

**Supplemental Special Rules of Order for Attendance at Hybrid Annual Meeting of \_\_\_\_\_, California**

**For Adoption at commencement of the 2022 Virtual Annual Meeting.**

**Date of 2022 Annual Meeting:** \_\_\_\_\_

**I. Preamble**

1. Supersede Regular Rules. These Supplemental Special Rules of Order for Attendance at the Hybrid (either in person or remotely by Zoom) Annual Meeting (hereinafter, "these Rules") shall supersede the regular By-Laws regarding the holding of annual meetings of the parish, and the Constitution and Canon 36 of the Canons of the Episcopal Diocese of Northern California, and Roberts Rules of Order if adopted by the Parish, and to the extent they are in conflict with the regular By-laws, Constitution and Canons, and Roberts Rules of Order, 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, since the Omicron variant has caused an increase in Covid-19 infections in \_\_\_\_\_ County and may encourage some communicants in good standing and other interested partis to participate remotely.
3. Rules Adoption. These Rules are to have been adopted by a majority vote of the Vestry at least \_\_\_\_\_ weeks prior to the Hybrid Annual Meeting, as an amendment to the parish bylaws, and are to be adopted at the beginning of the Hybrid Annual Meeting by qualified voting parishioners, who shall also ratify the Rules as adopted by the Vestry.
4. 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 \_\_\_\_\_, conducted wholly or in part via remote electronic participation by its members.  
"seat": The ability to participate in the annual meeting via electronic connection or in person.  
"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. Members participating electronically will meet on 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.
2. Every member of the parish will register to attend the annual meeting by providing the parish administrator/secretary with their email address.

**III. Opening of Meeting and Quorum for Members Attending Electronically and In Person**

1. Login Time. The Secretary shall schedule the Zoom meeting service to begin at least 10 minutes before the start of the annual meeting.
2. Signing in and out. Members attending electronically 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. Those present at the zoom meeting together with those attending the meeting in person shall constitute a quorum for the transaction of business of the parish.
4. Meeting Managers The Rector and Senior warden will serve as meeting Mangers for the Hybrid Annual Meeting.

5. Meeting Clerk/Teller \_\_\_\_\_ shall serve as Hybrid Annual meeting Clerk and Election Teller.

#### IV. Conduct of Meeting

1. Technical requirements and malfunctions. Each member attending electronically 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 Rector/Priest-in-Charge/Sr. Warden may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The Rector/Priest-In-Charge/Sr. Warden'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 Rector/Priest-In-Charge/Sr. Warden, a member attending the meeting virtually shall use the Zoom "raise hand" request and await recognition. Once the pending action is completed, the Rector shall clear the online queue. A member attending the meeting in person shall raise his or her hand and await recognition.
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, or raise his/her hand if in person and shall thereafter wait a reasonable time for the Rector/Priest-In-Charge/Sr. Warden's instructions before attempting to interrupt the speaker by voice.
5. Motions. Because the annual meeting will be held partially 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 re the same, and vote for vestry and convention delegates and alternates.
6. Muting. Meeting Managers will request that all attendees mute their microphones to minimize distractions.

#### 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 or by making the nomination in person. Anyone so nominated shall confirm their willingness to serve. To nominate someone for vestry or convention delegate, members must: a) confirm the individual accepts the nomination, and b) notify the church office by 5:00 p.m. no later than 7 days before the annual meeting.
2. Voting. Option One: Every member wishing to vote shall register to attend the annual meeting by providing his/her email address to the parish administrator by not later than \_\_\_\_\_ business days before the meeting. The email address will be used to assign a unique voter ID code to each participating member. Votes not requiring ballots may be taken by the Zoom polling feature and by hands raised by those present at the meeting in person. Other votes, including balloting for elections, shall be taken by the anonymous voting feature of the Internet voting\_service selected by the parish, using members' assigned Voter ID code. It is agreed that married couples who share an email address shall be entitled to two votes for each candidate. Results of votes may be reported to the Rector/Priest-In-Charge/Sr. Warden by the Chair of the Balloting Committee or the Secretary.

Option Two as proposed by St. John the Evangelist Parish, Chico: A link to an electronic ballot will be emailed to qualified members on \_\_\_\_\_. Voting will take place beginning on that date and ending on \_\_\_\_\_ at 5:00 p.m. Completed ballots may be printed and returned to the church office electronically, by mail, in person, or as a pdf form. Members may also vote by calling the church office. To maintain anonymity, phone votes will only be recorded by the parish clerk and vestry approved election teller \_\_\_\_\_.

3. Voter eligibility: Qualified voters shall be those persons of legal age who, at the time of such meeting, shall be communicants on the records of the Parish for six months, who have communicated in the Parish during the year preceding, and who are Givers of Record and shall have been for six months entered or entitled to be entered upon the books of the Treasurer of the Parish. No person shall be permitted to vote by absentee or proxy ballot. (Canon 36.3 and 36.3.3)
  
4. Election Results The Clerk/Teller shall share the results of all ballots received with the Meeting Managers who shall share the election results with the members who are present in person and electronically.

Adopted by the Vestry of

\_\_\_\_\_

Date: \_\_\_\_\_

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Clerk of the Vestry