

Exhibit D

Zoom Etiquette and Expectations for Presbytery Meeting(s)

- When signing into the meeting, you will be admitted by a Zoom Moderator. That person will identify themselves, welcome you to the meeting and ask you to rename yourself appropriately. They are able to rename you if you need. They will also ask that you mute yourself.
- Please make sure you rename yourself in the appropriate way:
 - John Doe, TE – First Presbyterian Church
 - John Doe, RE – First Presbyterian Church
 - Z-John Doe (if a guest)
- Please keep yourself muted at all times during the meeting.
- We recommend you do not attend the meeting via a cell phone.
- Please indicate to the Zoom Moderator if you would like to ask a question during the meeting by using the “raise-hand” feature under the “reactions” tab. The Zoom Moderator will acknowledge they see your hand raised and make sure the Moderator of the Meeting (Dr. Susan Rose) is aware.
- Please do not put messages in the chat to the entire group. You may send private messages to individuals but please do not message the whole group.
- Voting online will be done through the “Polls” feature. A test vote will be done in order to demonstrate for online participants how to vote.
- Time will be allotted for online participants to vote, please be patient and vote when alerted.