

OCTOBER 1, 2022

RULES OF THE SPECIAL MEETING

General Rules

1. This special meeting shall be conducted virtually.
 - a. Transmission will originate from locations designated by the Hawai'i Conference United Church of Christ (HCUCC) and will use electronic means as established by the HCUCC, namely online computer applications appropriate for this specific meeting.
 - b. Participants may join the meeting s by videoconference or by telephone.
 - c. If more than one person wishes to gather and participate electronically from a single location/computer, all those present must be registered for the special meeting.
 - d. In-person attendance at any event or activity is limited to staff, speakers, and technicians as space permits, considering safety and social distancing protocols.
2. All attendees must register with the HCUCC to receive technical requirements and connection information for events and activities. Due to the technical nature of this meeting and the need for advanced planning and set up, no registrations will be accepted after the registration deadline.
3. All attendees must electronically "sign in" upon joining the special meeting. Instructions for proper "sign in" will be provided prior to the special meeting.

Rules of Procedure

1. **Quorum**: Article IV Sec. 4 of the HCUCC Bylaws sets the quorum at twenty-five (25) churches of the Conference, with no person representing more than one church.
2. **Notice**: No business other than that on the special meeting notice will be considered, as required by Article IV Sec. 2 of the HCUCC Bylaws and Hawaii Revised Statutes 414D-102. An item of business shall also include topics that logically flow from, and are relevant to the resolution of, the main item.
3. **Recognition of Speakers**: Before any delegate may speak, the delegate must be recognized by the meeting chairperson.
 - a. A delegate wishing to speak on a matter will indicate so electronically, be recognized by the chairperson, then give the delegate's name and the delegate's church membership or affiliation, committee or group represented by the delegate.
 - b. As much as possible, the chairperson shall attempt to alternate between speakers in support and those opposed to the item or motion.
 - c. Due to the virtual nature of the meeting, all speaking times will be limited and, at the expiration of the time allowed, the speaker may be muted.
 - i. The speaker presenting an item, motion or resolution will be limited to five (5) minutes.
 - ii. **All other speakers will be limited to two (2) minutes.**

- iii. No speaker may give or transfer speaking time to another speaker; however, the 'Aha Business Committee or the chairperson **may** grant additional time upon request of the speaker.
 - iv. No speaker may be recognized to speak more than once on the same item or motion; however, a delegate may request permission of the 'Aha Business Committee or the chairperson to speak a second time on an item or motion after all delegates have had an opportunity to speak.
4. **Motions in Writing**: The meeting chairperson may require motions and amendments to be in writing, either submitted ahead of time, or through the chat box.
 5. **Resolution of Matters**: The Conference shall seek **consensus** on all matters of business. Where consensus is not possible on a specific matter, the current edition of *Robert's Rules of Order Newly Revised* shall be followed.
 6. **Voting**: Due to the virtual nature of the meeting, voting on items will be done either by unanimous consent or electronically, as appropriate and allowed under the state statutes, HCUCC Bylaws, and/or *Roberts Rules of Order Newly Revised*.
 - a. Voting is restricted to **registered delegates** of member churches and those **additional attendees granted voting privilege** under the Bylaws of the HCUCC. Authorized voters shall use the video conferencing tools provided by the software being used.
 - b. Unless otherwise provided by the state statutes or HCUCC Bylaws, action on any motion shall be determined by a majority of the votes cast by delegates present and voting.
 - c. Results of voting, once confirmed, will be posted on the HCUCC website and in the *Coconut Wireless* and *The Friend*.
 7. **Approval of the Minutes**: The Conference Council shall review and approve the minutes of this special meeting.