

Zoom Member's In-Meeting **Cheat sheet/FAQ**

Frequently Asked Questions

Q: How do I second a motion?

A: Raise your hand in Zoom

Q: What if I want to ask a question during the discussion?

A: Raise your hand in the Zoom. You will be called upon to ask in the order the questions/requests are received.

Q: How will voting be conducted?

A: You will be sent to a separate room in the meeting (Breakout Room). The "Host" will inform you as we move to voting. Simply wait until the room host begins the voting process.

Q: How do I "Call to the Question"?

A: Raise your hand in the Zoom (same procedure as asking a question during the discussion period).

Q: Will I be able to ask a follow-up question once my first question is answered?

A: You will be allowed one follow-up question. Otherwise, please make another request by raising your hand again.

Zoom Controls

During the meeting, there are various phone controls that you will need to use throughout the meeting to participate. You will do this by pressing combinations of keys on your touch tone phone.

Turning on and off your microphone

To toggle switch yourself microphone off and on (between "mute" and "unmute"), press *6. You will be informed whether you are muted or unmuted.

Raising Hand

To raise (turn on) your "hand" (to get the host's attention or second a motion), press *9. Only the host will be able to lower (turn off) your hand.