Presbytery of St. Augustine
Special Rules for Electronic Presbytery Meetings

The presbytery adopted these special rules for the called presbytery meeting held on July 28, 2020 and for future electronic meetings, subject to amendment.

"Participants" includes teaching elders (ministers), ruling elder commissioners, and other voting members as well as corresponding members and visitors.

1. Participants must pre-register for the August 25, 2020 called meeting not later than noon on Monday, August 24, and enter through the waiting room.

2. The Zoom meeting space will open at least 30 minutes before the time of the meeting.

3. Voting members must join the meeting on individual devices (one person, one device) that are capable of using all of the video features, including raising a hand, signifying "yes" or "no," responding to "polls," and typing in the "chat" function.

4. When participants enter the meeting space, they will "rename" themselves to include their registration information. If your church name contains the word "First," please include the city name as well (or just the city name). Note: TE = Teaching Elder; RE = Ruling Elder. CM - Corresponding Member, V = Visitor. Example: Mary Smith – TE – Covenant; Fred Jones – RE – Palatka First.

5. Non-voting participants, including Corresponding Members, will type a z- before their names. This is to ensure that voting participants appear first on the participant list so that their chats, votes, etc. can be easily seen. Example: z-Marigrace Doran – Staff.

6. A quorum will be determined at the beginning of the meeting and must be maintained for actions to be taken. (A quorum in our presbytery is at least three ruling elders and three teaching elders, representing at least three different congregations.)

7. Voting members are encouraged to have their video feed on during the meeting, especially when they are speaking.

8. Participants will keep themselves muted at all times unless called on to speak. (A host may mute all participants.)

9. To make a motion or speak, a voting member will use the "hand raise" button and wait until that member is called on to speak. The Moderator may also call on a participant who has voice (but without vote) per our Manual of Operations or a committee member or other resource person who may have information needed that relates to a pending motion.

10. Motions, points of order, requests for information and parliamentary inquiries must be placed in the "chat" function so that they can be seen by all and so that the Moderator will know the priority in which to call on the raised hands.

11. If there is an extended debate, the moderator can ask people to queue up by typing "Pro" or "Con" in the chat window. People will be called on in the order that they type these words, alternating between the "Pros" and the "Cons."

12. The moderator will use voting by "unanimous consent" when appropriate ("if there are any objections, raise your hand".... and if there are no objections "it is so ordered").

13. There will be two voting methods when a vote is to be taken: (a) In most cases, by using the "yes" and "no" buttons in the participant's panel. (b) If a motion for an anonymous "ballot" is made/approved, by using the "polling" feature.

14. Participants must monitor their surroundings while in the meeting to avoid any potentially embarrassing or awkward situations while on camera.

15. While every effort will be made to provide stable access to the Zoom platforms, each participant 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.

16. The Moderator may assign individuals to the following roles: (a) registrar(s); (b) hosts/co-hosts; (c) vote-counters; (d) technical assistance providers.