








# ROBERTS RULES FOR ZOOM

If you are using your smartphone, please use the ZOOM app for the enhanced functionality. Be sure to update to at least Zoom version 5.4.7

For closed captioning, please click the up arrow on "Live Transcript" select "Show Subtitle."

We understand that not everyone knows Roberts Rules (**RR**). Our goal is to ensure that everyone can speak in an orderly manner. We need to balance using RR for maintaining order with recognizing that those who don't know RRs may feel silenced. Please be patient.

If you have any questions, feel free to private message [the parliamentarian](#). We will **not** be actively monitoring chat.

Task or Action Desired	Function	Icon	Notes
Raise Hand Feature	To be acknowledged –	 Raise Hand	Delegates will be called in the order of their raised hand
Slower Function	Point of Order Point of Information Order of the Day	 Slower	Only allowed for these actual actions
Raise Hand Feature	To make a motion	 Raise Hand	
Faster Function	To second a motion	 Faster	
Vote – Yes		 Yes	Used for Quick Polls
Vote – No		 No	Used for Quick Polls
Vote - Abstain		 Wow	

Unlike the Raise Hand function, the Faster, Slower, and Clap function will not move a participant in the order they raised their hand to the top of the participants' list. This means seconding a motion, Points of Order and Points of Information will not go in alphabetical order.

If there is a voice vote, the Secretary will write down the speaker order, and people will lower all icons. Voice voting will be conducted using the Yes and No function and the Wow emoji for abstaining. After the voice vote, the speakers in the order written down will resume, followed by new raised hands.