

Presbytery of Yukon
Proposed Standing Rules for a Virtual Presbytery Meeting
DRAFT

As used herein, “Commissioners” means minister members, church elder commissioners, commissioned pastors who have been given the right to vote, and other voting members identified in Article III – Membership of the Presbytery’s bylaws.

1. All commissioners/invited guests must pre-register for virtual presbytery meetings, even individuals planning to dial in. This is to ensure identity for voting purposes and to prevent uninvited individuals from disrupting the meeting. Failure to do so may result in not being allowed into the meeting.
2. All commissioners should try to attend a virtual practice session hosted by Presbytery, in order to learn to how to use the various Zoom functions, such as ‘raise hands’, poll, etc.
3. The meeting may be accessed through an email link emailed to the participant or by dialing a number provided by the presbytery.
4. Participants should join the meeting using individual devices (one person, one device). Votes will be counted per device.
5. Avoid using obscure names. Use a name which will make it easy for us to identify you when you are waiting to be admitted into the meeting.
6. The meeting shall open at least 15 minutes prior to the scheduled start time, and commissioners should log in to the meeting as soon as they are able. This will allow the co-hosts to check in the commissioners waiting to be admitted from the waiting room.
7. The presence of a quorum will be determined by the number of voting ministers and elder commissioners in the meeting as reported by the Stated Clerk.
8. Commissioners/guests should mute microphones when not speaking. This will reduce background noise. Laptop and smartphone users may mute and unmute themselves. Dial-in participants may use *6 to mute and unmute.
9. To be recognized by the Moderator, commissioners should click ‘raise hand’, ordinarily located 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. Dial-in participants may use *9 to raise a hand.
 - b. If none of these options are working – type ‘raise hand’ in the chat function.The moderator shall recognize commissioners to the floor based on ‘raise hands.’ The co-hosts will assist the moderator in looking for raised hands.
10. Commissioners shall identify themselves and their church as in an ordinary presbytery meeting.
11. The chat function may be used for the following purposes:
 - a. Submitting motions in writing
 - b. To indicate if a commissioner is having technical difficulties
 - c. To gain recognition if a commissioner/invited guest is unable to raise a hand
 - d. Please limit use of chat to specific business related to our meeting.

12. Making motions:

- a. Commissioners may make a motion orally. When making a motion or speaking to a motion, commissioners shall unmute their microphone.
- b. Motions may also be submitted in writing using the chat function.

13. Voting:

- a. Votes may be taken by general/unanimous consent. The moderator will ask if there are any objections to the motion. If no one objects, the motion passes. If a commissioner has an objection, s/he shall raise their hand.
 - i. If there are any objections to conducting a vote by general consent, the moderator may call for a vote, using the 'raise hand' feature or through a poll.
- b. Votes may be taken by a poll created and launched by the stated clerk. Commissioners participating via phone and co-hosts who are voting members of presbytery may respond with their vote via text to the clerk at 907-297-9770. (Zoom's features do not give hosts/co-hosts the opportunity to vote).
- c. 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 once they are available.

14. The meeting shall be recorded.