

Seattle Presbytery Virtual Meeting Guidelines

Stated Meeting via Zoom

Thank you for your flexibility as we plan for our virtual Presbytery meeting. We look forward to your attendance and participation. We will try as closely as possible to model our usual procedures in conducting the meeting. However, there will be some differences due to the format. The following are guidelines that we ask each attendee to please read in advance and follow during the meeting. If you have questions in advance please contact Glen Ferguson, Stated Clerk & Parliamentarian, Clerk@seattlepresbytery.org.

Registration Required

[Advance registration](#) is required, just like a live meeting. However, for this virtual meeting each commissioner must register separately on the account/device they plan to use for the virtual meeting. After registering, you will receive a confirmation email containing information about joining the meeting.

[NOTE: When selecting "role" for the meeting please select **minister member** ONLY if you are a member of Seattle Presbytery. Select **ruling elder commissioner** ONLY if you are elected by session to represent your church as a presbytery meeting commissioner. **All other ministers and ruling elders must register as a visitor unless you are an elected officer, moderator, or EB member.**]

Identification/Renaming Your Zoom User Name

In order to facilitate an orderly meeting we ask that you kindly rename yourself once the meeting starts. This can be done by [finding the "Participants" icon](#) at the bottom of the window and then entering your name according to the labeling convention described below. Enter your new name in the "New Screen Name" field and be sure to have the "Remember my name for future meetings" checked.

Commissioners: Commissioners are Teaching Elders who are members of the Seattle Presbytery, or Ruling Elders elected by a church in the Presbytery. **Only commissioners may vote.**

Teaching Elders - Please label yourself as a "TE" (Teaching Elder) plus your Church/Ministry. Chris Jones/TE/At Large.

Ruling Elders – Please label yourself as a "RE" (Ruling Elder) plus your Church. Example: Pat Smith/RE/Burgerville PC.

Visitors: Kindly follow the labeling conventions above for TE or RE, but add a lowercase "z" before your name. If you are a TE who is not a member of the Seattle Presbytery, or if you are a RE who was not elected to serve as a commissioner you are welcome to attend, observe, and speak when recognized by the Moderator, but we ask that you **please refrain from voting.**

Participation/Voting

Seeking Recognition/Speaking: This is an open meeting. Anyone the Moderator calls on may speak, but only elected commissioners have the right to speak and vote. To seek attention by the moderator, use the [“Raise Hand” function](#) under the “participants” button. If selected to speak, identify yourself and direct your remarks to the Moderator. You may also make comments by using the chat function. However, while this will be monitored during the meeting be aware that there may be a time lag in processing comments submitted in this fashion.

Voting during the meeting: You may see the following parliamentary approaches to voting.

- 1. Unanimous consent.** In cases where there seems to be no opposition in routine business time can be saved by the Moderator simply stating the matter before the body and asking if there is an objection. If not, the Moderator may state “There being no objection the _____ (action) passes.” See, RONR 12 th , 4:58-60. If there is an objection to using unanimous consent the chair then handles the matter procedurally like any other motion. An objection on this basis does not necessarily mean there is any objection to the motion itself;
- 2. Yes/No.** Unless the situation requires otherwise, what would normally be a raised-hand vote will be conducted by using the [“yes” or “no” icons under the participants button options](#).
- 3. Zoom Polling.** Will be used for situations where a confidential ballot would normally be used, such as referenced in our standing rules: *Ordination vote by ballot – On a vote to ordain a candidate to the ministry of Word and Sacrament, a vote by ballot shall be granted upon the request of any commissioner, without discussion or vote.” (Approved July 18, 2018)*
- 4. Phone participant voting.** If you will be participating via technology that will not allow you to use the voting methods listed above **please be sure to contact the Stated Clerk in advance**, so that your phone number can be confirmed for purposes of call-in voting. If you cannot vote by any means other than by phone please dial 206-390-9717 or 206-391-5283 when the call for a vote is made.

Again, we thank you for your patience as we plan for our virtual meeting. If you have questions in advance kindly send them to Glen Ferguson at Clerk@seattlepresbytery.org.