



**Proposed Standing Rules
Membership Meeting Menlo Park Presbyterian Church**

1. **Meeting Format.** The membership meeting of Menlo Park Presbyterian Church will be conducted using Zoom Webinar technology. The meeting will begin promptly at the hour announced and order must be maintained at all times. This virtual meeting shall be considered the same as an in-person annual meeting.
2. **In Order to Vote.** If members wish to vote, they must join the meeting using a PC, MAC, tablet or smart phone that has the Zoom app downloaded on it. Non-smart telephone connections will not be permitted since they do not provide for hand rising and electronic voting.
3. **Registration.** All voting members of Menlo Park Presbyterian Church who intend to participate in the online meeting must register their email addresses and indicate that they plan to attend the meeting no later than five (5) days prior to the meeting in order to allow for an email to be sent to each voting member that will allow access to the Zoom meeting.
4. **Login Instructions.** Voting members will be provided a confirmation after registration which will allow them to enter the virtual meeting room. Approximately twenty-four (24) hours prior to the meeting a reminder will be sent. No voting member may share his/her login with anyone else and each voting member must sign in on a separate computer in order to vote. Only voting members of Menlo Park Presbyterian Church will be authorized to attend the meeting as participants. Others wishing to observe the proceedings may watch the meeting via live stream. A quorum will be confirmed using the participant logon report within Zoom.
5. **Screen Name.** Before signing into Zoom voting members need to assure that their name appears as “First Name Last Name” (i.e., Jane Smith) so they can be clearly identified by the Chair.
6. **Individual Connections.** Each voting member must have an individual computer/tablet/smart phone connection in order to be recognized to speak and to vote. More than one voting member on the same connection device will not allow any more than the named person to speak and vote.
7. **Addressing the Chair.** Only voting members may address the Chair. Voting members once recognized must give their name before beginning to speak. Discussion, including questions and answers, must be directed to the Chair or through the Chair when these are in order.
8. **Seeking Recognition to Speak.** To seek recognition, members must use the “raise your hand” tool in Zoom. Once called on to speak members must state their name before beginning to speak.
9. **Actions by Recognized Members.** Voting members once recognized may do any one of the following: second a motion, speak in debate, or ask a question. No speech may be followed by a motion.
10. **Speaking Limits.** Voting members may not speak for more than two (2) minutes on any question under discussion, nor more than once on the same question. No proposal shall be on the floor for longer than fifteen (15) minutes. A member making a report is not bound by these rules. Speakers shall conform to the ruling of the timekeeper.
11. **Questions.** As per *Robert’s Rules of Order Newly Revised*, only questions specific to a pending motion may be asked. Any motion before the assembly may be asked using the Q&A function in Zoom.
12. **Interrupting Items.** Any voting member who wishes to raise point of order, appeal a ruling of the Chair or do anything else that interrupts business shall type this into the Q&A function. The Parliamentarian will inform the Chair if these can properly interrupt business.

13. **Chair.** An outside Moderator from the Blue Water Presbytery shall act as Chair of the annual meeting, except in such circumstances when the Chair of the Board relinquishes the chair to the Parliamentarian.
14. **Making Voting Clear.** The Chair shall clearly state what is being voted upon prior to any vote being taken so that all voting members may understand the effect of their vote before casting it.
15. **Anonymous Voting.** The online voting system in Zoom shall be used for voting motions during the meeting.
16. **Signing In and Out.** Members shall identify themselves as required to sign into the Zoom meeting service, and shall maintain Internet and audio access throughout the meeting whenever present, but may sign out and depart before adjournment.
17. **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.
18. **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. In addition, the Chair may cause or direct the disconnection of a member's connection if the individual is out of order and is disrupting the meeting. The Chair's decision to do these things, which is not subject to appeal, shall be announced during the meeting and recorded in the minutes.