

Special Rules of Order and Standing Rules for Electronic Meetings of Beaver-Butler Presbytery

For the purpose of any electronic meetings of Beaver-Butler Presbytery conducted before a regular or special meeting may be convened in person to formally adopt rules for future electronic meetings, the Presbytery approves these special rules of order and suspends any standing rules that interfere with them:

1. All business of the meeting will be conducted using Zoom. The use of Zoom is strongly encouraged, although not required, in order that all involved can have both visual and audio communication.
2. Given the COVID-19 Pandemic, all actions taken in this meeting will be ratified at the next person to person meeting of the Presbytery.
3. The presence of a quorum shall be established by signing-in to Zoom and joining the meeting. The continued presence of a quorum shall be determined by the online list of participating members.
4. While every effort will be made to provide stable access to the platform, participants are responsible for their own audio and internet connections; no actions shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
5. Greetings, reports, ceremonies, and other elements ordinarily included in meetings of the Presbytery but unrelated to items of business may be included, altered, or omitted at the discretion of the Coordinating Team.
6. To be enrolled as participants with voice and/or vote, minister members, commissioners, and corresponding members must register by contacting the Presbytery office.
7. All voting participants are required to join the meeting on individual devices (one person, one device). This preserves the right of each voting member to vote individually. (If more than one device is being used in the same room, the microphone and speaker on all but one device must be muted to prevent feedback.) If this creates difficulty for you, please contact the Presbytery office.
8. For communication purposes the moderator requests the participant's names be displayed in the following fashion:
 - Ruling Elder Commissioner from congregations: 'First name Last name/REC/Church name
 - Minister/Teaching elder member: 'First name, Last name/TE'
 - Commissioned Ruling Elder currently serving a church: 'First name Last name/CRE/Church name
 - Corresponding Member: First name Last name/CM/Organization
 - Guests: First name Last name/Guest/Church or Organization

To rename yourself - click on participants, then when your name pops up on the right, click more, then rename. Float mouse over your name in the box and re-type.

9. You are asked to activate video when speaking (unless on telephone).
10. Chat is not to be used, including private chat, unless directing a motion for consideration by the entire body to the Moderator or Stated Clerk, through the electronic host(s).
11. All participants will remain muted unless recognized by the moderator to speak.
12. Any motion other than a procedural one should be entered in writing into the participant 'chat' if possible before seeking recognition using the 'raise hand' feature. When recognized by the moderator, participants should state the text of the motion in the chat, and then make the motion. No motion will be brought before the meeting from chat until after the speaker is recognized by the moderator. Submitting a motion in chat does not jump the line waiting to be recognized.
13. When discussing motions each speaker will be provided 5 minutes to speak in favor or opposed to the motion. When 5 minutes have expired the speaker will be muted, as occurs at General Assembly. As much as possible the moderator will alternate between those in favor and those opposed to the motion.
14. A vote taken by means of raising hands is a 'division' not a 'counted vote' – meaning that the moderator will quickly scroll through the list of participants or a sense of how many have voted first in favor, and then against the motion, and then rule which side has prevailed.
 - a. When the moderator seeks unanimous consent, only those who object to unanimous consent will be asked to indicate that by a raised hand on the participants list. If joining in by telephone the person will need to verbally object. To avoid confusion, no one who consents should take any action to indicate consent.
 - b. If the moderator is uncertain, the moderator 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.) Voting on telephone will require typing '*9' and does not provide the technology for making this a secret ballot.
 - c. A commissioner can request that the vote be taken by secret ballot. (A motion for a secret vote must be seconded, is not debatable and requires a majority vote. The secret ballot will appear on your computer screen as a poll question. Voting on telephone will require typing '*9' and does not provide the technology for making this a secret ballot.