

Proposed Special Rules of Order

For A Hybrid Meeting (in person or electronically via Zoom)

The Following Rules are proposed for adoption at the meeting by the Stated Clerk:

1. Participants joining the meeting in person:
 - a. Will seek recognition by raising their hands,
 - b. When recognized to speak, will move to the lectern at the front of the center aisle.
2. Participants joining the meeting electronically are encouraged to use a desktop or laptop computer. The following are requirements for such computers:
 - a. High speed internet access.
 - b. Sound output device (*preferably* a headset, earbuds, or Bluetooth device that delivers the sound directly to the participant's ear rather than into an open room),
 - c. A microphone device.
 - d. A webcam (optional).

If joining by computer is not possible, those joining electronically may use a tablet or smart phone device, using the free "Zoom" app, available from the device's app store. Regarding audio/visual devices, the same requirements and preferences exist as for computers.
3. The following rules also apply to those joining the meeting electronically:
 - a. The "raise hand" feature will be used for both seeking recognition and voting. Raise hand is accessed by clicking on the word "Reactions" on the bottom of the main Zoom window (or top right on some tablet/phone devices), then clicking on the "Raise Hand" bar. Clicking on raise hand causes a "virtual hand" to be raised both on your webcam feed and beside your name on the Participants list (which you may also access by clicking on the word "Participants").
 - b. If you have an "interrupting motion" (a point of order, a request for preference in recognition, etc.), you may message the hosts through the "chat" function. If you are not recognized in a timely manner, you may unmute your microphone and say "Mr/Madam Moderator!"
 - c. You may send a motion to the hosts through "chat" if it is complex or in writing, but you must still seek recognition.
 - d. Voting will take place through a third-party voting system. You must open up another browser window and log in to the third-party website. Log-in information will be sent separately and it is your responsibility to prepare to vote and secure your log-in credentials prior to the meeting. You may contact the Stated Clerk or Presbytery staff if you have any difficulty getting access to the voting system.
4. In-person participants shall use the provided remote controls to vote, which will show the choice cast on a small screen on the device. Please note that for both in person and online participants, you may change your vote at any time before the vote closes.
5. The Stated Clerk and/or assistant will allow approximately ten seconds for voting before finalizing the result.
6. In the case of an internet outage in the location of the Presbytery meeting, votes shall be taken in the following manner: in-person participants will vote by a counted rising vote, or secret ballot upon demand. Electronic participants will vote through the online voting system. The totals will then be added to determine the result.