



Over-the-Rhine Community Council

Virtual Meeting Instructions and Guidelines

Thank you for taking a minute to read these instructions thoroughly, as it will help to ensure that everyone who wants to participate in our meetings can do so with the least amount of confusion and frustration possible. We are using a platform called Zoom to host our Community Council meetings beginning Monday, June 22, 2020.

Meetings are open to residents and all those who work in Over-the-Rhine. All attendees can view and participate in meetings as outlined below. Only resident-members are eligible to vote. Residents must have registered as a member one month prior to council meeting for voting rights. These are public meetings and will be recorded. Everything that is said, captured by video, or written will be made available on the website at <http://otrcommunitycouncil.org>.

Zoom Join a Meeting Tutorial: <https://youtu.be/vFhAEoCF7jg>

Zoom Raise Your Hand Tutorial: <https://youtu.be/UzUZeN2DGKE>

HOW TO JOIN THE MEETING

Attendees may RSVP via email to otrccbot@googlegroups.com to pre-register for the meeting, or check-in early to the Zoom Meet at 5:45 to determine membership status and voting eligibility. We recommend one user per device, if multiple voting members are in one household.

Join via Computer or Smart Phone:

Click provided Zoom LINK + enter Password, as posted in the agenda.

*TEST AUDIO IN ZOOM: Participants must enable their microphone.
Please test your microphone and speaker prior to the meeting.*

Join via Phone:

Call the Zoom Phone Meeting line (US toll free), as posted in the agenda. The system will prompt you to enter the Meeting ID and Password.

HOW TO PARTICIPATE IN THE MEETING

Via Chat Function in Zoom

Use the chat field to type in your question/comment during the meeting. Your question/comment will be read and addressed during the meeting, when appropriate.

Virtually “Raise Your Hand” in Zoom

Select “Participant” Icon on control bar and highlight the “Raise Hand” button to indicate you have a question/comment when the facilitator offers to take comments from remote participants. Participants will be recognized to speak during that period. Please “Lower Hand” after speaking using same process.

Via Phone:

Use the same process above to “Raise Your Hand”.

Submit questions in advance:

Attendees can also participate by emailing their questions/comments prior to the meeting. Please note that comments, questions or feedback on any topic can be sent to the Council via e-mail or via phone. Email and calls must be received by 5:00 p.m. on the day of the meeting.

Email: otrccbot@googlegroups.com

Phone#: (513) 381-2956

HOW TO VOTE

- Only resident-members are eligible to vote. For information on becoming a member, please email at otrccbot@googlegroups.com
- Attendees must raise their hand virtually to register their vote (use Participant Field)
- Attendees on the phone will be asked for an oral vote
- Votes will be recorded by the secretary for the record

MEETING ETIQUETTE:

Many of the normal cues we use to communicate with each other are missing in a virtual meeting. In a traditional meeting you see most people at the same time. You can see if someone raises their hand and there is little confusion about who is speaking. In this virtual meeting place, we need to learn a few new procedures.

Rules of Decorum apply to these meetings such as:

- Be in a quiet area, minimize outside noises (pets, TV, radio, kids, etc.)
- Please **MUTE** your mic/phone at all times, other than when speaking
- Be patient. Do not talk over other attendees, wait for the facilitator to recognize you
- No cursing or disruptive behavior
- Attendees that wish to respond to a comment or answer a question will seek recognition from the facilitator and wait to be recognized before speaking. Attendees that join via the phone will be recognized directly from the facilitator

Thank you for participating and for your help in making this process work for the benefit of our community. As we gain experience meeting this way, we will work to continually improve the process. In the beginning, it will not be perfect, but we cannot let that get in the way of doing the Council’s business. We can improve the process as time goes on. This is how our meetings will work “virtually” until we can meet again in person.