



## Rules for Online Congregational Meeting of Christ Presbyterian Church

- 1. Meeting Format.** The membership meeting of Christ Presbyterian Church will be conducted using Zoom Video Communication. The meeting will begin promptly at the hour announced and order must be maintained at all times. This virtual meeting shall be considered the same as an in-person meeting of the congregation.
- 2. In Order to Vote.** If members wish to vote, they must join the meeting using a PC, Mac, tablet or smart phone that has the [Zoom app downloaded](#) on it. Non-smart telephone connections will not be permitted since they do not provide for hand raising and electronic voting.
- 3. Email Required.** Each member of Christ Presbyterian Church who intends to participate in the online meeting must have a current email address on file with CPC at least seventy-two (72) hours in advance of the meeting.
- 4. Login Instructions.** Members who have an email address on file with CPC will be provided login credentials approximately forty-eight (48) hours prior to the meeting that will allow them to enter the virtual meeting room. No member may share his/her login with anyone else and each member must sign in on a separate computer in order to vote. Only members of Christ Presbyterian Church who have a current email address on file with CPC will be authorized to attend the meeting as participants. Others wishing to observe the proceedings may watch the meeting via Livestream via the CPC website. A quorum will be confirmed using the participant logon report within Zoom.
- 5. Individual Connections.** Each participating member must have an individual computer/tablet/smart phone connection in order to be recognized to speak and to vote. More than one member on the same connection device will not allow any more than the named person to speak and vote.
- 6. Addressing the Chair.** Only participating members may address the Chair. Once recognized, the participating member must give his or her name before beginning to speak. Discussion, including questions and answers, must be directed to the Chair or through the Chair when these are in order.
- 7. Seeking Recognition to Speak.** To seek recognition, participating members must use the "raise your hand" tool in Zoom. Once called on to speak the participating member must state his or her name before beginning to speak.
- 8. Actions by Recognized Members.** Participating members, once recognized, may do any one of the following: make or second a motion, speak in debate, or ask a question. No speech may be followed by a motion.
- 9. Speaking Limits.** Participating members may not speak for more than three (3) minutes on any question under discussion, nor more than once on the same question. A member making a report is not bound by these rules. Speakers shall conform to the ruling of the timekeeper.

- 10. Questions.** As per *Robert's Rules of Order Newly Revised*, only questions specific to a pending motion may be asked. Any question may be asked using the Q&A function in Zoom.
- 11. Interrupting Items.** Any participating member who wishes to raise point of order, appeal a ruling of the Chair or do anything else that interrupts business shall raise his or her hand in Zoom and type what they wish to do into the Q&A function. The Parliamentarian will inform the Chair if these can properly interrupt business.
- 12. Chair.** The Moderator of Session shall act as Chair of the congregational meeting, except in such circumstances when the Chair relinquishes the chair to the parliamentarian.
- 13. Making Voting Clear.** The Chair shall clearly state what is being voted upon prior to any vote being taken so that all participating members may understand the effect of their vote before casting it.
- 14. Anonymous Voting.** The online voting system in Zoom shall be used for anonymously voting on motions during the meeting.
- 15. Signing In and Out.** Participating members shall identify themselves as required to sign into the Zoom meeting service and shall maintain Internet and audio access throughout the meeting whenever present but may sign out and depart before adjournment.
- 16. Technical Requirements and Malfunctions.** Each participating 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.
- 17. Forced Disconnections.** The chair may cause or direct the disconnection or muting of a participating member's connection if it is causing undue interference with the meeting. In addition, the chair may cause or direct the disconnection of a participating member's connection if the individual is out of order and is disrupting the meeting. The Chair's decision to do these things, which is not subject to appeal, shall be announced during the meeting and recorded in the minutes.

These rules modify the regular rules in *Robert's Rules of Order Newly Revised* and are presented to help online meetings move smoothly through the meeting's business.