



Policy for Congregational Council E-Meetings

Purpose:

The purpose of this policy is to outline the procedure the Congregational Council would follow to hold a telephonic/electronic meeting (cf Congregational Bylaws Part VII Section 12).

Scope:

This policy applies to the Congregational Council.

Policy Protocol:

1. The Congregational Council may participate in a meeting (E-meeting) by means of telephonic or electronic facilities that permit all persons participating in the meeting to hear and be heard with each other. Each council member participating in such a meeting by such means is deemed to be present at the meeting for the purpose of conducting business on behalf of this congregation.
2. E-meetings shall not be initiated unless each individual involved has access to a device which would allow participation.
3. No E-meeting shall exclude any member of the Congregational Council unless that individual has excused him/herself from the E-meeting.
4. Minutes of the meeting shall be recorded in the usual manner.
5. Motions shall be presented in the same manner as a face-to-face meeting. A motion shall be made and seconded; discussion of the motion shall follow. When the vote is called by the Chair, councillors shall vote by voice, for or against, in a manner as directed by the Chair.
6. The E-meeting may conclude before the established date and time or may be extended to another specific date and time by the Chair, or at the request of any two participants.
7. Minutes of the E-meeting shall be approved at the next Congregational Council meeting.

The Chair shall:

1. Initiate each E-meeting, acting alone or at the request of any three members of Congregational Council as outlined in the Constitution and Bylaws.
2. Forward an agenda with dates and times, and any relevant documents for the E-meeting.

The Chair may:

1. Negotiate an alternative to initiating an E-meeting when one is requested but may not refuse a request of any three members as outlined in the Constitution and Bylaws.
2. Involve guest participation of a non-council member (i.e. legal counsel, etc.). The chair shall indicate the manner of such participation and declare the same to all participants.

E-Meeting Participants shall:

1. Indicate one's availability to participate in the E-meeting prior to the published beginning date and time.
2. If available, participate in every E-meeting.
3. Participate as usual in discussion and voting.

*To be Approved for use by
Mount Zion Church Council -
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