

NATIONAL ASSOCIATION OF CONGREGATIONAL CHRISTIAN CHURCHES

Rules of Meetings that will Include Electronic Participation

June 2023

[Approved by the Board of Directors on March 28, 2022]

1. **Calling the Meeting:** The Chair of the meeting, or his/her designee, shall send by email to every member of the board, at least 3 days before each meeting, the time of the meeting, the URL, and all other information necessary to connect to the meeting.
2. **Quorum:** The presence of a quorum shall be established by an audible and/or visual roll call at the beginning of the meeting. In order to be certain of a continued quorum, members must log in and maintain audio connectivity while participating in the meeting. If a member must depart the meeting for a period of time, the member must log off and/or otherwise notify the chair of his/her departure.
3. **Roll Call Votes:** In the case of a roll call vote, those participating via electronic means must audibly indicate their vote, when called upon, in order for their vote to be included in the final tabulation of the vote in questions.
4. **Technical Malfunctions:** Each participant is responsible for the technology and resources needed for his or her connection to the meeting. No action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
5. **Forced Disconnections:** The chair may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.
6. **Assignment of the Floor:** Every meeting shall have a clear purpose of how one is to be recognized by the chair for the purpose of speaking. The recognition process in place for any meeting must include the option for other members to interrupt the speaker with matters typically allowed under parliamentary authority.
7. **Display of Motions:** To the extent feasible, motions shall be made in writing and be displayed for all participating via video services. In all circumstance, any motions that have been moved, seconded, and discussed, shall be read back to the participants prior to the chair's call for a vote.
8. **Voting:** Voting may take place in any manner that is in concert with parliamentary authority. Every meeting shall have in process in place that, should it be called for, an anonymous vote can take place virtually. Proxy voting is not to be used in meetings that offer the option of electronic participation.