

Aloha 'Ohana Parliamentary Unit of Hawai'i  
Procedures and Special Rules for Online Meetings Using ZOOM  
Adopted July 6, 2020  
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1. **Access.** Attendees must access the meeting with a computer or other internet enabled device using the login information provided in the call of the meeting, meeting notice, or pre-circulated agenda, which will include the meeting ID, password, and a call-in number (if applicable and necessary). Optionally,
2. **Sign in Protocols.**
  - a. Attendees must sign in with their first and last real names; phone numbers or fictional names are not permitted. The host or presiding officer may rename attendees to comply with this rule.
  - b. Attendees are expected to sign in at least 10 minutes prior to the scheduled start time unless an earlier time is established. Attendees must announce their appearance to the meeting host or organizer and test their webcam, speaker, and microphone functionality immediately after signing in.
  - c. Attendees are expected to maintain the “participants” window open throughout the meeting.
3. **Connectivity.** Each attendee is responsible for his/her own connection to the Internet and teleconference; no action will be invalidated on the grounds that the loss of, or poor quality of, any attendee’s individual connection prevented their participation in the meeting provided that at least a quorum of voting members was connected and any required voting threshold was achieved.
4. **Interference and Noise.** Attendees must mute their microphone when not speaking to avoid interference and unintended background noise. The Chair, after one warning, may order the muting or disconnecting of any attendee causing undue interference. The Chair’s decision will be announced.
5. **Requesting the Floor.** Attendees must raise their hand [*\*9 if using a touch tone phone*] in the “participant’s” window to request recognition by the Chair to make a motion or speak in debate, and after being recognized by the Chair, will unmute their microphone [*\*6 if using a touch tone phone*], speak clearly, and state their name. Any voting member who has technical difficulties requesting the floor shall use the chat box immediately with the prefix “REQUEST THE FLOOR”.
6. **Motions.** The Chair may require motions and amendments to be submitted in writing.
7. **Seconds and Recording in the Minutes.** Un-seconded motions shall not be recorded in the minutes. [*note: pressing and holding the space bar is a quick way to unmute for this purpose*]

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8. **Decorum (Discussion, Debate, and Visual)**. Personal attacks, vulgarity, or offensive language can result in loss of debate privileges. Likewise, it is a breach of decorum to use ZOOM comment icons (e.g. thumbs up, thumbs down, hands clapping, check mark, x, etc.) in debate. Visual decorum will also be enforced; any vulgar or offensive image or video or link to such image or video is prohibited. Such breaches of decorum shall be cause for muting or an immediate disconnection by the Chair from the meeting. The Chair's disconnection of an attendee will be announced.
  
9. **Use of Chat Box**. The chat box is restricted to voting members and the parliamentarian. It may only be used to:
  - a. present motions for consideration either prior to or upon recognition;
  - b. make nominations from the floor, when in order;
  - c. provide a link to a germane document that the speaker cannot display on the screen;
  - d. provide specific comments if requested by the Chair; or
  - e. report technical difficulties of sufficient importance that they need immediate correction.
  
10. **Debate**. Debate on debatable motions is limited to a maximum of three (3) minutes per speech and no more than twice per voting member on the same motion (except the motion to *Appeal*). The speaker's time used or remaining time will be displayed in a separate window, if feasible. Alternatively, the remaining time may be provided in the chat box with the prefix "TIME REMAINING". All attendees must mute their microphone after speaking [*\*6 if using a touch tone phone*]. The Chair may mute or order the muting of the microphone of any attendee who neglects to do so after speaking.
  
11. **Voting**. The Chair or designee shall direct the voting procedures which may include, but are not limited to unanimous consent, a polling method, or roll call. Voice votes shall not be used to vote on any question.
  
12. **Chair/Secretary Pro Tem**. The president may appoint a Chair Pro Tem and/or a Secretary Pro Tem for the meeting.
  
13. **Electronic Recording**. No video-taping or other electronic recording is permitted during any of the proceedings (except by the host and/or secretary) unless approved in advance.