August 24, 2020

To: All Members of the 52nd Diocesan Convention
   (Clergy, Delegates, Alternates)
   Via email

Re: Logistical Update for a Virtual 52nd Diocesan Convention

Dear friends,

As we announced in our July 1, 2020 communication, the 52nd Diocesan Convention will be conducted virtually. This message is to communicate logistical details for you to consider and plan for the upcoming required events on September 2 and October 17. There are 350 members of our 52nd Diocesan Convention, and our plans allow for the full participation of all according to our Rules of Order specifically applied to an electronic meeting.

Please review the following carefully, so that you are aware of the unique responsibilities of all members for a virtual convention.

**Congregation Zoom Sites**

Our plan is to allow for all members of convention to participate in the business meeting via Zoom from their local congregation. In this way, we will have a network of technical support and accountability that will most effectively replicate the environment of our live business meeting. It will also allow you to converse as a delegation throughout the meeting as you would have at the table.
• Each local congregation will determine 1 suitable room (named the “Congregation Site”) to safely accommodate the voting members of Convention (ideally with no more than 10 persons safely distanced - see roster at https://episcopalswfl.org/convention.html), with the ability to:
  o Listen and speak through a telephone speakerphone
  o Capture video of the room as a single Zoom participant
  o View a Zoom meeting on a projected screen or monitor for viewing by the delegation
  o Allow for each delegate to have a device that can access the internet (for voting)

• The Diocese will deliver the physical materials necessary for the business session in a box to each Congregation site in the days prior to October 17, 2020. We suggest you have one copy of the Journal which includes other congregation contact information and the Constitution & Canons.

• It’s time to showcase your team’s newly honed IT skills. Thanks to the steep learning curve regarding online gatherings during a pandemic, we anticipate you have become familiar with the best location and equipment for Zoom meetings. We suggest you invite one of your team’s technology gurus as a support person to be present to assist. In fact, we are counting on our local teams to support each other.
  ▪ We have heard of several of our larger churches offering a second room to assist in this way. If you are not comfortable hosting at your congregation, talk among the clergy leadership in the deanery for supportive ideas, or let us know and we can connect you.

• To further assist with social distancing, we recommend that you encourage guests and observers to view the Convention from their home via the live stream on our website/Facebook page. **The only way for voting delegates and clergy to attend is via the Congregation Site Zoom login.**

• As this is our first experience with a comprehensive virtual business session using formal rules of order and credentialing, these rules for participation are necessary. In the future, the technology and our expertise may allow for more flexibility, but this is not available yet at this time. Due to these unique responsibilities for a virtual convention, we expect a number of substitutions will be made for those delegates who feel they cannot attend the business meeting at their church.
Credentials for Members of Convention

Ensuring the proper credentials for all voting members of convention is a responsibility we take seriously. We have engaged an experienced partner, Lumi Global to administer the voting at our virtual convention.

- All delegates are clearly identified on the roster on the Convention page of the diocesan website: [https://episcopalswfl.org/convention.html](https://episcopalswfl.org/convention.html). As a reminder, the final deadline for delegate changes is October 2, however we request you do so before the September 2 Convocation Delegate Orientation so that your delegates/clergy can be properly trained on the technical details of virtual attendance.

- Each individual member will receive a unique username and password to log in to the voting platform using an internet browser. We are sharing technical instructions for utilizing the voting platform in this email and in the Diocesan Guidebook. The credentials will be emailed 1 day prior to the September 2 “All-Deanery” Convocation and 1 day prior to the October 17 Business Session. Members will be able to test log in on the day prior to the event.

We know that practice will make all 400 of us more confident, so please note that these logistical responsibilities apply to both the “All-Deanery Convocation” on Wednesday, September 2 as well as the actual Convention Business Session on Saturday, October 17.

_all-Deanery Convocation – Wednesday, September 2, 2020_
(Opens at 6:30 for technical setup / presentation begins at 7pm)

Deanery Convocations are a critical and canonically required part of the Convention process in order to deliver the business resolutions, elections and budget for consideration at the Convention itself. With a virtual convention, we have essential instructions and device testing that requires the attendance of each voting member of convention. Importantly, the elections for deanery reps to Diocesan Council will be conducted on this evening (using the Zoom Breakout Room functionality). The Convention Guidebook will be available and distributed to members of convention in pdf form on September 2.

_business Session – Saturday, October 17, 2020_
(Opens at 8:30am for technical setup / business meeting begins at 9am)

The agenda for the Business Session is included in the Convention Guidebook, distributed at the All-Deanery Convocation. We are carefully and efficiently timing the agenda items so to allow for 2 breaks and an anticipated adjournment prior to 2pm.
Questions or Concerns

If you have any questions or concerns at any point, please respond by emailing our dedicated email inbox: convention@episcopalswfl.org. Our Convention team will respond to you promptly and with just the right amount of encouragement.

We look forward to sharing more details about the Convention Workshop Webinar Series and Friday Worship at our All-Deanery Convocation.
Thank you for your commitment to your elected leadership in ensuring that our 52nd Diocesan Convention is a safe, enjoyable and effective experience.

Faithfully,

Canon Anne Vickers
Secretary/Treasurer
Episcopal Diocese of Southwest Florida

Attachment:
Governance pages of the Convention Guidebook
Technical Details

You are attending the virtual meeting with others in a group:
Each individual person will log into the Lumi platform on their own device.

AND

One device for the group will log into the Zoom meeting for all attendees in that group to view and hear the meeting proceedings.

<table>
<thead>
<tr>
<th>Zoom (as a Congregation Host Site group)</th>
<th>Lumi (as an individual)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Use for delegates:</strong></td>
<td><strong>Use for:</strong></td>
</tr>
<tr>
<td>- Viewing meeting proceedings</td>
<td>- Voting on elections and motions</td>
</tr>
<tr>
<td>- “Raise hand” function to speak</td>
<td>- Viewing materials individually</td>
</tr>
<tr>
<td>- Enabling audio and video to participate in the discussion</td>
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Best Practice Tips

The following are tips to prepare for the best virtual meeting experience:

- If possible, connect to the Internet via an Ethernet cable. If using WiFi, ensure that you are close to your wireless router and that your connection is stable.

- Position the camera for the device logged in to Zoom so that a speaker can be seen while speaking.

- Please keep your audio muted in Zoom until called upon to speak.

- “Rename” the Zoom connection device as the church name, city.

Live Stream of the Convention

The live stream of the convention proceedings can be viewed by any person on any device from any location. Only the delegates watch from Zoom.

- Diocesan website at Episcopalswfl.org website (link on home page)
- Diocesan Facebook page: facebook.com/DioceseofSWFL
Orientation and Testing is Critical

The September 2, 2020 “All Deanery Convocation” is required for all members to receive an orientation to the platforms used for the virtual convention and receive the materials for consideration at Diocesan Convention.

**DATE: Wednesday, September 2, 2020 : Zoom opens at 6:30 p.m. (Presentation starts at 7 p.m.)**

Members will be able to test their log in to the Lumi voting platform on the day prior to the “All Deanery Convocation” and Diocesan Convention Business Meetings.

We encourage you to make adjustments as necessary between the September 2 Convocation and the October 17 Diocesan Convention Business Meeting.

**DATE: Saturday, October 17, 2020 : Zoom opens at 8:30 a.m. (Presentation starts at 9 a.m.)**

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**FAQ**

Delegates with technical/log in issues may contact convention@episcopalswfl.org for assistance. Please note that unless there is a widespread outage, proceedings will continue.

*What is my username to log into the Lumi platform?*

You will have received an email with this information. Email convention@episcopalswfl.org for assistance with obtaining your username.

*How do I vote?*

When a motion / resolution is put before the meeting, the voting will automatically pop up within your Lumi platform. Simply click on your selection to cast your vote.

*How do I speak?*

If you would like to speak during the meeting, please utilize the ‘raise hand” indicator in Zoom. To do this, go to your Zoom window, click on the “Participants” button from the bottom menu. Then click on “Raise Hand” from the participants window and wait to be called on for your turn to speak.

*Which browsers are supported?*

It is recommended to use the latest versions of Chrome, Firefox, Edge or Safari. It is not recommended to use Internet Explorer.
Attending the Virtual 52\textsuperscript{nd} Diocesan Convention of the Episcopal Diocese of Southwest Florida

Saturday, October 17, 2020 at 8:00am EST

This year we will be conducting a virtual Convention, utilizing the Lumi platform for delegates to vote on resolutions and elections using your smartphone, tablet or computer.

To log into the voting platform, simply go to this meeting URL https://web.lumiagm.com/255937476 in your web browser (not a Google search). You will need the latest versions of Chrome, Safari, Edge and Firefox. PLEASE DO NOT USE INTERNET EXPLORER. The site is mobile optimized for voting on a mobile device or tablet.

Only delegates who have registered and received a log in credential will be able to log into the voting platform. Select the “I have a log in” button and enter your [insert user id] and the [password] (case sensitive).

Please join us for a Delegate Orientation session on September 2\textsuperscript{nd} at 7:00pm. You will be able to log into the virtual voting platform and familiarize yourself with the platform.

If you experience any issues, please contact our Diocesan Convention Helpdesk at convention@episcopalswfl.org.

Voting in Lumi
NAVIGATION
When successfully authenticated, the Info Page will be displayed on your screen. Here you will find links to relevant reference information (Convention Guidebook pdf, presentation slides).

Once the voting has been opened, it will automatically appear on top of this Info Page.

While a vote is open, you can click on the Info Page icon to return to the Info Page at any time.

VOTING
Once the voting has opened, the item you are voting on will be automatically displayed.

To vote, simply select your response from the options shown on screen. A confirmation message will appear to show your vote has been received. 

To change your vote, simply select another choice while the vote is open.
If you wish to cancel your vote, press Cancel.
If selecting more than one choice, you will be required to press the SEND button.

REQUEST TO SPEAK
Any voting member attending the meeting is eligible to ‘rise to the microphone’ to speak.

If you would like to speak, go to the Zoom window and ‘Raise Your Hand’. Click on the “Participants” button from the bottom menu of Zoom, then click on the “Raise Hand” button from the Participants window.

The moderator will manage the speaker queue and unmute you when the Chair calls.

After you speak, please mute yourself in the Zoom meeting.

LIVE LOGISTICAL QUESTIONS
General questions of a live nature may be asked via the Zoom chat. These questions will be managed by production staff and not be specifically addressed by the Chair.

Credentials (username/password) questions should be emailed to convention@episcopalswfl.org. This email inbox will be monitored throughout the proceedings.
Rules of Convention

RULE I: MAJORITY VOTE REQUIRED

Unless otherwise specified, all decisions shall be by majority of the Members of Convention.

RULE II: DISTRIBUTION OF MATERIALS

(A) No items of any kind, except water and similar generic provisions, shall be placed on the tables on the Convention floor.

(B) Except for materials accepted for inclusion in the registration packets, no papers, including biographical data for persons running for office, shall be distributed on the Convention floor or to people as they register for Convention. *Not applicable to online convention

RULE III: OBJECTIONS TO CONSIDERATION OF A QUESTION

Objection to the consideration of a question can be made only when the question is first introduced before it has been debated. Such objection requires no second, cannot be debated or amended, and must have a two-thirds vote to sustain it.

RULE IV: QUESTIONS OF ORDER

All questions of order shall be decided by the Presiding Officer without debate. If a member wishes to request reconsideration of the decision, it must be requested immediately. The Presiding Officer shall take such consultation as seems advisable and make a final decision, which is not debatable or appealable.

RULE V: RULES OF DEBATE

(A) Members of Convention intending to address the Convention shall preface their remarks with their name and congregation or organization.

(B) Remarks shall be addressed to the Presiding Officer and not to another member.

(C) Debate shall be confined strictly to the subject before the Convention.

(D) Members presenting nonprocedural motions shall have the motion written out prior to making the motion, and shall immediately furnish the written motion to the Secretary of the Convention to ensure that it is accurately stated to the Convention and recorded in the journal of the Convention. Nonprocedural motions that are not written out prior to presentation shall be ruled out of order.

(E) No Member may speak longer than three minutes at one time, without leave of the Convention.

(F) No Member may speak a second time to a question if any other Member who so desires has not spoken for a first time to that question.

(G) No Member may speak more than twice in the same debate without leave of the Convention.

(H) Total debate on a motion shall be limited to fifteen (15) minutes, except when extended by a two-thirds (2/3) affirmative vote of the Convention.

(I) Total debate on any one Resolution, including all proposed amendments thereto, shall be limited to forty-five (45) minutes, except when extended by a two-thirds (2/3) affirmative vote of the Convention.

RULE VI: CONSIDERATION OF RESOLUTIONS

In order for a Resolution to be presented to and considered by the Convention, it must conform to the provisions of the Canons of the Diocese of Southwest Florida. A proposed resolution that is not presented to the Convention in accordance with the Canons shall be ruled out of order.

RULE VII: MOTION TO SUSPEND THE RULES

A Motion to Suspend the Rules requires a two-thirds (2/3) affirmative vote, is not debatable, and cannot be amended or reconsidered.
Supplemental Rules

RULES OF ORDER
FOR AN ELECTRONIC MEETING

1. Login information. The Corresponding Secretary shall send by e-mail to every member, at least 3 days before each meeting, the time of the meeting, 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 code(s) the member needs to participate aurally by telephone. The Corresponding Secretary shall also include a copy of, or a link to, these rules.

2. Login time. The Recording Secretary shall schedule Internet meeting service availability to begin at least 15 minutes before the start of each meeting.

3. 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.

4. Quorum calls. The presence of a quorum shall be established by the tally of logged in users as reported by the voting software. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members.

5. 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.

6. Forced disconnections. The chair may cause or direct the disconnection or muting of a member’s connection if it is causing undue interference with the meeting. The chair’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.

7. Assignment of the floor. To seek recognition by the chair, a member shall indicate “Raise Hand” feature in the Zoom videoconference software at the congregation host site. The Zoom moderator will monitor the speaker queue and the chair will call on members by name of the congregation host site. When a member has the floor, their congregation host site will be un-muted.

8. 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 Recording Secretary for this purpose, 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:”). Use of the online area designated by the Recording Secretary for this purpose shall be restricted to posting the text of intended motions.

9. Display of motions. The Recording Secretary 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 Recording Secretary, 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.

10. Voting. Votes shall be taken by the anonymous voting feature of the Internet meeting service, unless a different method is ordered by the Board or required by the rules. When required or ordered, other permissible methods of voting are by electronic roll call or by audible roll call. The chair’s announcement of the voting result shall include the number of members voting on each side of the question and the number, if any, who explicitly respond to acknowledge their presence without casting a vote. Business may also be conducted by unanimous consent.

11. Video display. The chair, the Recording Secretary, or their assistants shall cause a video of the chair to be displayed throughout the meeting, and shall also cause display of the video of the member currently recognized to speak or report.

12. Nominations from the Floor. Any persons who have not been nominated through the Nominating Committee or the Secretary of Convention may be nominated for office in written form, completed and submitted to the Secretary no later than one week prior to the opening of Convention, accompanied by a confirmation of the nominee’s willingness to serve.

Adapted from the new Robert’s Rules of Order