

XX XX Episcopal Church, XX, Kansas

Supplemental Special Rules of Order for Online Attendance at Annual Meeting

January 2021

I. Preamble

1. Supersede Regular Rules. These Supplemental Special Rules of Order for Online Attendance at Annual Meeting (hereinafter, “these Rules”) shall supersede the regular Bylaws regarding the holding of annual meetings of the parish, and to the extent they are in conflict with the regular Bylaws, these Rules shall prevail.
2. Purpose. The purpose of these Rules is to facilitate the calling and annual meeting of the parish during the Covid-19 pandemic.
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 Meeting”: The meeting of clergy and laity of XX XX Parish, XX, Kansas, conducted wholly or in part via remote electronic participation by its members.
 - “seat”: The ability to participate in the annual meeting via electronic connection.
 - “voice”: The right to make oral statements during the annual meeting.
 - “vote”: The right to cast an oral voice or electronic poll vote or file an electronic ballot during the annual meeting.

II. Connection Information

1. Use of Zoom. The meeting will be held via Zoom. The Zoom link and password will be set forth in the Sunday bulletin for the two Sundays prior to the Sunday of the Annual Meeting. The Secretary will also send a link to the Zoom meeting to every member of the Parish who has provided an email address.
2. Enable waiting room. The waiting room feature will be turned on to protect the meeting from malicious external participation.

III. Opening of Meeting and Quorum

1. Log-in Time. The Secretary shall schedule the Zoom meeting service to begin at least 10 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. Consistent with the Bylaws and Diocesan Canon IV.5, Sec. 7, those present at the Zoom meeting shall constitute a quorum for the transaction of business of the parish.

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 Chair of the annual meeting ("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.
3. Assignment of the floor. To seek recognition by the Chair, a member shall use the Zoom "raise hand" request and await recognition. Once the pending action is completed, the Chair shall clear the online queue.
4. Interrupting a member. A member who intends to make a request that under the rules may interrupt a speaker shall use the Zoom Chat feature for so indicating, and shall thereafter wait a reasonable time for the Chair's instructions before attempting to interrupt the speaker by voice.
5. Motions. Because the Annual Meeting will be held via Zoom, motions will not be considered. The purpose of the annual meeting will be to receive reports by title, hear the Treasurer's Report and respond to questions regarding the same, and vote for Vestry members, and convention delegates and alternates.

V. Floor Nominations and Voting

1. Nominations from the floor. Any persons who have not been nominated in advance of the annual meeting may self-nominate or be nominated by others, by use of the Chat feature. Anyone so nominated shall confirm their willingness to serve.
2. Voting. Votes may be taken by the Zoom polling feature or by other method (hand raising and counting, etc.). Balloting for contested elections, usually done by ballot, may be done with the Zoom polling feature or with another Internet voting service.