

## Electronic Communication Special Rules

1. **Login information.** The Moderator will provide notice in the Sunday morning Order of Worship which precedes an Electronic Regular Quarterly Church Conference or Special Church Conference by ten (10) days. The notice will indicate:
  - The day and the time of the meeting,
  - The URL (link) and any pass codes necessary to connect to the video meeting service.
  - Any contact information that may be required
  - The URL (link) that will be populated prior to the meeting with the items on the agenda.
  - An electronic copy of, or a link to, these Special Rules.
  - As an alternative or backup to the audio function in the video meeting service, a phone number will be provided with any required access code(s) the member will need to participate aurally by telephone.
2. **Phone Only Participation.** If a member does not have the internet bandwidth, computer, or mobile device sufficient to participate using the video meeting service, they may participate using an identified phone only number. It is recognized that those participating without video services may be hindered in evaluating complex or detailed motions before the members.
3. **Assistant to the Moderator.** The Moderator may pre-appoint a member or members to assist in managing the meeting service and monitoring the phone to support those that are not able to participate in the video meeting. The Assistant will take attendance, identify members who would like to speak, and tabulate the votes from the phone participants. At the instruction of the Moderator, those attending without video services (phone only) will communicate their information to the Assistant using a pre-assigned text phone number. When requested, the Assistant will notify the Moderator of the results from the phone participants.
4. **Technical requirements and malfunctions.** Each member is responsible for his or her audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
5. **Video display.** The Moderator, or their assistants shall cause a video of the Moderator to be displayed throughout the meeting and for those participating in the video meeting service, shall also cause, when available, display of the video of the member currently recognized to speak or report.
6. **Muting & Un-Muting.** To prevent unnecessary noise and confusion, upon entry into the video meeting service all members will be muted except the Moderator. Throughout the meeting the Moderator or Assistant will unmute individual members as they are recognized to have the floor and then will re-mute them upon completion of their statement.

7. **Forced disconnections.** The Moderator may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The Moderator's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting, and recorded in the minutes.
8. **Login time.** The Moderator shall schedule the video meeting service availability to begin at least 15 minutes before the start of each meeting.
9. **Signing in and out.** Members shall identify themselves as required to sign into the video meeting service and shall maintain a video and audio connection throughout the meeting whenever present but shall sign out upon any departure before adjournment.
10. **Quorum calls.** The presence of a quorum shall be established by review of the participant list at the beginning of the meeting. If more than one person is attending using a single login, the participants will be requested to send to the Moderator or Assistant, the number of church members using the video meeting service's chat function. Those participating without video meeting services (phone only) will be asked to identify the number of church members present with them. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members plus those who are attending without video meeting services (phone only). Any member may request a quorum count by audible roll call following any vote in which the announced totals are less than a quorum.
11. **Motions submitted in writing.** Prior to the meeting, a member intending to make a main motion, to offer an amendment, or to propose instructions to a committee, shall provide the Moderator the information electronically so that it can be displayed during the meeting. During a meeting a member intending to make a main motion, to offer an amendment, or to propose instructions to a committee, after being recognized, must post the motion in writing to the online chat function within the video meeting service preceded by the member's name and a number corresponding to how many written motions the member has so far posted during the meeting (e.g., "SMITH 3: "; "FRANCES JONES 2: "). The use of the online chat function within the video meeting service shall be restricted to posting the text of intended motions. Those participating without video meeting services (phone only) will be asked to email or text their Motion to the Assistant. The Assistant will add the received information to the video meeting service's chat function in accordance with the naming structure.
12. **Display of motions.** The Moderator shall designate the use of the online chat function within the video meeting service for the display of the immediate pending question and other relevant pending questions (such as the main motion, or the pertinent part of the main motion, when an amendment to it is immediately pending); and, to the extent feasible, the Moderator, or any assistants appointed by him or her for this purpose, shall cause such questions, or any other documents that are currently before the meeting for action or information, to be displayed therein until disposed of.
13. **Assignment of the floor.** To seek recognition by the Moderator, a member will be asked to click on the Yes Icon in the tool tray at the bottom of the video screen if they would like to

speak in favor of a motion. Or click on the No Icon in the same location if they would like to speak against the Motion. The Moderator or Assistant will attempt to alternate between opinions until those requesting the floor have been fulfilled or a motion is made to end discussion and call to a vote. Those participating without video meeting services (phone only) will be asked to inform the Assistant of their desire to speak on either side of the Motion.

14. **Voting.** Voting shall be public using the voting feature of the video meeting service unless anonymous voting is ordered within the Bylaws or by the Moderator. The public voting methods approved for use are: voice vote, electronic roll call, or audible roll call. If an anonymous vote is required, the Moderator will inform members on how to register their vote. Upon completion of all voting, except for voice vote, the Moderator will announce voting results that shall include the number of members voting on each side of the question and the number, if any, of those who explicitly responded to acknowledge their presence but withheld casting a vote.
15. **Interrupting a member.** A member who intends to make a Point of Order motion or a request that would interrupt a speaker shall use the Raised Hand Icon (or other agreed upon signal) or send a text message to the Assistant. They shall then wait for the Moderator's acknowledgement and instructions before being unmuted to interrupt the speaker.
16. **Changes to the Special Rules.** The Policy Team with the approval of the Moderator is given authorization to amend these Special Rules to align to any video meeting service technology as it becomes available. The modifications are to be solely focused on changes in using the new technology to record member presence, request recognition to speak, and how to vote. The Special Rule changes in these areas will be adopted and will not require approval by the members in a Church Conference. Changes will be reflected in the Special Rules and in the Moderator's, instructions included in the Electronic Meeting notification.

Version #	Date of Change	Summary of Changes Made
0.9	10/03/2020	Draft submitted for Church Review.

