

**Presbytery of St. Augustine**  
Special Rules for Electronic Presbytery Meetings  
**2022 Version Modified for Fall Stated Hybrid Meeting**

*Note: 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. In our first hybrid experience, we will strive for inclusion and parity between Zoom and in person participants. We will attempt video projection of all who wish to speak via Zoom, but if for any reason that is not possible, participation will be via audio.

Zoom participants must pre-register for the meeting by the date designated in the meeting notice(s) and enter through the waiting room. The Zoom meeting space will open at least 30 minutes before the time of the meeting.

Voting members on Zoom 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.

In person participants will wear name tags including the name of their church or ministry. When Zoom 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.

Non-voting participants on Zoom, 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-Lisa Wells – Presbytery Staff.

Voting members on Zoom are encouraged to have their video feed on during the meeting, especially when they are speaking, but may turn the feed off if needed to maintain internet speed, privacy, etc. Zoom participants must monitor their surroundings while in the meeting to avoid any potentially embarrassing or awkward situations while on camera. Zoom participants will keep themselves muted at all times unless called on to speak. (A Zoom host may mute all participants.)

To make a motion or speak, in person participants must come to a microphone.

To make a motion or speak, participants on Zoom will use the "raise hand" button and wait until that member is called on to speak. The Moderator may also call on any 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.

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

In person participants will queue up at a microphone. If there is an extended debate, the moderator can ask Zoom participants to queue up by typing "Pro" or "Con" in the chat window. People will be called on in the order that they queue, alternating between the "Pros" and the "Cons."

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").

The moderator will clearly announce other means of voting prior to their use, including yes/no buttons, Zoom's polling feature, or voice votes. The polling feature will always be used if a motion is made/approved for an anonymous "ballot." In such a case, in person participants will use a paper ballot.

In this first hybrid meeting, the use of chat with "everyone" for informal conversation is discouraged because it will make it difficult to track motions and time sensitive requests.

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.

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