

'Get Recognized' Instructions

How to 'Get Recognized' to speak

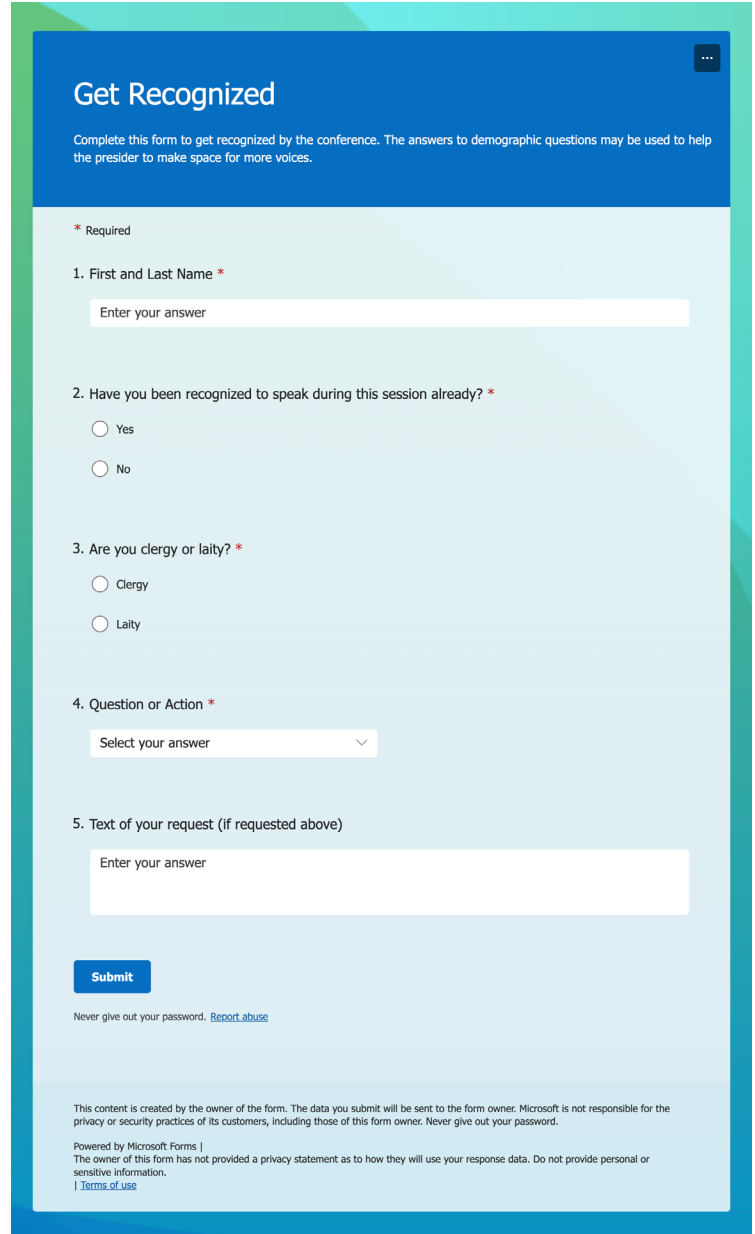
The Get Recognized form will direct all parliamentary actions allowing submissions by members to the presiding Bishop and Head Table. You can submit requests to make a motion or amendment, speak for or against, call the question, make a point of order, or request a moment of personal privilege.

Please do not use the Chat or Q&A features in Zoom to circumvent this recognition process unless otherwise directed by the Bishop or Head Table. When enabled, these other features are more appropriate for technical matters and should not be used to distract from the legislative process.

The link to the 'Get Recognized' form will be distributed to members by email with their credentials and will be shared in the Zoom Webinar/Meeting chat as well.

The form is designed to be answerable in a short period of time while providing the presiding officer basic information about the action being sought and the person making the request. The form you see may be slightly different than the one in use in your conference.

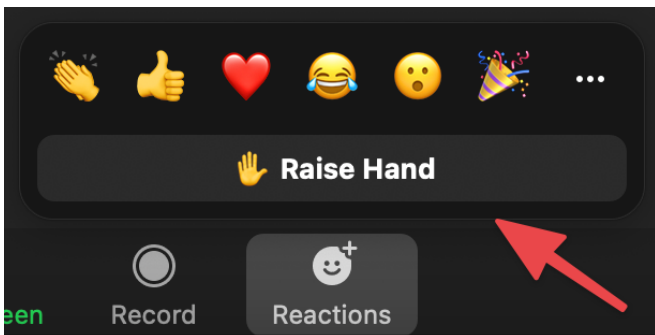
Please remember that those running the meeting are doing their best to include different voices, just as you are doing your best to contribute your insights and questions. Whether meeting in person or online, the legislative process can be challenging and it requires us all to practice both patience and grace.



The screenshot shows a web form titled "Get Recognized" with a blue header. Below the title is a sub-header: "Complete this form to get recognized by the conference. The answers to demographic questions may be used to help the president to make space for more voices." The form contains five numbered questions, each with a red asterisk indicating it is required:

1. First and Last Name * (Text input field)
2. Have you been recognized to speak during this session already? * (Radio buttons for Yes and No)
3. Are you clergy or laity? * (Radio buttons for Clergy and Laity)
4. Question or Action * (Dropdown menu)
5. Text of your request (if requested above) (Text input field)

At the bottom of the form is a blue "Submit" button. Below the button is a small note: "Never give out your password. [Report abuse](#)". At the very bottom, there is a disclaimer: "This content is created by the owner of the form. The data you submit will be sent to the form owner. Microsoft is not responsible for the privacy or security practices of its customers, including those of this form owner. Never give out your password. Powered by Microsoft Forms | The owner of this form has not provided a privacy statement as to how they will use your response data. Do not provide personal or sensitive information. | [Terms of use](#)".



You have been recognized. Now What?

If the bishop calls on you to speak to your action, use the Raise Hand feature in Zoom to identify yourself. This will help our Tech Team to quickly identify you. You will be prompted to unmute your microphone and speak after being called upon.

More information on how to raise your hand is available [on the Zoom Website](#).