

## **Recommended Language for Adding Electronic Meetings To A Church's Manual of Operations**

1. Electronic [and telephone conference call] meetings may be held to conduct business by the session and committees of \_\_\_\_\_ Presbyterian Church. When considering whether to meet traditionally or by electronic alternative, consideration should be made regarding the best way to complete the business at hand, the safety of those gathering, and the cost, both financial cost and the cost of time to the members of the session or committee.
2. Ordinarily meetings of the congregation should be in person. Electronic [and telephone conference call] meetings may be held to conduct business by the congregation of \_\_\_\_\_ Presbyterian Church. When considering whether to meet traditionally or by electronic [or telephone conference call] alternative, consideration should be made regarding the best way to complete the business at hand, the safety of those gathering, and the cost, both financial cost and the cost of time to the members of the session or committee.
3. A blend of traditional meeting and electronic meeting is permissible. A blend of electronic and conference call meeting is permissible.
4. Electronic [and telephone conference call] meetings are permissible only if every member of the committee can access the technology that allows participation in the meeting.
5. Electronic [and telephone conference call] meetings must provide for simultaneous aural communication among all participants in order to allow for discussion of the issue(s) being considered. Collaborative technologies such as web-based Zoom 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 Robert's Rules of Order.
6. The Moderator, Clerk of Session, session, or committee chairperson may call an electronic [and telephone conference call] meeting, this may also be done upon the request of three members of the session or committee or by 10% of the members of the congregation, as applicable.
7. Ordinarily notice of electronic [or telephone conference call] session or committee meeting shall be given by the Moderator, Clerk of Session, or committee chair at least three days before the meeting and for called meetings, shall include the purpose(s) of the meeting. Instructions on how to participate technologically shall accompany the call for the meeting.

8. Notice for electronic [or telephone conference call] meeting shall be the same as a call for an in person meeting of the congregation. Instructions on how to participate technologically shall accompany the call for the meeting.
9. A quorum for an electronic [or telephone conference call] meeting shall be the same as traditional meetings.
10. Just as in a traditional meeting, electronic [and telephone conference call] meetings shall begin and close with prayer.
11. Meetings held electronically or by conference call abide by the same policies and procedures as in person meetings.
12. 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. If necessary, the chair shall use a system of roll call discussion and voting.
13. Minutes for an electronic [or telephone conference call] meeting shall be the same as minutes of a traditional meeting.
14. The same rules regarding participation apply to electronic [and telephone conference call] meetings as in traditional meetings: 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 congregation, session, or committee.
15. Motions shall be processed in the same manner as 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.