★ The Episcopal Diocese *of Texas*

Instruction Guide for the Virtual 172nd Annual Council

All meetings and events for the 172nd Council will be held virtually via Zoom Webinar. This document is specifically aimed to help you with the technical aspects of the Zoom Webinar environment and the TallySpace.com voting procedures.

Technical Support

If you need technical assistance from the Council management team, please call 713-520-6444 or email council@epicenter.org. For minor issues on the day of Council, you can seek assistance from a panelist by using the Zoom chat function.

Deadline and Meeting Timeline

November 15, 2020: Deadline for Resolutions, and Constitution and Canons changes

February 1, 2021: Registration Deadline

February 4, 9,11, 2021: Pre-Council Webinars

February 20, 2021: Deadline for Nominations from the Floor

February 22-24, 2021: Council Workshops Webinars

By February 24, 2021: Members and individuals with voice but no vote will receive by email:

- Link to access the Council Zoom Webinar
- Voting members will receive TallySpace.com credentials for voting

February 27, 2021: 172nd Diocese of Texas Council Zoom Webinar and livestream

***Note: For specific times and links, please see the schedule on the Council webpage

Important Documents

All documents can be found on http://www.edotcouncil2021.com

- Schedule
- Journal
- Special Rules of Order
- Constitutions and Canons
- List of Nominees and Election information
- Proposed Budget

Zoom Webinar Instructions

All members of Council, and individuals with voice but no vote, will be sent the Council Zoom Webinar link by February 24, 2021 if you have registered for council and are eligible. If you are not eligible to attend via webinar you may access Council by way of livestream on the Council website http://www.edotcouncil2021.com, the Diocese's YouTube page, or on the diocesan Facebook or Vimeo page.

The Zoom Webinar for the 172nd Council will be open at 8:00 a.m. on February 27, 2021, thirty minutes before opening worship.

By default, you will be considered a webinar attendee. Your video and audio will not be enabled, and your actions will be limited to raising your hand, Q&A, selecting interpretation, and chat with the panelists in the webinar, which is run by the Council management team.

You will need to be familiar with the Special Rules of Order for the 172nd Council. You can download a copy of the rules on the website under documents, and it will also be part of the Virtual Council Binder. We recommend downloading the Virtual Council Binder ahead of the meeting, if possible, saving it on a separate device from the one you will stream the Webinar on.

As a Zoom Webinar attendee, you may:

Change language to Spanish: click on the interpretation button on the bottom of the webinar screen and select Spanish.

Seek recognition from the President: please click the "raise hand" button and you will be put into the queue and recognized in a timely manner.

In the chat box the administrator will first ask for your First and Last Name, Church, and City (e.g., Judy Smith, St. Swithen's, Stafford). Please note that when you are recognized by the Chair your video and audio will be enabled. **You will need to unmute your video and audio to be seen by the President and the rest of Council.** Once you are done addressing the President you will be made an attendee again and your video and audio will be turned off.

Interrupt a speaker: you must type "Point of Order" in the chat box and you will be given instructions and recognized by the chair as soon as the recognition process above is complete.

Second a Motion: Members may second a motion by typing "second" do so in the Zoom chat.

Submit an amendment or motion in writing: you may do so according to the rules of order by emailing council@epicenter.org

Note: For Pre-Council Webinars and Workshop Zoom Meetings, please use the Q&A or Chat function to ask the presenters questions. During the workshops, please mute yourself unless you are verbally recognized to speak by the presenter or moderator.

To further assist you with the Zoom Webinar, please watch the instructional voting video found on http://www.edotcouncil2021.com/videos

Voting Instructions

You will be emailed voting credentials by February 24, 2021 if you have registered for Council and are eligible to vote.

All voting will take place on http://www.tallyspace.com/vote/edot which is accessible by web browser and is compatible with internet enabled devices including computers, smartphones, and tablets.

To login, you will enter your Delegate ID followed by the passcode.

Once your voting credentials are entered, you should see a test ballot for you to try your hand at voting.

If you are participating in Council in a small group at your congregation, please help one another if you encounter technical difficulties. That may include sharing a

working device. If you share devices, remember to log out of tallyspace.com so that your neighbor can log on with their own voting credentials. You are not able to share voting credentials.

Again, if you are sharing a device, you should log out once you have completed and saved your vote. You may do this by clicking the link labeled "home" in the top left of the webpage and then logout on the top right.

Some ballots will simply require a yes or no vote. Some will ask you to vote for nominees to fill various positions across the Diocese.

Please make sure you "save your vote." Once your vote has been saved, a small green notice should pop up saying "your vote is saved." Hit the home button to return to the open ballots. If you have voted for the full number of candidates required, you will notice that the ballot is no longer available for you.

Under-voting, or voting for fewer candidates, is allowed. If you vote for fewer candidates than required, click save your vote, your vote will be saved and counted. The difference will be that the ballot will still be available to you in case you should decide to add a selection before voting closes.

To further assist you with voting, please watch the instructional voting video found on http://www.edotcouncil2021.com/videos

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