

ATTACHMENT C – Policy for Electronic Meetings

Presbytery of Lake Huron Policy for Electronic Meetings

- 1) Electronic meetings may be held when the Council or other entity acting on behalf of the Presbytery must conduct business that is time sensitive and in need of action before the next traditional meeting, or when the cost of a traditional meeting is not justified for the business at hand when electronic alternatives are available.
- 2) Electronic meetings are permissible only if every member of the Council, committee or other Presbytery entity has reasonable access to the technology that allows participation in the meeting.
- 3) Electronic meetings must provide for simultaneous audio communication among all participants in order to allow for discussion of the issue being considered. Collaborative technologies such as web-based Zoom, Go To Meeting and Skype, conference calls, 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.
- 4) Only the chairperson or moderator of the Council, committee, or other Presbytery entity may call an electronic meeting and may do so upon the request of three members.
- 5) Notice of an electronic meeting shall be given by the chair or moderator of the Council, 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.
- 6) A quorum for an electronic meeting shall be a majority of members of the Council, committee, or entity of the Presbytery and shall be declared at the beginning of the meeting.
- 7) Just as in a traditional meeting, electronic meetings shall begin and close with prayer.
- 8) 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 Council or committee.
- 9) Minutes of the proceedings shall be recorded and added to the minutes record.
- 10) 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.
- 11) 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.
- 12) 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 any entity of the presbytery.

Resource links:

http://oga.pcusa.org/site_media/media/uploads/oga/pdf/mid_council_ministries/electronic_meeting_sample_rules_ronr.pdf

<https://www.presbyterianmission.org/pcn/2017/07/05/tips-hosting-successful-online-meeting/>