

Special Standing Rules for a Virtual Presbytery Meeting (revised 1.26.2021)

The following special standing rules have been developed for all virtual Presbytery meetings.

Please note that the chat window will be allowed for all participants until ten minutes prior to the meeting for the purposes of greeting one another and informal conversation, and then will be moved to "host only."

Commissioners must pre-register for this meeting under rule (4) below. Failure to do so will result in not being allowed into the meeting. This is to ensure identity for voting purposes.

As used herein, "Commissioners" means teaching elder members, ruling elder commissioners, and other voting members as identified in Article I, Section 3 of the Presbytery bylaws.

1. Commissioners may participate using any of the following: a laptop computer with internet connection, a smartphone with internet connection, or a telephone. Commissioners are encouraged to use a laptop computer or smartphone if at all possible, to save on bandwidth for the meeting.
2. The Stated Clerk shall serve as host for this meeting. The Moderator, Assistant to the Stated Clerk, Registrar, Vice Moderator, and Technical Assistants shall serve as co-hosts.
3. Access will be provided through an email link or by dialing a number. The call to the meeting will be issued electronically through the Presbytery email list.
 - a. Change your Zoom name to the following format: First Name Last Name, Teaching/Ruling Elder, Church (if you are using the account of your spouse or your church, you may use your spouse's name or church name) City. This will make it easier for us to identify you. The easiest way to change your Zoom name prior to the meeting is to not click on the link, but rather, log into Zoom with the meeting ID and password; you will then be given the opportunity to change your name before entering the meeting.
 - b. If you are unable to change your Zoom name or have other technical difficulties, you may be moved into a Tech Support breakout room for assistance.
 - c. If you are dialing in, make sure you pre-register through Zoom. *If you are having difficulty registering, please contact the Presbytery office at 313-345-6550.*
4. Register for this meeting at least 24 hours in advance by completing the appropriate form on Zoom. Dial in participants must provide name, teaching/ruling elder, church, and phone number from which they shall dial. **If you do not register for the meeting 24 hours in advance you will be denied entry.** Please be sure your Zoom name matches the information given to the Registrar. For the purposes of this meeting, only Commissioners, guests requesting seating as Corresponding Members, and guests specially invited by the Moderator may attend to ensure security of voting.
5. Guests may view the meeting via Vimeo on the Presbytery web site (technology permitting).

6. Commissioners giving reports who desire that a document be shared on the screen pursuant to a docket item shall email the document to the Registrar at dawn@detroitpresbytery.org prior to the meeting.
7. The meeting shall open one half-hour prior to the scheduled start time, and commissioners should log in to the meeting as soon as they are able. This will allow the Registrar and Technical Assistant to check in our commissioners virtually through the waiting room. *The Presbytery reserves the right not to admit commissioners who have not registered, or to move commissioners to the waiting room if they do not change their Zoom name within a reasonable grace period or identify themselves.*
8. Commissioners should mute microphones when not speaking. This will reduce background noise. Laptop and smartphone users may mute and unmute themselves by clicking on the microphone or telephone icon on your picture of yourself. Dial-in participants may use *6 to mute and unmute.
9. *To be recognized by the Moderator, Commissioners should click “raise hand” in the bottom center of the Zoom screen.* If you don't see a “raise hand” icon, click on “Participants” and “raise hand” should be a choice on the menu. Commissioners should not lower their own hands.
 - a. Windows users can also use the Alt+Y keyboard shortcut to raise a hand.
 - b. Mac users can also use the Option+Y keyboard shortcut to raise a hand.
 - c. Dial-in participants may use *9 to raise a hand.
 - d. If none of these options are working—type “raise hand” in the chat function.The Moderator shall recognize commissioners to the floor based on raised hands. The Vice Moderator and Assistant to the Stated Clerk will assist the Moderator in looking for raised hands.
10. Commissioners shall identify themselves and their church as in an ordinary meeting.
11. For the purposes of this meeting, there will be no formal timekeeping; however, the Moderator may ask a Commissioner to end her or his comment after giving a thirty-second warning.
12. Commissioners may make a motion orally as during an ordinary meeting. If making a motion or speaking to the motion commissioners shall unmute the microphone and make sure the video feed is on.
13. A motion may be submitted in writing using the chat function on the right side of the screen. Commissioners may also use the chat function to indicate if they are having technical difficulties or to gain recognition if are unable to raise a hand. *No other use of the chat function shall be permitted.* Ten minutes prior to the meeting, the chat function will be changed to “host only.” At that point, the chat function may be used to report technical issues or to submit a motion in writing to the Stated Clerk.
14. The presence of a quorum will be determined by the number of participants in the meeting as reported by the Registrar and certified by the Stated Clerk following a Zoom poll.
15. Votes shall be taken and counted in the following manner:

- a. A vote by poll will be created and launched by the Stated Clerk, and participants will be able to click “yes” or “no” located on the Participants tab. Participants via phone or co-hosts who are also commissioners may: 1) test the Stated Clerk at 313-585-1211; 2) use the “raise hand” function (*6) to cast a vote; 3) email the Registrar at dawn@detroitpresbytery.org in order to cast an anonymous ballot (dial-in users should identify their preferred method[s] of voting to the Registrar prior to the meeting).
 - i. If you choose not to vote, you must click the “x” or red button on the voting box. Otherwise, the poll window will not close. This item in the Standing Rules is technical information only and shall not be considered a request for an abstention (see RONR 11th ed., p. 45).
 - ii. Participants who have voice but not vote according to the Presbytery bylaws shall follow the direction of (15)(a)(i) above.
 - b. The Moderator will informally ask whether all participants have voted to ensure everyone has had an opportunity to vote. The co-hosts shall assist the moderator in determining that all have had an opportunity to vote. Results will be shared with all meeting participants by the Stated Clerk once they are available. In order to collect dial-in or host votes, a break may be taken for voting.
 - c. Votes may also be taken by general/unanimous consent as per Robert’s Rules of Order, at the discretion of the Moderator. The Moderator will ask if there are any objections a motion by general consent. Commissioners shall state an objection by raising a hand.
 - d. If there are objections to the vote by general consent, the Moderator may call for raised hands for a yes vote, followed by raised hands for a no vote, or a poll may be created.
 - e. A commissioner may call for a vote by anonymous poll, which takes the place of a vote by secret ballot for the purpose of a virtual meeting.
16. The Stated Clerk shall take minutes as in an ordinary meeting. The Assistant to the Stated Clerk shall also assist in recording proceedings. The meeting will also be recorded and saved, if technologically feasible, with the recording available upon written request to the Stated Clerk.