

## **Guidelines for Church Congregational Meeting: 7:30pm Wednesday, 3 June via ZOOM**

This is a new way of holding a congregational meeting and so we wish to give as much advance information as possible. Please be patient as there are likely to be some initial challenges. We offer these guidelines to enable participation, to help people speak if they wish to, to have questions answered and so a vote can take place. We are following guidance provided by the Assembly Book of Order Advisory Committee for such meetings.

### **Registering for the meeting**

Please note that only members and associate members can vote at the meeting. If you are in doubt about whether you are a member or associate member, please contact, .....Clerk of the Church Council. Contact details are .....

Please email the Council Clerk ..... by **1 June 2020** advising of your intention to participate in the meeting and of how you plan to participate - by computer, phone or some other electronic device. Each participant will need to register, including if there are several participants in the same household. On receipt of this advice, each participant will be sent the link to join the meeting.

### **Preparation for the meeting**

1. Two sets of papers have been emailed out, on Friday 15<sup>th</sup> May and Friday 22<sup>nd</sup> of May. Papers have also been posted to people who do not have email. Please ensure you have read the papers. If you know of a person who wishes to receive the information and has not received it, please contact one of the pastoral conveners - or the office at
2. If you have questions by way of clarification prior to the meeting, please contact the Moderator of the meeting (Convener of the Ministry Settlement Board. Contact details email and phone
3. If at the meeting you are planning to ask a question, raise a point or speak, please contact the Moderator prior to the meeting so that she can ensure she gives you the opportunity to do so.
4. People who do not have access to online facilities and who wish to vote in the meeting, can contact their phoner or pastoral convener to enable them to join by telephone. If you know of anyone who has not been contacted, please contact one of the pastoral conveners or the church office.
5. If you wish to participate by phone, please advise ..... Clerk of the Church Council.
6. Please ensure you read the information below in relation to voting and advise the church office if you anticipate difficulty in voting as outlined there.

### **Participation in the meeting**

1. As advised above, you will be sent a link to the meeting. This will be an http address that you will need to put into your address bar or URL bar at the top of the page.
2. It is suggested that you seek to join the meeting from around 7:20pm, well before the 7:30pm starting time, so that you can be sure that you are able to participate from the beginning of the meeting. Should you require assistance with logging into ZOOM please contact: - suggest three people
3. Microphones will be controlled by the Moderator. There will be two co-hosts helping the Moderator.

4. When you join the meeting, your microphone will be on mute. People who have given advice of their intention to speak will be invited by the Moderator to do so in the order she has arranged, and their microphones will be unmuted.
5. There will also be opportunity for people who have not given notice, to speak. If you wish to speak, at the appropriate time please raise your hand so it can be seen by the Moderator or one of the co-hosts. Your microphone will be unmuted at the time you are invited to speak by the Moderator.
6. People are asked to speak once and not to repeat what has been said. This is to ensure everyone has an opportunity to participate.
7. If you are joining the meeting by phone and wish to speak, you will need to text your request – suggest providing contacts for two people

## **Voting**

1. When it comes to voting, please note that each participant will need to vote separately using a different connection - computer, iPad or phone. That is because only one person can vote from each connection. You will not be able to vote on behalf of another person. If there is more people wishing to vote at your house than there are computer, iPad or phone connections, please refer to Item 2 below.
2. We will have scrutineers who can receive a phone call or text message in which you advise them of your vote if you were not able to vote using the system outlined above. While this means that the ballot is not entirely secret for such people, the scrutineers undertake never to disclose your vote. Scrutineers are ..... [- suggest scrutineers are trusted by congregation and be able to make decisions or know when to seek advice. Phone numbers will need to be provided ]
3. In the report there are the proposals to be put to the meeting.
  - (1) **Place proposals already circulated in here so wording is on hand**
  - (2) **That when the congregation is able physically to meet, the decisions made at this meeting be Ratified**
4. Proposal one will be voted on by secret ballot as set out above.
5. After discussion has concluded on proposal 1, you will be asked to vote. On your screen, the voting paper will appear as a pop-up. You will see the proposal set out. You are asked to select either  
**YES**, or  
**NO**  
Then you should select **SUBMIT**. The small pop up screen will disappear from your screen. Please do not select SUBMIT more than once. With the number of people voting it may take a few seconds to disappear. There is no provision for abstentions.
6. Proposal two could be by show of hands.