

Tips for Online Congregational Meetings

UCC Hawai'i Conference Church Leaders Event 2/13/21

Presenter: Ellen Godbey Carson egcarson@icloud.com

The following documents are provided to assist in planning online congregational meetings:

1. Board Resolution Authoring Electronic Church Congregational Meetings
2. Board Resolution for Electronic Congregational Meeting Procedures
3. Member Instructions for Annual Meeting
4. Member Instructions for Members without Zoom-Capable Devices
5. Co-Host Duties for Annual Meeting
6. Polls for Annual Meeting
7. Registration Process Questions
8. Church of the Crossroads Notice of Annual Congregational Meeting via Zoom
9. Central Union Church Annual Budget Meeting Instructions
10. Robert's Rules of Order Cheat Sheet

RESOLUTION AUTHORIZING ELECTRONIC CHURCH CONGREGATIONAL MEETINGS

BACKGROUND: Hawaii Revised Statutes section 414D-101 (from the State's Non-profit Corporation statutes), provides as follows:

"(g) If authorized by the board of directors in its sole discretion, members or proxies of members may participate at an annual or regular meeting of members by means of the Internet, teleconference, or other electronic transmission technology in a manner that allows members the opportunity to:

- (1) Read or hear the proceedings substantially concurrently with the occurrence of the proceedings;
- (2) Vote on matters submitted to the members;
- (3) Pose questions; and
- (4) Make comments.

A member or proxy of a member participating in a meeting by means authorized by this subsection shall be deemed to be present in person at the meeting. The corporation shall implement reasonable measures to verify that each person deemed present and permitted to vote at the meeting by means of the Internet, teleconference, or other electronic transmission technology is a member or proxy of a member."

RESOLUTION: The Board of Directors of the Church hereby adopts the following Resolution to authorize electronic congregational meetings of Church members:

Whereas, the nationwide coronavirus pandemic endangers our members' health and safety associated with standard in-person congregational meeting procedures;

Whereas, Hawaii Revised Statute section 414D-101 authorizes the Church's Board of Directors to allow attendance at all congregational meetings (including annual and special) by internet and teleconference, by vote of the Board, in its sole discretion; and

Whereas, holding congregational meetings via Zoom or other online platform should permit greater participation rates for members during the pandemic as well as times after which the pandemic will hopefully be resolved;

Therefore, until further formal notice, the Board approves the following procedures for attendance at all congregational meetings:

Voting members of the Church may participate at any congregational meeting of members by means of the Internet, teleconference, or other electronic transmission technology in a manner that allows members the opportunity to:

- (1) Read or hear the proceedings substantially concurrently with the occurrence of the proceedings;
- (2) Vote on matters submitted to the members;
- (3) Pose questions; and
- (4) Make comments.

A Church member participating in a meeting by means authorized by this provision shall be deemed to be present in person at the meeting. The Church shall implement reasonable measures to verify that each person deemed present and permitted to vote at the meeting by means of the Internet, teleconference, or other electronic transmission technology is a member.

The Board may define from time to time specific procedures for conduct of congregational meetings online.

ELECTRONIC CONGREGATIONAL MEETING PROCEDURES

The following structural framework is provided for the Church's congregational meetings (a) to allow the Church to accomplish via a Zoom meeting the same functions normally accomplished at an in-person congregational meeting, and (b) to design the Zoom congregational meeting process to comply with State law, the Church's bylaws and Robert's Rules of Order, so as to allow members to vote, pose questions and make comments, as well as assure that anyone who votes is in fact a member of the Church.

1. Electronic invitations for the meeting should only be issued to voting members of the Church, at their designated contact address (email or smartphone). Attendance at the Zoom meeting is restricted to voting members of the Church. This will provide an easy way to verify the identity of each person attending and voting in the Zoom meeting.
2. Attendance via the Zoom meeting should be permitted only via devices that allow use of Zoom Polling, Raised Hand, and Chat. Based on current Zoom technology, we will use Zoom Poll for voting; the Raised Hand function and Chat for a member to obtain recognition to speak, Chat for other issues that may arise during the meeting.
3. Our Church has many voting members who share a device for Zoom with other voting member(s) in their household, such as couples. Since inclusion of all members is important, Polls should be customized to permit separate votes to be cast by each person sharing a device. Registration and check-in procedures should require each member to identify any other voting member who will be sharing their device during the meeting, to help verify multiple voting members at the same Zoom device.
4. Limited exceptions to these policies may be allowed by the Church for the purpose of assisting in conduct of the meeting. For example, non-members who are essential for conducting the meeting (such as for IT experts) should be permitted to attend via Zoom, so long as they agree not to participate in voting. Members without Zoom-enabled devices, or who wish assistance in attendance, should be allowed special arrangements for attendance and voting, so long as they can hear the meeting and those at the meeting can hear if they wish to speak (such as calling by landline to link up via speaker phone to a member attending electronically on their own device).
5. The Church should delegate to a small group of persons the task of developing and implementing meeting arrangements consistent with this framework. This group should develop further details for the meeting, practice planned procedures with the congregation well in advance of the congregational meeting.
6. If at the time of the Congregational meeting the Church is permitting physical in-person attendance for this meeting, then church members would also have the option of attending the meeting in person, in accordance with all conditions and protocols the Church establishes for safety precautions.

Member Instructions for Annual Meeting

We hope to see you at our annual congregational meeting on Zoom on _____, 2021. The meeting is open to all voting members of the Church. **Please print out and review these procedures before the meeting, so you'll know how to participate.** We will practice ahead of time so you can become familiar with the procedures below.

- 1) **Registration and Check-in.** All voting members of the Church (“Members”) who have an email address listed with the Church office, will receive an email notice of the meeting and request for registration for the meeting. Please promptly register by following the emailed instructions. Everyone who registers will get an emailed Zoom link for the meeting, as well as a reminder Zoom link on the morning of the meeting. Please enter into the Zoom annual meeting at least 20 minutes before the meeting starts, so we can have an orderly check-in and identification process for Members. **For members without an email address on file,** you will receive a postal mail notice of the meeting and can participate as explained in item 6 below, or you can give our office your email address ASAP so we can email registration information to you.
- 2) **Devices.** You will need to use a device (computer, laptop, tablet or smartphone) that allows use of Zoom Polling, Raised Hand and Chat, so you can vote and actively participate in the meeting. These are all standard functions on Zoom, described below, and we will provide a training session to learn how to use these, before the date of the annual meeting. If you do not have access to such a device, see item 6 below.
- 3) If **Multiple Church Members are attending on the same device:** At the time of registration and check-in, please identify all Church Members using your device to attend the meeting. Once you are in the meeting, you will be asked to use Chat to identify all members sharing your device. To use Chat, tap on “Chat” on the border of your screen, which will bring up a Chat window; then find the area (usually at the bottom of that window) where it says “Type Message Here.” Type in the first and last names of all Members using your device for the meeting, then hit “return” on your keyboard to send the message.
- 4) **If you wish to speak during the meeting** (such as to make a comment, raise a question or make a motion), please use the Raise Hand function in Zoom. This does not mean to waive your own hands, but instead means to use the Zoom Raise Hand. If you don’t know how to do this, try the methods below. Once you are called on to speak, you will need to unmute yourself (tap on “Unmute” when the host asks you to do so).
For most computers/laptops: tap “ Reactions” on the border of your screen, then tap “Raise Hand” and a small raised hand will be visible by your name to in the Participant list.
For most tablets/iPads/smartphones: Look on the border of your Zoom screen for 3 dots with the word “More” below them. Tap it and a window should appear that includes

“Raise Hand.” Tap “Raise Hand.” For some devices, you may need to click on “Participants”, to reach “Raise Hand”; then tap on Raise Hand.

If you are unable to do the Raise Hand function: You can use Chat to inform us that you wish to speak. To use Chat, tap on “Chat” on the border of your screen, which will bring up a Chat window; type your message “I wish to speak” at the bottom of that window where it says “Type Message Here.” You must then press “return” on your keyboard to send the message. The moderator will need to recognize you and you will then need to unmute yourself when requested to do so.

5) **Voting** will occur in one of two ways:

a) **Unanimous Consent:** We will seek to use unanimous consent for as many agenda items as we reasonably can. If a motion is proposed for unanimous consent and you object to approval of the motion, promptly tap on Raise Hand as noted above when unanimous consent is requested, to note your objection to the motion. If unable to do a Raised Hand, then promptly use Chat to type “Object.” In either case, we will then proceed with Poll Voting.

b) **Poll Voting:** If a poll vote is announced, the text of the poll will either appear on your device, or you will need to tap on words “Poll in Progress” at the top of your screen to show the text of the Poll. If you are the only voting Member at your device, you should vote Yes or No only for Voter #1, and should select “Not applicable” for all other voters mentioned in the Poll. If multiple Members are attending the meeting on your device, you may then proceed to vote Yes or No for Voter #2 and any Voter #3 or 4, as instructed by such Members. You may be asked to certify that you are accurately reflecting the votes of the multiple Members using your device, and if so, select “Yes” to certify that you are voting properly for them. (See sample ballot form below). **Note to all Members:** you must tap “Submit” at the end of the Poll for your vote to be counted. Once Submit is tapped, you may not vote again on the same motion, for yourself or any other Member. If you have multiple Members voting on your device, make sure you have identified them all during registration and in Chat, to assure votes for all will be counted. If you cannot see the poll or get it to work, then go to Chat and you can put the name of each voter and their vote (yes or no), either in a message to “everyone” or to the designated Clerk.

6) **If you do not have access to a device with Zoom capability**, we want to make this work for you, so you can participate fully and vote with the rest of the ‘Ohana. To make it as easy as possible, you may call on your phone (landline or cellphone) to another Member (“Friend”) attending on their own Zoom-ready device. The Friend will need to put you on the Friend’s speaker phone, next to the speakers of their own device, so you can hear everything going on in the meeting, so your friend can hear any instructions from you. This will allow your friend to cast your vote as you direct, as well as to seek permission for you to speak in the meeting if you so wish. **If you want to use a Friend link to attend the meeting, please notify our office of your name and your Friend’s name, at least a week before the**

meeting, if possible. Then we can make sure you are registered, have a designated Friend who can assist, and that both of you know how to make this work. The Friend must identify you as a member sharing their device, during check-in to the meeting (via Chat).

7) We love our keiki, but please don't allow children to access your Zoom device during the meeting, so we can assure integrity of the voting process and meeting.

Questions? Feel free to ask questions and ask for help. Please contact _____ at (email, phone number).

Sample Form of Ballot is below:

The form of ballot for voting on Motions will be similar to that below:

Do you approve the Motion to (e.g., approve the annual budget)?

Voter 1: Yes

Voter 1: No

Voter 2: Yes

Voter 2: No

Voter 2: Not applicable

Voter 3: Yes

Voter 3: No

Voter 3: Not applicable

If multiple voting members are attending this meeting via your device, do you certify that any votes cast above accurately reflect the votes by those separate members?

Yes, I so certify

Not applicable

Note regarding Use of Ballot: If you are the only Member attending the meeting on your device, do not answer any questions in the Poll other than for Voter 1, then press "Submit" to submit your vote (it will not otherwise be counted).

If you are submitting votes for multiple Members attending the meeting via your device, you should note your own vote as Voter 1. Then choose votes as instructed by Voter 2 and Voter 3 (if any), or choose Not Applicable if you don't have a Voter 3. Then choose Yes for certifying the accuracy of your vote. You must then press "Submit" to submit all votes at once. Those additional votes will not be counted unless you have responded to each part of the Poll and pressed "Submit." Once Submit is pressed, you cannot cast any further votes on that motion. For the multiple Members voting on your device, make sure you have identified them all in Chat, to assure votes for all will be counted.

Meeting Instructions for Members without Zoom-Capable Devices

Aloha Church members. We hope to see you at our annual congregational meeting on Zoom on _____, 2021. You are receiving this notice by posted mail because the Church doesn't have a current email address for you.

You have two ways you can attend our Annual Meeting:

1. **If you have an email address and a Zoom capable device** (computer, smartphone, tablet), please provide your email address to our church office ASAP so that an email registration link can be sent to you. You can contact us at (phone, email) to let us know your email address. Once you are registered, you can use the "Member Information" that is in this packet.
2. **If you don't have an email address and Zoom capable device**, then you can "attend" by coordinating with another Church member ("Friend") who has a Zoom-capable device. When it is time for the meeting, you can call this Friend and they can put you on their speaker phone next to their device. That should permit you to listen to the meeting. You can vote on the matters at the meeting, by instructing your Friend how to vote on any poll. If you want to speak at the meeting (such as to make comments, raise a question or make a motion), then you can tell your Friend, who will need to use the Zoom Raise Hand or Chat function to notify the moderator to ask for you to be able to speak at the meeting, so others can hear you. Your friend will need to "Unmute" their device once you are called on to speak.

If you would like to use option 2 above, please notify our office ASAP, so we can assist you with these arrangements, including finding a Friend to assist, and getting you registered for our meeting. We can also answer any questions you may have about the meeting.

Co-Host Duties for Annual Meeting

Zoom/IT Guru: IT support; check default settings for Zoom account; initiate meeting; admit members; rename members if screen name is not sufficiently descriptive of identity; unmute members who wish to speak (after moderator calls on them to speak); obtain in advance of meeting all documents that may be needed for screen-share with congregation; project full screen documents for speakers (budget, election slate, etc) during those agenda items; launch polls and send Poll results to co-hosts (Not to the congregation); close Zoom meeting; retrieve & preserve registration/check in list and voting polls after the meeting

Minister: opening prayer; comments on annual report; closing prayer

Moderator: (keep her unmuted throughout the meeting); call meeting to order; conduct meeting; make motions, commentary and handle voting on items ___ on agenda; call on presenters for motions and/or presentations for items ___ on agenda; for motions made by others, repeat any motion made, seek a second for motions requiring a second, open discussion; seek unanimous consent or announce polls/voting procedure; request IT Guru to launch and then close any poll; announce poll results (after tally by Clerk); recognize and call upon those who wish to speak throughout the meeting; adjourn meeting when business is concluded; seek parliamentary assistance as needed

Parliamentary Assistant: provide parliamentary assistance to moderator and others who request; help watch for members who wish to speak (via Raised Hand or Chat), assist Clerk with vote tallies, clarify pending motions as appropriate; make back-up copy of minutes to support Clerk; review Bylaws and Roberts Rules in advance of meeting and inform co-hosts of relevant portions regarding notice of meeting, quorum and meeting requirements, elections, etc.

Clerk: (unmute Clerk whenever any poll is launched, for report of vote results); maintain check-in list; count attendees to determine when a quorum is reached; notify moderator when a quorum exists; create minutes of meeting; determine poll result/vote tallies (adding all votes in Polls and public and private Chat); oversee advance notice of meeting and distribution of meeting materials, to assure compliance with Bylaws and provide relevant information for congregation; appoint additional tellers or check-in assistants as needed

Treasurer: provide financial report; introduce Motion to approve proposed budget, provide summary of budget using budget documents on screen-share; respond to questions; make motion for appointment of finance committee members; make motion for designation of bank account signatories for the church

Meeting Agenda with Related Assignments

To assist IT Guru and Moderator in knowing who will be speaking & needs to be un-muted

Opening Zoom/Check-in/admitting members to meeting – IT Guru

1. Call to order – Moderator
2. Announcement of Quorum – Moderator, after ___ members have been admitted (quorum/member count as determined by Clerk)
3. Approval of Minutes from previous annual meeting – Moderator
4. Annual Report – Moderator and Minister
5. Finance Report – Treasurer, will use proposed budget on screen - share
6. Approval of 2021 Budget – Treasurer to make Motion & explanation, and provide budget summary via screen-share of budget document; Moderator to handle vote (to be done by unanimous if possible, otherwise use Poll ___ for Budget). For any motion to amend, use unanimous consent or Polls ___ - ___. IT Guru to assist by showing portion of budget under discussion on video screen (by line item) if Treasurer is unable to do so.
7. Approval of Finance Committee members - Treasurer to make the motion. Use unanimous consent or Poll ___.
8. Approval of bank account signatories – Treasurer to make each motion. Use unanimous consent or Poll ___.
9. Election of 2021 Officers, directors & delegates – Moderator to handle slate and seek any nominations from the floor. If slate is unopposed, use unanimous consent, or if opposed, use Poll ___.
10. New Business
 - Speakers to present new business; use unanimous consent or Polls ___ - _____. For any motion to amend, use polls ___ - ___. For any new motion (not in the nature of an amendment), use polls ___ - ___
11. Mahalo to 2020 Officers & Directors, with any closing remarks – Moderator and Minister
12. Closing Prayer – Minister
13. Adjournment –Moderator

Polls for Annual Meeting

For Co-Hosts only: The following polls have been prepared and are loaded onto Zoom for the meeting:

1. Do you approve the Motion to adopt the proposed Annual Budget for 2021 for the Church?
2. Do you approve the Motion for Finance Committee members for 2021 for the Church??
3. Do you approve the Motion for proposed signatories for the Church's bank account?
4. Do you vote to elect the proposed slate of officers, directors, and delegates for the Church for 2021?
5. Do you approve the Motion that the Church support ____X ?
6. Do you approve the Motion that the Church support ____Y ?
7. Do you approve the Motion that the Church support ____Z ?
8. Do you approve the Motion to Amend?
9. Do you approve the Motion to Amend?
10. Do you approve the Motion to Amend?
11. Do you approve the pending Motion? (for any motion not specified above)
12. Do you approve the pending Motion? (for any motion not specified above)

Details regarding Content of Each Poll: The voting choices for all Polls are the same. Each poll has 4 parts. Only one choice is permitted per part. A response must be chosen for each part, based on the number of members voting on the device, with "Not Applicable" being the response to questions where there are not that many voters on the device. Then "submit" must be tapped, before any vote(s) will be counted. These are the 4 parts:

- 1 Yes
No

2. If you are the only voter on your device, choose "Not Applicable" for all other voters below and then click "Submit" at the end to have your vote counted.

SECOND VOTER: Any second voting member sharing this device votes as follows:

Yes

No

Not Applicable

THIRD VOTER: Any third voting member sharing this device votes as follows:

Yes

No

Not Applicable

FOURTH VOTER: Any fourth voting member sharing this device votes as follows:

Yes

No

Not Applicable

To Tally any Poll 2-13: IT Guru should publish poll results to all Co-Hosts, but not the congregation, immediately after each poll is closed. The Co-Hosts will be able to see the raw numbers vote for each choice, which is needed to allow tallying. Sadly, Zoom does not permit persons who are not Co-Hosts (the congregation) to see raw numbers for votes, and they would see only percentages for each vote, which are very confusing and make it impossible to know voting results in these polls). The Clerk will add the raw numbers (not percentages) shown as “Yes” from each of the 4 Yes parts, and then add any Yes votes cast in Chat (either in Chat message to Clerk or to “Everyone”) (Chat votes are for the Host and Co-host, whom Zoom does not permit to vote in Polls; and for other persons not able to use the Poll). The total of these numbers will constitute the total Yes votes. The Clerk will add all raw numbers shown as “No” from the 4 No parts, and add any No votes in Chat, to establish the total No votes. The Clerk needs to be unmuted once the poll has been closed. The Clerk is to report results by stating “The total votes cast for the Motion are ___ Yes, in favor, and ___ No, opposed.” The Parliamentary Assistant may assist as a teller for the vote tally. The Moderator can then announce: “The motion to _____ has passed” (or “the motion to _____ has failed”). A majority vote is needed for most motions but some motions require a 2/3 majority.

Registration Process Questions

Full name of the Church voting member who will participate in the Annual Meeting:

If you plan to be the only Church voting member using your device to participate and vote in our Annual Meeting, select Yes below

Yes

If you plan to have any other Church voting members share your device for participating and voting in the Annual Meeting, please identify them all by full name here:

Do you certify that any votes cast from your device during the Annual Meeting will accurately reflect your vote and the voting instructions provided to you by any other Church voting members sharing your device in order to attend the Annual Meeting?

Yes

From: Church of the Crossroads office@churchofthecrossroadshawaii.org
Subject: Notice of Annual Congregational Meeting - January 31, 2021
Date: January 20, 2021 at 9:19 AM
To: undisclosed-recipients;



Dear Church of the Crossroads Members,

You are invited to attend the **Annual Congregational Meeting of the Church of the Crossroads on Sunday, January 31, 2021**. Due to the Covid-19 pandemic, this meeting will be held virtually via Zoom. The meeting will be held after our regular Sunday worship and will be a *separate* Zoom meeting. There will be a short break before the annual meeting begins (approx. 12:30PM).

Since this meeting is for Crossroads voting members only, we ask you to please register in advance for this Annual Meeting:

<https://us02web.zoom.us/meeting/register/tZMld->

Once you have registered, you will immediately receive a confirmation email with the Zoom link for the annual meeting. You may register any time beginning now, up until the meeting starts on Jan. 31st.

We encourage you to promptly read and print out the "Members Instructions" (#1) to familiarize yourself with the procedures for the meeting.

Included in this email, as part of the "January 31, 2021 Annual Meeting Packet," are the following:

1. **MEMBERS INSTRUCTIONS**
2. **NOTICE OF MEETING-AGENDA-NOMINATION SLATE**
3. **PJSC LEGISLATIVE AGENDA**
4. **JANUARY 26, 2020 ANNUAL MEETING MINUTES**
5. **2021 PROPOSED BUDGET**
6. **2020 ANNUAL REPORT**

If you have any questions or concerns, please do not hesitate to contact Ellen Carson (egcarson@icloud.com or 808-949-2220), or the church office (808 949.2220). We look forward to seeing you there!

2021 Central Union Church Annual Budget Meeting Instructions

Good news! Despite the inability to gather in person your church leadership has worked on a way to meeting online in order to keep our church moving forward. Below are the instructions for how to participate in the 2021 CUC Annual Budget Meeting (ABM).

The ABM will take place online on January 31st, 2021 over Zoom (www.zoom.us). Check in for the meeting will begin promptly at 11:00am and the meeting will begin at approximately 11:15am or whenever a quorum (*100 members present*) has been reached.

If you have not registered please do so as soon as possible. You can choose to register for the ABM in one of two ways:

1. **Online:** You can register online by clicking on the attached link. Please indicate in the comments section of your registration the number of members included in the registration and name each member. Or,
2. **By Phone:** You can register by phone by calling Natasha Dator at (808) 440-3004.

On January 31st you can attend the ABM in one of two ways: **online**, through the Zoom link or **over the phone** by dialing the meeting phone number

PLEASE NOTE: If you are planning on dialing into the meeting by phone, the church office needs to know in advance what number you will be calling from when you attend the meeting. This will ensure that we can identify you when you check in. When you register for the ABM please share telephone number you will be calling from in order to enter the ABM. If you call into the ABM from a different number, we will be unable to check you in, as that number will not correlate with a registration.

Annual Budget Meeting Guide – Online Attendance

1. **Link:** At 11:00am please click on the ABM Zoom link to enter the meeting waiting room.
2. **Wait:** Once you are in the waiting room, church staff will confirm your registration. You do not need to do anything. We ask for your patience as the staff works quickly to verify all the incoming members. This process may take up to 15 minutes. Once your registration is confirmed you will be admitted into the ABM.
3. **Name:** Once you are in the ABM please rename your window to reflect all those attending with you in your household who are voting members (*see Screenshot 1*). Please write your last name first followed by the first names of all voting members who are sharing your screen. For example:
 - a. Doe, Jane (*if alone*)
 - b. Doe, Jane and John
 - c. Doe, Jane, John, and Jimmy
 - d. Doe, Jane and Smith, Frank

4. **Mute:** Once you are in the meeting your microphone will be muted. It will remain this way until the allotted time for questions and discussion. Following the presentation of the budget by Treasurer Craig McGinnis, the floor will be opened to clarification questions. At a later time in the meeting there will be an opportunity for debate.
5. **Raise Hand:** During the times allotted for questions or debate you may request to be unmuted by virtually "raising your hand" (see *Screenshot 2 RED*). When recognized by the chair, you will be invited to unmute yourself (see *Screenshot 2 YELLOW*). You will have up to 2 minutes to state your question or position. The timekeeper will provide a 15 second warning prior to the time expiring. Once 2 minutes is up, you will be muted.
6. **Chatting:** Please refrain from using the "Chat" feature during the meeting as this is a distracting and unrecognized intrusion on the proceedings of the meeting. It would be akin standing up and interrupting a speaker during an in-person presentation. If you are in need of technical assistance please select Pastor Brandon, Pastor Mary, or Gavin Moffat in the drop-down menu of the chat and address your question directly to one of them (see *Screenshot 2 BLUE*).
7. **Vote:** The vote will be taken using the polling function. We will take a practice poll during the ABM before the actual vote to ensure that everyone knows how to use the function. When it comes time to vote on the proposed budget there will be one ballot that accounts for households with multiple members sharing one device/screen (see *Screenshot 3*). The ballot will have 4 questions. Each CUC member will answer only one question. For example:
 - a. **CUC Member 1:** Chocolate is the best flavor of ice cream
 - i. Yay
 - ii. Nay
 - iii. Abstain
 - b. **CUC Member 2:** Chocolate is the best flavor of ice cream.
 - i. Yay
 - ii. Nay
 - iii. Abstain
 - iv. **Not Applicable** (*This is the option that you would choose if there is only 1 CUC Member voting in your household*)
 - c. **CUC Member 3:** Chocolate is the best flavor of ice cream.
 - i. Yay
 - ii. Nay
 - iii. Abstain
 - iv. **Not Applicable** (*This is the option that you would choose if there are only 2 CUC Members voting in your household*)
 - d. **CUC Member 4:** Chocolate is the best flavor of ice cream.
 - i. Yay
 - ii. Nay
 - iii. Abstain

- iv. **Not Applicable** (*This is the option that you would choose if there are only 3 CUC Members voting in your household*)
 - e. If you plan on having more than 4 CUC Members voting from one device/screen in your household please call Natasha Dator at (808) 440-3004 for further instructions.
 - f. Once you have completed the ballot please click on the "Submit" button (see *Screenshot 3*)
 - g. Once you have cast your vote please be patient as we wait for all members to vote and as the votes are tabulated. Your patience is greatly appreciated.
8. **Tech Support:** If you are in need of technical assistance please select Pastor Brandon, Pastor Mary, or Gavin Moffat in the drop-down menu of the chat and address your question directly to one of them. (*see Screenshot 2 BLUE*) Or call Gavin Moffat at 440-3014

Annual Budget Meeting Guide – Dial-in Attendance

1. **Phone Number:** At 11:00am please call +1 (346) 248-7799.
 - a. It may ask you for the "Meeting ID". The Meeting ID is: 816 6408 0065.
 - b. It may ask you for a "Participant ID". If so, press: #
 - c. After completing the call, you will enter the meeting waiting room.
2. **Wait:** Once you are in the waiting room, church staff will confirm your registration by matching your phone number to the number you gave when registering. You do not need to do anything. We ask for your patience as the staff works quickly to verify all the incoming members. This process may take up to 15 minutes. Once your registration is confirmed you will be admitted into the ABM.
3. **Mute:** Once you are in the meeting your microphone will be muted. It will remain this way until the allotted time for questions and discussion. Following the presentation of the budget by Treasurer Craig McGinnis, the floor will be opened to clarification questions. At a later time in the meeting there will be an opportunity for debate. During the times allotted for questions or debate you will be called upon by name and will be invited to unmute yourself. At that time you can unmute yourself by pressing *6.
4. **Two Minutes:** Once you are unmuted you will have up to 2 minutes to state your question or position. The timekeeper will provide a 15 second warning prior to the time expiring. Once 2 minutes is up, you will be muted.
5. **Vote:** At the time of the vote you will be called upon by name and will be invited to unmute yourself. At that time you can unmute yourself by pressing *6. You will then be asked to state your vote. Once you have cast your vote please be patient as we wait for all members to vote and as the votes are tabulated. Your patience is greatly appreciated.
6. **Tech Support:** If you are in need of technical assistance please call Gavin Moffat at 440-3014

ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

PROCEDURE FOR HANDLING A MAIN MOTION

NOTE: Nothing goes to discussion without a motion being on the floor.

Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognizes the member by name

How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to") ...* and resumes his seat.
- Another member seconds the motion: *I second the motion* or *I second it* or *second*.
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote

1. The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'.* (Pause for response.) *Those opposed, say 'Nay'.* (Pause for response.) *Those abstained please say 'Aye'.*

The chair announces the result of the vote.

1. *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or
2. *The nays have it and the motion fails*

WHEN DEBATING YOUR MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame Chairman, I move that _____."

AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Madame Chairman, I move that the motion be amended by adding the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____."

REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Madame Chairman, I move to postpone the question until _____."

PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam President, I move the previous question."

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "Madam President, I move to limit discussion to two minutes per speaker."

POSTPONE INDEFINITELY

You want to kill a motion that is being discussed.

- After recognition, "Madam Moderator, I move to postpone the question indefinitely."

POSTPONE INDEFINITELY

You are against a motion just proposed and want to learn who is for and who is against the motion.

- After recognition, "Madame President, I move to postpone the motion indefinitely."

RECESS

You want to take a break for a while.

- After recognition, "Madame Moderator, I move to recess for ten minutes."

ADJOURNMENT

You want the meeting to end.

- After recognition, "Madame Chairman, I move to adjourn."

PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Madam President, I ask permission to withdraw my motion."

CALL FOR ORDERS OF THE DAY

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

SUSPENDING THE RULES

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

POINT OF PERSONAL PRIVILEGE

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

COMMITTEE OF THE WHOLE

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.

- After recognition, "Madame Chairman, I move that we go into a committee of the whole."

POINT OF ORDER

It is obvious that the meeting is not following proper rules.

- Without recognition, "I rise to a point of order," or "Point of order."

POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of information."

POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

APPEAL FROM THE DECISION OF THE CHAIR

Without recognition, "I appeal from the decision of the chair."
