

Rules of Order for 2022 Annual Meeting  
Christ Episcopal Church  
Seattle, Washington

These rules of order for the Annual Meeting for Christ Episcopal Church, describe how the meeting will be held virtually..

#### Opening of Meeting and Quorum

- Login time - The Zoom meeting shall begin at least 10 minutes before the scheduled start of the meeting.
- Signing in and out: Attendees shall identify themselves as required to sign in to the Zoom meeting and shall sign out when departing.
- Dialing in: Those who do not use Zoom may dial in using the dial-in information.
- Quorum: Those present in the Zoom meeting or dialed into the Zoom meeting shall constitute a quorum for the transaction of business.

#### Conduct of Meeting

- Technical requirements and malfunctions: Each attendee is responsible for their own audio and internet connections. No action shall be invalidated due to the loss of, or poor quality of, an individual connection preventing participation in the meeting.
- Forced disconnections: The Chair may direct the disconnection of a member's connection if it is causing undue interference with the meeting. The Rector's decision to do so shall be announced during the meeting and recorded in the minutes. Such disconnection is subject to an undebatable appeal that can be raised by any member.
- Muting: While any member may speak at any time, for the purposes of this online meeting, we ask that all attendees mute their lines unless they need to speak. A line that is causing audio disruption may be muted though the member may then unmute in order to speak.
- Assignment of the floor: To seek recognition by the Chair, a member shall unmute and ask for recognition. Members shall wait to be recognized by the Chair before speaking further.
- Interrupting a member: If a member intends to make a procedural motion or request, that under the rules may interrupt a speaker, please unmute and state "point of order" or other such request. Please do not interrupt another member during debate or other discussion.

#### Voting

- Voting Eligibility: To vote, an attendee must be an "Adult Congregant in Good Standing," defined as follows:
  - o 16 years of age or older
  - o Has been confirmed or received in The Episcopal Church
  - o Has received Holy Communion at least three times in the preceding 12 months (waived for 2021 due to COVID-19)
  - o Has contributed to the support of the parish as determined by the Rector
- Voting: Voting, if required, will be done via the Zoom Poll feature for online attendees, and via text message for dial-in attendees. Voting shall not be nullified because of an attendee's loss of connectivity.

- Voting by more than one person in a household: There may be more than one person who wishes to vote in a single household. This is how this will be accomplished:
  - o Multiple devices can connect to the Zoom meeting from one household. This will allow each connected device to vote independently. HOWEVER, all but one device in the room must have its microphone muted AND its speaker volume turned off. This will avoid echoes.
  - o Each vote will be performed in multiple rounds of the Zoom poll. If there are more than one voter in a household, each may vote in ONE of the rounds. No individual should vote in more than one round of Zoom polling for any particular issue or election.
  - o Multiple individuals in a household may text in their votes, as the dial-in only voters are doing. This is the least desirable option.

#### Elections

- Nominations from the Floor: A set of candidates will be presented for election. Washington State Law requires that nominations may be made from the floor. A member may self-nominate or be nominated by another. Nomination from the floor may be made via Zoom Chat or by voice.

Roberts Rules of Order shall be the rules of order for this annual meeting, unless superseded by these Rules, the parish constitution or by-laws, the diocesan constitution or canons.

We are not aware of any conflicts between these rules and the Constitution or By-Laws of the Parish, the Constitution or Canons of the Diocese of Olympia, the Constitution or Canons of The Episcopal Church, or the Laws of the State of Washington.