote to count. If the name is empty, it will not be counted.
- ● There will be a space to leave comments on the ballot.
- ● Comments will be recorded. When we meet in person in the future to ratify the results, the comments will be part of the record and can be discussed at that meeting.

Stop recording and upload file to google drive folder
Poll screenshots are already in a google doc with annotations on what each poll was for.
Tech team stays to help with voting for a while on Sunday after the meeting.
Recording is edited for time and is posted to youtube as "unlisted". The link for the unlisted video can be shared with members that need it. Using an unlisted video, and only providing the link to members that ask for it, can help to protect the privacy and security of the members in the meeting (faces, interiors of homes, discussion, etc).
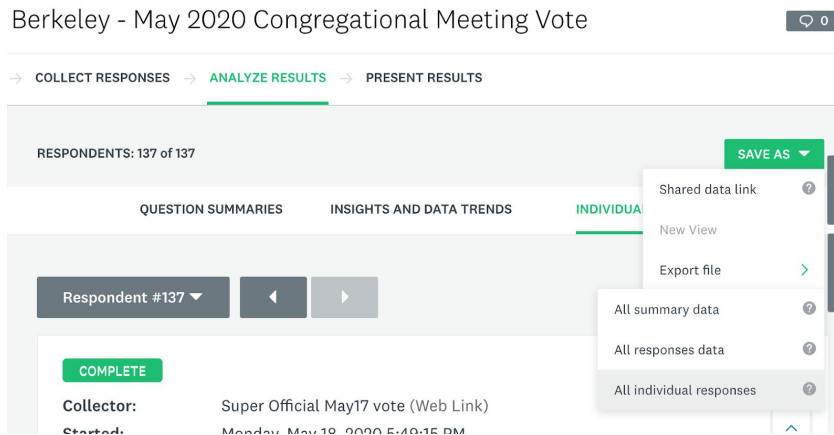Keep voting survey open until 8:00pm Monday (with buffer until 8:30pm).
Survey monkey results will be compiled Monday night by midnight Monday, but could be Tuesday depending on availability of volunteers.

There will be a folder in the congregational meeting google drive that will be used to save and archive the voting related documents. This voting archive folder will only be available to key people in order to prevent accidental deletions, changes, moves, or copies.
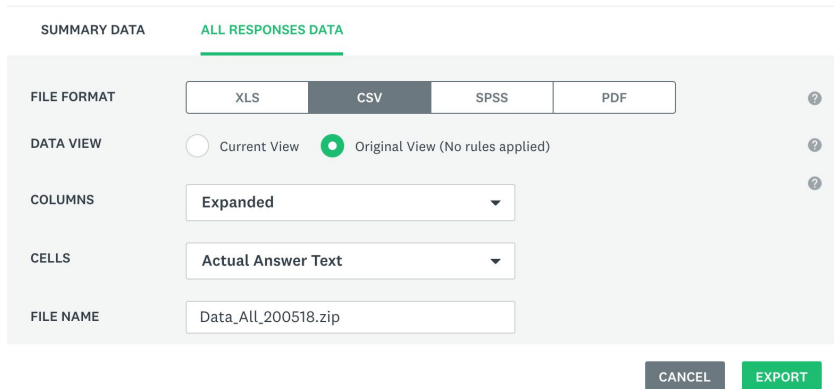
- Survey Monkey results
  - Download the results from survey monkey in CSV format.
  - Report will be pulled from "Analyze Results"--> "Individual Responses"--> "Save As" -->"All Individual Responses"...

Berkeley - May 2020 Congregational Meeting Vote

→ COLLECT RESPONSES → ANALYZE RESULTS → PRESENT RESULTS

RESPONDENTS: 137 of 137   SAVE AS ▼

Shared data link ⓘ

New View

Export file >

QUESTION SUMMARIES   INSIGHTS AND DATA TRENDS   INDIVIDUAL

All summary data ⓘ

Respondent #137 ▼   ◀   ▶   All responses data ⓘ

All individual responses ⓘ

COMPLETE

Collector: Super Official May17 vote (Web Link)
Started: Monday, May 18, 2020 5:49:15 PM

  - Then "All responses data" -->"CSV" →"Original View" -->"Expanded Columns" -->"Actual Answer Text". And Export.

Export Survey Data

SUMMARY DATA   **ALL RESPONSES DATA**

| FILE FORMAT | XLS | CSV | SPSS | PDF | ⓘ |

DATA VIEW   ◯ Current View   ⦿ Original View (No rules applied)   ⓘ

ⓘ

COLUMNS   Expanded ▼

CELLS   Actual Answer Text ▼

FILE NAME   Data_All_200518.zip

CANCEL   EXPORT

- The downloaded results will be uploaded to the [voting archive folder](). It may be suitably renamed if needed.
- Original surveymonkey results files will be turned to "read only" to prevent them from being overwritten.
- Greg will keep the original results and work with a copy workbook or a new sheet for analysis.
- In the analysis copy, Greg will remove votes from the test collector that was used in the week before the vote started.

- In the analysis copy, Greg will remove votes with missing or incomplete names.
- In the analysis copy, Greg will remove duplicate names by sorting by last name and looking for duplicates. Note some members have the same name. There is at least one we know of which we were alerted to during the meeting. Next time we should ask for a clarifying middle initial as a field that is not required.
- Comments will be compiled to a separate sheet for the purposes of tech team review and board review.
- For each vote:
  - Greg will count total votes using a cell formula and note if it is over 50 to reach a "member quorum" for the virtual vote (separate from the quorum for the polls during the meeting).
  - Greg will count total "yes" votes using a cell formula and "% yes"
  - Greg will count total "no" votes using a cell formula and a "%no"
  - If there is not a quorum, it will be noted. The voting result will not be valid.
  - If there is a tie or a majority by less than 60%, we will check the voting names against member lists and exclude any that are not listed as voting members for Sunday/Monday during voting.
- David will double check the results and the formula and work with Greg if there are any questions.
- Greg and David will create a summary sheet for Ann to review.
- Results will be triple checked by: Ann Harlow via spreadsheet and summary sheet.
- Greg, David, and Ann will verify by digital signature to the summary that they reviewed the data and summary and approve of the work product. Can use "Insert"->"Drawing" and then choosing "scribble" from the line type drop down:
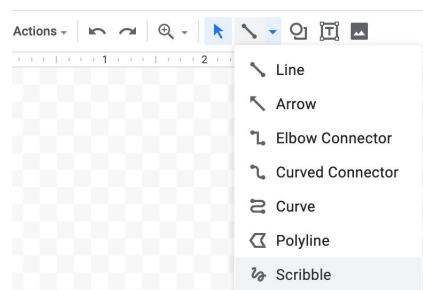
- Analysis results file will be changed to read only to prevent them from being accidentally overwritten.

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Meeting requirements

Meeting date, start time, and duration
- Posted meeting to the congregation is Sun. May 17, 11:50am to approx. 1pm.

- Actual Zoom meeting will start earlier and end later (11:30am - 2pm)
-

Voting start and end time and date
- Voting starts during Zoom after discussion is over (near the end of the meeting)
- Voting continues through the next day (Polls close Monday at 9pm)
- Results will be compiled by Tuesday noon (TBD)
-

Keep supporting records that will be ratified along with the results at a later date
- Screenshots of attendees
- Screenshots of polls
- Recording of the meeting
- Survey monkey data

Zoom Account
- UUCB Zoom account supports 100 persons/devices
- UUA Western can support 300 persons/devices (David to call Rev Jonipher)
- Dayana will ask her employer if we can use her work account.

Zoom account security settings needed (NEED TO SET THESE MORNING OF THE MEETING - account settings can be changes in an active meeting)

Quorum for Meeting
- Quorum is 15% of members (~50 members today)
- For live zoom, no membership check is required. Self identification is sufficient (honor system). Typical in-person method is to call for members to raise hands and to count number of hands raised
- For zoom meeting quorum will be checked by a simple visual count of attendees. If the count is too low, then a zoom poll will be used to try to count attendees that represent multiple members sharing one account.

Quorum for Voting
- Quorum is 15% of members (~50 members today)
- Quorum can be counted after the voting is closed.
- If voting is a google form or survey monkey, we can ask for members to provide full name. This can be used to check for duplicates. If the vote is close or contested, we can check names against member roll before a recount.

Zoom Polls Needed
Need to make anticipated zoom polls ahead of time, including a generic yes/no poll for unanticipated use.
- Member count poll (How many members are sharing your zoom? 0 (not a member),1,2,3,4,5)
- Adopt agenda poll (Y/N)

- Approve the minutes from Feb congregational meeting (Y/N)
- Accept current amendment (Y/N)
- Generic use poll (Y/N)

Voting
- To be done by an online form tool like google forms or survey monkey.
- Count methodology - remove votes from duplicate names and votes without names. Count the number of votes for "For" and "Against" from valid ballots.
- If challenged, names will be checked against the member rolls. Votes from non-members will be removed, the quorum rechecked, and the votes will be recounted.
- Vote should provide a method (text field, email) for formally commenting or registering a complaint on the emergency procedure. These comments will be available for the future in-person vote to ratify the results.

Staff and Volunteer needs
- Slack - Dayana tech-leads-workspace.slack.com
- Email forwarder - techhelp@uucb.org (ask Jim and Alisa)
- Remove personal emails and phones from website (ask Jim (Dayana))
- Zoom Meeting
  - Tech lead - David
  - Host - Dayana
  - Direct support person - cell phone call for back channel, troubleshooting for Kerry, Tess, and Larry.
  - Co-host(s) to admit participants - Paul, Jim
  - Co-host(s) to help with Zoombombers - Greg, Jim
  - Co-host(s) to watch for people raising hands to talk and then unmute/mute - Greg, Paul
  - Technical support - Dayana, David
- Voting Survey
  - Survey lead - Greg
    - Create and test
    - Secretary emails the Survey lead the official final language
    - Survey lead updates the voting langage with any amendments
  - Phone lead: Answer phone calls for a call-in vote
  - Email lead: Answer emails with requests for tech support or email vote
  - Technical support

Supplies, services and approximate costs
- Zoom, no additional cost
- Survey Monkey, TBD

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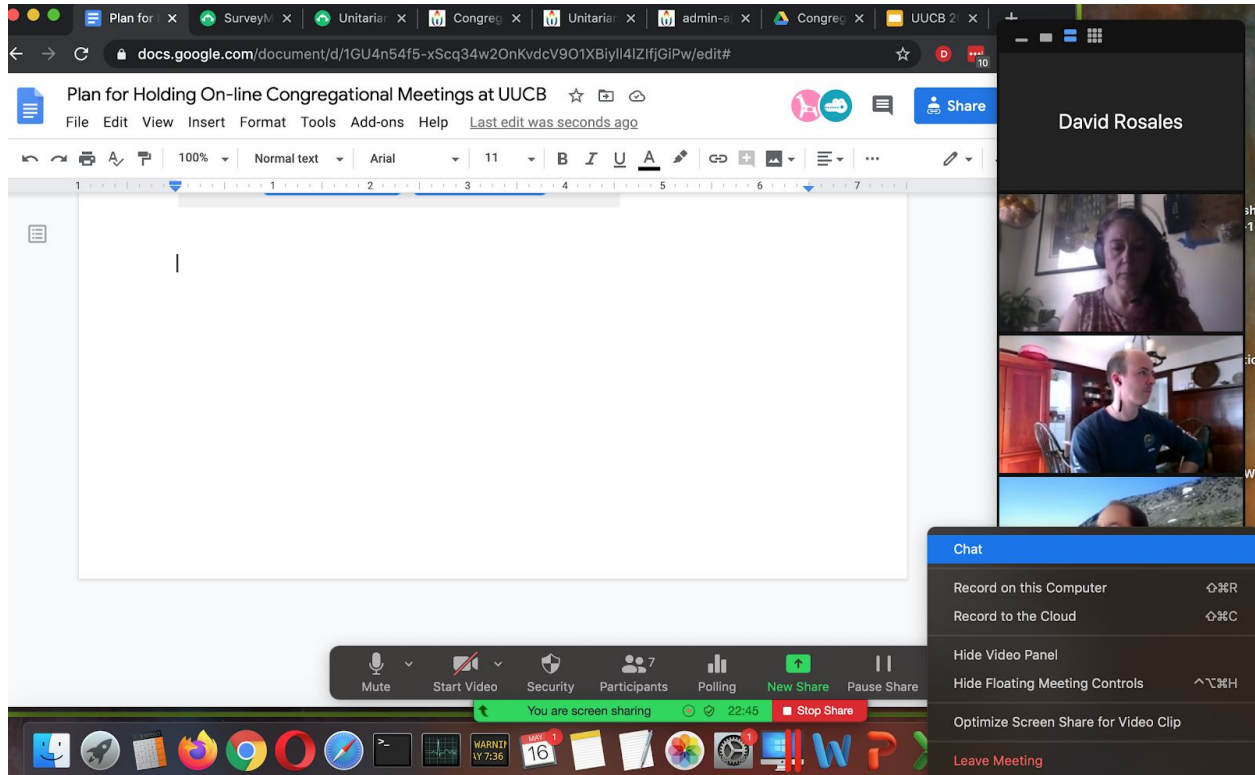**Polls**   — ☐ ✕

Sharing Poll Results

Attendees are now viewing the poll results

1. Do you agree to pass the current amendment up for vote?
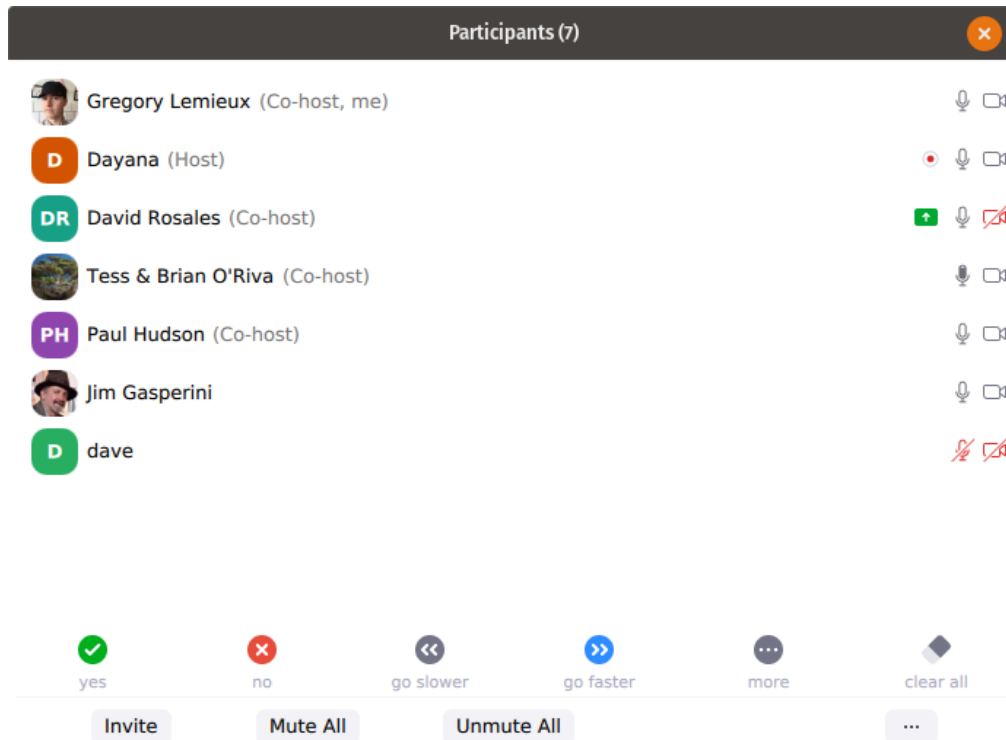
Yes   (2) 100%

No   (0) 0%

Stop Share Results   **Re-launch Polling**

Linux cohost participants screen:

Allow meeting participants to send a private 1:1
message to another participant.

Auto saving chats

Automatically save all in-me

Mute | Start Video

Lock Meeting

✓ **Enable Waiting Room**

Allow participants to:

Share Screen

Chat

Rename Themselves

Remove Participant...

New Share | Pause Share | More

36:17 | ⬜ Stop Share

WARNIN
Y 7:36