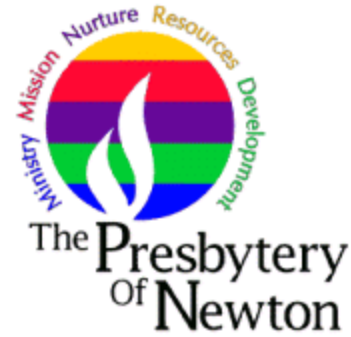


Electronic Meeting Policy
Approved May 2014



Electronic Meetings: Electronic meetings of the Presbytery or any of its entities shall be conducted under the following provisions:

- Electronic meetings may be held when the Presbytery or any of its entities must conduct business that is time sensitive and in need of action before the next regular meeting.
- Electronic meetings are permissible only if every member of the Presbytery, committee or other Presbytery entity has access to the technology that allows participation in the meeting.
- Electronic meetings must provide for simultaneous aural communication among all participants in order to allow for discussion of the issue being considered. Collaborative technologies such as web-based Go To Meeting and Skype, conference calls, Zoom and interactive video teleconferences fit the necessary requirements for maintaining the deliberative character of meetings held in accordance with the most recent edition of Roberts Rules of Order.
- Only the chairperson or moderator of the Presbytery, committee, or other Presbytery entity may call an electronic meeting.
- Notice of an electronic meeting shall be given by the chair or moderator of the Presbytery, committee, or other Presbytery entity at least 3 days before the meeting and shall include the purpose of the meeting. Instructions on how to participate technologically shall accompany the call for the meeting.
- A quorum for an electronic meeting shall be a majority of members of the Presbytery, committee, or other Presbytery entity and shall be declared at the beginning of the meeting.
- Just as in a traditional meeting, electronic meetings shall begin and close with prayer.
- The same rules regarding participation apply in electronic meetings as in traditional ones: the body may but is not obligated to grant the privilege of the floor to a guest, who may not vote or speak to an issue once debate closes. A guest in an electronic meeting is someone who is not a member of the Presbytery, committee, or other Presbytery entity.
- Electronic meetings must be held in accordance with the policy of open meetings, and care must be taken to provide opportunities for others to be in attendance as observers just as they would in a traditional meeting.
- Minutes of the proceedings shall be recorded and added to the minutes record.
- Motions shall be processed in the same manner as in a traditional meeting. The chair shall also give careful consideration to technological issues that might impact a person's ability to participate fully and give opportunity for adjustments before business is taken up. Before a vote is taken or consent measured, the chair will also determine whether any members are no longer present due to a technological disruption.
- The chair shall give attention to ensuring that all persons are included in the discussion and have the capability of hearing and participating fully in the meeting.

- When e-mail is used for sharing information and coming to consensus on a matter, the resulting decision shall be confirmed or rejected by vote at the next meeting of the Presbytery, committee, or other Presbytery entity.
- An email vote shall only be allowed in the instance that the business to be transacted has already been discussed in a traditional or electronic meeting. The vote shall be unanimous. If questions are asked and/or a negative vote is cast the issue shall be considered in either a traditional or electronic meeting.
- *Manual of Operations: The Manual of Operations shall delineate the membership, terms, and responsibilities of all elected and appointed bodies of the Presbytery. The Manual of Operations may be amended by a majority vote of the members at stated meeting, or at a special meeting called for such purpose, and at which a quorum is present.*