

SPECIAL RULES OF ORDER AND STANDING RULES

for Electronic Meetings of the Palma Ceia Presbyterian Church

For the purpose of any meetings of the Palma Ceia Presbyterian Church conducted before a regular or special meeting that is to be convened in person, the Session approves these special rules of order allowing electronic meetings as a replacement or to supplement the in person meeting and suspends any standing rules that interfere with them:

1. All business of any electronic portion of the meeting will be conducted using Zoom and features of that platform for simultaneous visual and aural communication, seeking recognition, and vote taking.
 - a. To be enrolled as a participant with voice and vote, one must use the free Zoom software appropriate for their device.
 - b. Dialing in by phone alone without using the Zoom client for laptop/desktop computers or the Zoom app for tablets or smartphones allows one to listen to the meeting but not to interact meaningfully with the other participants in the meeting or vote.
 - c. Additional technical guidance will be provided upon request prior to the meeting, and the meeting host will offer a practice using Zoom at the start of online meetings of the Session or Congregation.
2. The number of participants signed-in to Zoom who have joined the meeting will be counted for purposes of quorum and will be considered present for the meeting. The number of participants in the online list shall continue to be counted for continued presence of a quorum.
3. Participants are responsible for their own audio and internet connections. A vote will not be invalidated due to technical difficulties on the part of individual members.
4. 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.)
5. Upon entering the meeting, all participants must ensure their name is displayed (first and last name) so that the clerk can verify the status of each participant.
6. Participants will ensure their own microphones remain muted unless recognized by the moderator to speak.
7. The “raise hand” feature on the participant list in Zoom will be used to seek recognition from the moderator. Participants will be recognized only using the “raise hand” feature, not by waving at the computer or device camera.
8. As elected by the moderator, voting electronically shall take place by either: (1) Poll, or (2) by using the green “check” () button for “yes” and the red “x” () button for “no” on the participants screen. Voting can only be submitted by members in the meeting authorized to vote. A “raised hand” (the blue hand) is not a vote and will not be counted.