

# Supplemental Special Rules of Order for Virtual Attendance at Parish Annual Meeting

December 2020

## I. Preamble

1. Supersede Regular Rules. These Supplemental Special Rules of Order for Virtual Attendance at Parish Annual Meeting (hereinafter, "these Rules") shall supersede any regular Rules of Order and to the extent they are in conflict with such regular Rules of Order, these Rules shall prevail.
2. Purpose. The purpose of these Rules is to facilitate the calling and meeting of the Annual Parish Meeting of this Congregation in a situation where it is impractical to hold a face-to-face physical meeting of the Annual Meeting due to governmental restraints or as otherwise directed by the Ecclesiastical Authority of the Diocese.
3. Interpretation of Certain Constitutional and Canonical Terms. For purposes of Annual Meetings governed by these Rules, these terms shall have the following interpretation:

"Annual Parish Meeting": The meeting of the members and officers of the Congregation conducted wholly or in part via remote electronic participation by its members

"seat": The ability to participate in the Annual Parish Meeting via electronic connection

"voice": The right to make oral statements during the Annual Parish Meeting

"vote": The right to cast an oral voice or electronic poll vote or file an electronic ballot during the Annual Parish Meeting.

4. Annual Parish Meeting Manager. In order to facilitate the conduct of an electronic meeting of the Annual Parish Meeting, the Rector or Priest-in-Charge shall appoint one or more Annual Parish Meeting Managers to assist the President and Clerk of the Annual Parish Meeting.

## II. Notice of Meeting of Virtual Annual Parish Meeting and Connection Information

1. Increased Notice Time. If the Rector or Priest-in-Charge shall call for a meeting of Annual Parish Meeting by electronic means, the notice for such meeting shall be given by email, publication on the parish website, or other reasonable notice no later than two weeks prior to the date called for the meeting.
2. Members to Furnish Communication Information. No later than one week before any such meeting, every member of the Congregation entitled to vote in the Annual Parish Meeting must notify the Rector or Priest-in-Charge of his or her email address in order to receive the ability to participate in the Annual Parish Meeting held electronically.
3. Clerk to Send Login Information. No later than three days before such meeting, the Clerk of the Vestry or Mission Committee or his or her designee shall send an email to all members of the Congregation who have registered their email address setting forth (a) the time of the meeting and (b) the URL and codes necessary to connect to the Internet meeting service, and, as an alternative and backup to the audio connection included within the Internet service, the phone number and access codes the member needs to participate aurally by telephone. If an outside online voting service is authorized, the email shall include all necessary login information for such service.

### III. Opening of Meeting and Quorum

1. Login Time. The Clerk shall schedule Internet meeting service availability to begin at least 30 minutes before the start of each meeting.
2. Signing in and out. Members shall identify themselves as required to sign in to the Internet meeting service, and shall maintain Internet and audio access throughout the meeting whenever present, but shall sign out upon any departure before adjournment.
3. Quorum. The Annual Parish Meeting Managers shall determine and report to the Clerk the presence of a quorum as required by the New Jersey Revised Statutes section 16:12-10 on the basis of members' login information. The members present may continue to do business until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum. Less than a quorum can adjourn.

### IV. Conduct of Meeting

1. 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.
2. Forced disconnections. The Rector or Priest-in-Charge as President of the meeting may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The President'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.
3. Assignment of the floor. To seek recognition by the President, a member shall use the Zoom "raise hand" request and await recognition. Once the pending action is completed, the Annual Parish Meeting Manager shall clear the online queue.
4. Motions submitted in writing. A member intending to make a main motion, to offer an amendment, or to propose instructions to a committee, shall, before or after being recognized, post the motion in writing to the online area designated by the Clerk for this purpose, preceded by the member's name. Use of the online area designated by the Clerk for this purpose shall be restricted to posting the text of intended motions.
5. Seconding of motions and related posts. Members responding "so moved" to a request from the President for a motion, or seconding any motion that requires a second, must do so using the Zoom "raise hand" feature. Once the pending action is completed, the Annual Parish Meeting Manager shall clear the online queue.
6. Display of motions. The Clerk shall designate an online area exclusively for the display of the immediately 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 Clerk, 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.

7. Video display. The President, the Clerk, or their assistants shall cause display of the video of the member currently recognized to speak (if such display is permitted by them) or report.

## **V. Floor Nominations and Voting**

1. Nominations from the Floor. Any persons who have not been nominated through the Nominating Committee or the Clerk of the Annual Parish Meeting may be nominated for office by written nomination form for such purpose, completed and submitted to the Clerk no later than a week prior to the opening of the Annual Parish Meeting, provided that when the President invites nominations from the floor for that office the person making the nomination confirms the nomination and the person nominated confirms willingness to serve if elected.

2. Voting. All votes will be taken by the Zoom polling feature, unless the President authorizes voting to be done by (a) an outside online voting service or (b) by mail-in ballot for those members unable to participate electronically. If mail-in ballots are authorized, they must be received by the Clerk in sufficient time to be tabulated prior to the opening of the Annual Parish Meeting so that they can be included in the total vote counts. Results of votes may be reported to the President by the Chair of the Balloting Committee, if one is appointed, or the Clerk.