PRESBYTERY OF LAKE MICHIGAN
ELECTRONIC MEETING POLICY
SPECIAL RULES OF ORDER AND STANDING RULES

(For electronic meetings using Zoom and other electronic meeting technology)

The following Special and Standing Rules are applicable to meetings of the Presbytery of Lake Michigan; Meetings of Commissions, Committees and Teams; and Meetings of Congregations when holding meetings utilizing "ZOOM" electronic meeting technology (or other electronic meeting technology):

- In accordance with the PC(USA) Book of Order (G-3.0105), Bylaws of the Presbytery of Lake Michigan and the most recent edition of Robert's Rules of Order (11th Ed, pp 96-99), Special and Stated Meetings of the Presbytery of Lake Michigan, teams, commissions, committees and task groups may meet via electronic meeting technology.

- The preferred electronic meeting technology of the Presbytery of Lake Michigan is ZOOM. Meetings of the Presbytery that are to meet via ZOOM electronic meeting technology (or any other electronic meeting technology) can only be authorized by the Presbytery of Lake Michigan Leadership Team in consultation with the Presbytery Leader(s) and Stated Clerk, or the Presbytery of Lake Michigan at their previous Stated Meeting.

- Notice of Meetings of the Presbytery must be distributed in accordance with the PC(USA) Book of Order and Presbytery of Lake Michigan Bylaws. Participants must register for electronic meetings of the presbytery by the published deadline for the meeting. (Deadlines for registration are distributed to congregations and members via email, electronic newsletter and posted on the Presbytery of Lake Michigan website.) Meeting login information will be distributed to individuals upon registration. Please do not share your Participant ID. Each participant will receive their own Participant ID which is unique only to that person. Your Participant ID is unique to you.

- Unless the meeting is an otherwise in person meeting to which one or more participants are joined electronically, participants are required to join the meeting on individual devices (one person, one device).

- Participants are encouraged to join the meeting on a desktop or laptop computer. The following are requirements for such computers:
    a. High speed internet access.
    b. Sound output device. While speakers are allowed, this will *preferably* be a headset, ear buds, or Bluetooth device that delivers the sound directly to the participant's ear rather than into an open room.
    c. A microphone device.
    d. A webcam (optional).

- If joining by computer is not possible, a tablet or smart phone may be used, using the free "Zoom" app, available from the device's app store (or app for whatever other meeting technology is being utilized). Regarding audio/visual devices, the same requirements and preferences exist as for computers.

- Only if joining by one or the other of the above options is impossible, participants may dial into the meeting using either a traditional or cellular phone.

- Upon entering the meeting (using ZOOM), those on computers or smart phones/devices will

  a. click on the word "participants" at the bottom of their screens to see a list of participants and have access to the "raise hand" icon (at the bottom of the participant list),

  b. then click on the word "chat" to see a participant chat

  c. then click on the word "mute" on the main screen, and then raise their hands, to seek recognition.

  d. when called upon by a meeting host, the participant will unmute their microphones and click on the camera icon to turn on their webcams, if using.

  e. Once "checked-in" to the meeting, the participant will turn off their webcams and mute their microphones

- Those entering the meeting (on ZOOM) via a traditional phone call will enter "*9" on their keypads, which activates the "raise hand" beside their phone number which is displayed in the participant list. When a host calls out their phone number, they will identify themselves by stating their full name. Devices must be named in such a way as the host and temporary clerks are able to identify each participant

- The raise hand feature will be used both for seeking recognition and voting. Please only raise your hand for those purposes. The hosts are responsible for lowering hands. Please *do not* lower your own hand. When multiple participants are seeking recognition, once the Chair has called on someone, all other hands raised will be lowered. If you have an "interrupting motion" (a point of order, a request for preference in recognition, etc.), raise your hand *again* after it has been lowered by a host. Voting on ZOOM technology will only be done by raising hands

- If you have a motion to make other than a procedural motion, it should be entered in writing to the stated clerk only, after which you should seek recognition. When called upon, the stated clerk will make the motion visible to all.

- A vote taken by means of raise hand is a "division," not a "counted vote" – meaning that the chair will quickly scroll through the list of participants for a sense of how many have voted first in favor, and then against the motion, and rule which side has it. If the chair is uncertain, he or she may order a counted vote – or a member may move that a counted vote be taken (a motion for a counted vote must be seconded, is not debatable, and requires a majority vote).

- Meetings of Teams, Commissions, Committees and Groups of the Presbytery of Lake

Michigan that are to meet via ZOOM electronic technology (or other electronic meeting technology) can be authorized by moderators of those entities and must adhere to the Presbytery of Lake Michigan Policy on Electronic Meeting Technology.

Congregations:

- Congregations may utilize ZOOM electronic meeting technology (or any other electronic meeting technology) for meetings of committees/commissions if the bylaws of the congregation allow for meetings via meeting technology.

- Congregations utilizing ZOOM electronic meeting technology (or any other electronic meeting technology) for congregational meetings must:
    - specify in the bylaws of the congregation that congregational meetings via electronic meeting technology are allowed;
    - be authorized by the session of the congregation;
    - have prior approval of the Presbytery of Lake Michigan Committee on Ministry;
    - must make sure that all members of the congregation have access to individual devices (desk top or laptop computers, tablets or smart phones, land lines), and are able to access the internet and utilize ZOOM electronic meeting technology (or whatever other electronic meeting technology is being utilized); the congregation must have standing rules to govern such meetings. (Congregations can adopt the Presbytery's Policy on Electronic Meetings.)