

**ELECTRONIC MEETING POLICY**  
**Approved September 28, 2021**

1. Electronic meetings may be held when the presbytery or a committee or team acting on behalf of the presbytery deems it expedient that the presbytery or one of its committee or teams should meet by such means as audioconference, teleconference, or videoconference, etc. so long as all participants have opportunity for simultaneous aural communication.
2. If an electronic meeting is to be recorded, the moderator should announce at the beginning of the meeting the fact that the meeting will be recorded.
3. Electronic meetings are permissible only if every member of the committee or team has access to the technology that allows simultaneous aural participation in the meeting.
4. Meetings may make use of technical support personnel during the meeting, who may, but do not have to, be members of the committee, team or presbytery that is meeting.
5. Electronic meetings must provide for simultaneous audio communication among all participants in order to allow for discussion of the issue being considered. Collaborative technologies, conference calls, and interactive video teleconferences, or any other current technology that fits the necessary requirements for maintaining the deliberative character of meetings held in accordance with the most recent edition of Roberts Rules of Order Newly Revised may be used.
6. Electronic meetings may be called by the chairperson of the committee or team and shall be called at the request of three members. Electronic meetings of presbytery may be called at the request of three members of presbytery or the moderator, the stated clerk, or the general presbyter.
7. Notice of an electronic meeting shall be given by the chair of the committee or team to all members at least 3 days before the meeting and shall include the purpose of the meeting. Instructions on how to participate technologically shall accompany the call for the meeting. In case of emergency, such as extreme weather, the moderator, the stated clerk, and the general presbyter shall confer and may transfer a meeting of presbytery from in-person to electronic meetings on shorter notice, notifying all registered participants of the change and including instructions on how to participate technologically in the meeting.
8. A quorum for an electronic meeting shall be a majority of members of the committee or team and shall be declared at the beginning of the meeting. A quorum for an electronic meeting of the presbytery shall be the same as for an in-person meeting of the presbytery.
9. Just as in a traditional meeting, electronic meetings shall begin and close with prayer.
10. The same rules regarding participation apply in electronic meetings as in traditional ones: the body may, but is not obligated to, grant the privilege of the floor to a guest, who may not vote or speak to an issue once debate closes. A guest in an electronic meeting of a committee or team is someone who is not a member of the committee or team. A guest in an electronic meeting of the presbytery is someone who is not a minister of Word and Sacrament member of the presbytery nor a ruling elder elected by the presbytery to have member status, nor a ruling elder elected as a ruling elder commissioner by his or her session.

11. The chairperson shall give careful consideration to technological issues that might impact a person's ability to participate fully and give opportunity for adjustments before business is taken up. Before a vote is taken or consent measured, the chair will also determine whether any members are no longer present due to a technological disruption. Each member is responsible for his or her audio and internet connection. No action shall be invalidated on the grounds of the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
12. The chairperson shall give attention to ensuring that all persons are included in the discussion and have the capability of hearing and participating fully in the meeting.
13. Forced disconnection: The chair may cause or direct the disconnection or muting of a member's or guest participant's connection if it is causing undue technical interference with the meeting, such as background noise or distractions.
14. Motions shall be processed in the same manner as in a traditional meeting. Only those participating in the electronic meeting may make motions or vote. The chairperson or moderator shall read out loud any motions made in the course of the meeting. The moderator shall ensure that the votes of all commissioners are included in the count.
15. Minutes of the proceedings shall be kept and added to the minutes record.

These rules will apply to the meetings of presbytery and all committees unless restricted otherwise by the Constitution of the PCUSA.