

White Rock Community Church Policy & Procedure Manual

E-Meetings

I. Purpose

To establish guidelines for White Rock Community Church (WRCC) that allows the business of a committee to be conducted without requiring a face to face meeting. Active Committee Members may conduct meetings via conferencing methods or through email as necessary when in compliance with this policy.

II. Authority and Responsibility

This policy is written by Policy and Procedures and approved by the Congregation. It is the responsibility of the Church Council to ensure compliance with this policy.

III. Policy

Meetings with Conference Attendees

Normally scheduled meetings may be a combination of persons meeting at the assigned location and those attending via a conference if they are not able to physically attend at the assigned location.

- If a meeting is to include the option of conference call attendees the conference call information must be issued to ALL members at least 24 hours prior to the meeting to insure all members are equitably invited to the meeting.
- These combination meetings are considered normal meetings, not conference meetings. These meetings follow the same protocol as onsite meetings.
- All persons present must announce and be recorded, an agenda should be distributed ahead of time and followed, a secretary must record minutes, the Policy and Procedures of the Committee still apply and must be followed.
- The chair must be more proactive in assuring that everyone has a chance to express concerns and opinions by polling conferenced members directly prior to voting on motions.
- When unanimous votes are not obtained a poll vote should follow to insure all votes are recorded correctly.
- If a Ministry Committee has a quorum requirement in its Policy and Procedures members attending by conference are included in the quorum count.
- If a Ministry Committee does not have a quorum requirement in its Policy and Procedures members attending in person and by conference call are the needed quorum and a majority vote of those attending is all that is needed to support a motion.

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Meeting via Conferencing

A conferencing meeting is defined as a video or audio conference, a web meeting, an IM conference, or any other method that allows for an immediate and interactive conversation and may be used if:

- an immediate action must be taken by a Ministry Committee
 - or if extraordinary circumstances arise that are beyond the control of the ministry committee that prohibit a regularly scheduled meeting from physically taking place (i.e.: church closed due to weather/illness, etc.) and actions are on the agenda that can not be delayed.
1. The officers of the ministry committee must insure that an attempt is been made to personally reach every member to distribute the conference information. If electronic confirmation of notification receipt is not available in a timely manner then telephone calls must be made to insure contact has been attempted.
 2. Conference meetings follow the same protocol as onsite meetings.
 3. All persons present must announce and be recorded, an agenda should be distributed ahead of time and followed, a secretary must record minutes, the Policy and Procedures of the Committee still apply and must be followed.
 4. The chair must be more proactive in assuring that everyone on an oral call has a chance to express concerns and opinions by polling members directly prior to closing discussion on motions.
 5. When unanimous votes are not obtained a poll vote should follow to insure all votes are recorded correctly.
 6. If a Ministry Committee has a quorum requirement in its Policy and Procedures it must be abided by.
 7. If a Ministry Committee does not have a quorum requirement in its Policy and Procedures then members attending the conference are the needed quorum and a majority vote of those attending is all that is needed to support a motion.

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Motions and Voting via Email

Email discussions, motions and voting may be used if an immediate action decision is required. Written voting must be accomplished by a media that allows all votes to be saved and printed by the secretary (email, IM, text, etc).

Discussion:

- If an issue arises **between regularly scheduled meetings** a Ministry Committee may choose to have an electronic discussion and vote.
- It is encouraged that electronic discussion is used to flesh out an issue prior to a motion being placed. This may result in a motion to address the issue or it may be that the Ministry Committee finds that a different approach to the issue at hand may be desired (emergency face to face meeting, conference meeting or delay of issue until the next scheduled meeting, etc).

Making a Motion:

- When a motion is made via email the title of the motion should be placed in the subject line and subsequent responses and discussion should be attached to the most recent email with that subject line for continuity.
- When a motion is made a deadline for voting must be included at the end of the motion.

Example: **Motion 1: Allow electronic email voting for WRCC meetings. Voting ends 2/28/09 9pm Central.**

Discussion comments may then follow.

Seconding a Motion: The first vote cast in support of the motion is the second to the motion.

Passing/Failing a Motion:

- If the Policy and Procedures of a Ministry Committee includes a quorum requirement then a motion is passed or failed if the total of votes cast equals that of the required quorum and the voting end time is reached.
- If the committee does not specify in their P&P a specific quorum for voting decisions then to pass a motion a vote of a majority of all the respondents must affirm the motion.
- A vote of abstention counts towards a required quorum total of votes.
- If at the time deadline enough votes have not been cast for a required quorum then the motion fails.
- If at the deadline the vote is tied the chair will announce this via email and vote to break the tie.

Altering/Withdrawing a Motion: Only the originator of a motion can alter or withdraw a motion once voting has begun.

- Any votes already placed do not count and must be recast to be counted if the originator changes the motion in any way or if the motion is withdrawn once voting has begun.
- Any member of the ministry committee may make suggestions for amending the motion but only the originator may actually modify the motion.

Example: **Motion 1: Is withdrawn.**

Motion 2: Allow electronic email voting and conferencing for WRCC meetings. Voting ends 2/29/09 9pm Central.

Discussion comments may then follow.

Follow Up:

All paper copies of the motions and votes must be submitted for filing with minutes to the church clerk at the next regularly scheduled meeting. The motion and vote results must be recorded in the minutes.

Document History

6/26/2009 Revision version 1

6/27/2009 Approved by P&P

6/28/2009 Presented as new required documentation for By-Laws revision approved by Congregation.