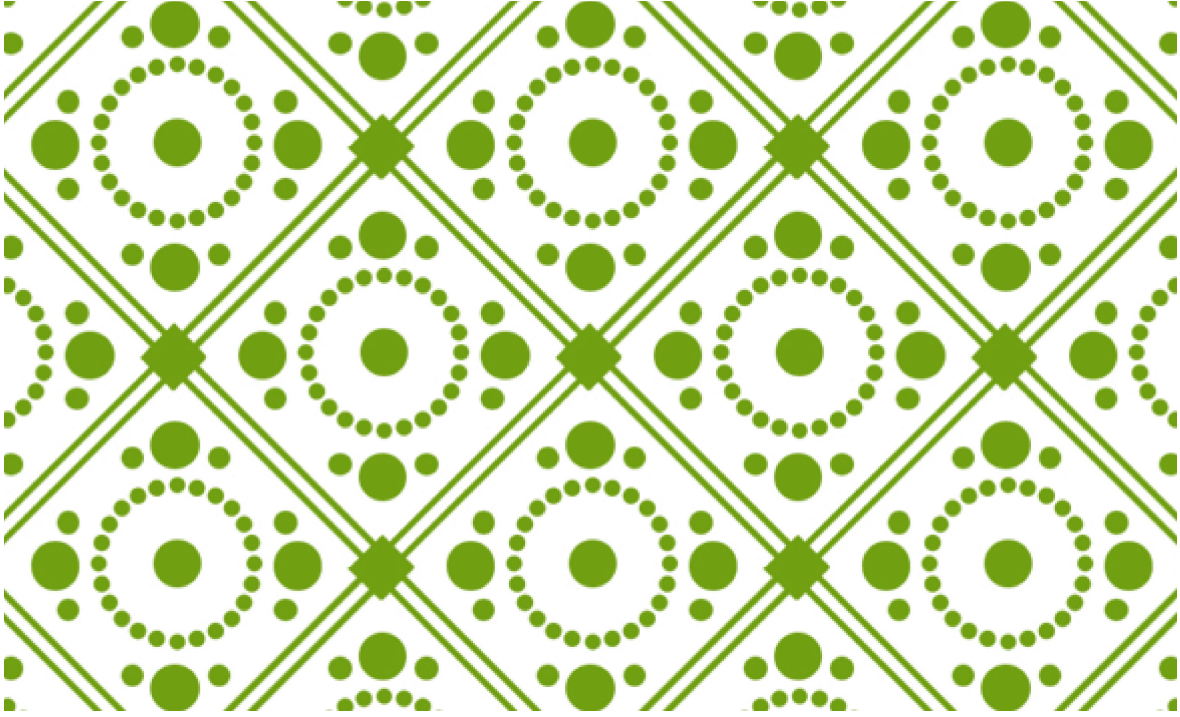


VERMONT CONFERENCE OF THE UNITED
CHURCH OF CHRIST

2023 ANNUAL MEETING

DEFINITIONS AND RECOMMENDED PROCEDURE
FOR VIRTUAL ANNUAL MEETING



2. MOTIONS AND AMENDMENTS

All motions and amendments from the floor shall be presented to the meeting chair in the Question and Answer panel in Zoom.

3. DISCUSSION AND DEBATE

When necessary, the meeting Chair may impose following limits on debating motions and resolutions:

- A limit on the total time for discussion of the motion or resolution.
- A limit of two minutes for any one speaker. Time to be kept by an appointed timekeeper.

4. USE OF RAISING HAND FEATURE TO SPEAK

Delegates must use the raise hand feature in order to address the assembly. Once called speak delegates must state whether they are opposed to the amendment or resolution.

5. VOTING

Delegates will vote by using the poll feature called upon to do so. After the delegate or member has voted using the poll feature, they write their name in the chat in Zoom. The list be created will be cross referenced with the delegate/voting member list.

6. RULES OF ORDER

Robert's Rules of Order shall be used to guide and action. The meeting Chair may seek the the Parliamentarian at any time. A delegate question-and-answer panel, may seek a ruling Parliamentarian.

Robert's Rules of Order can be found here (<http://www.vtcucc.org/annual-meeting/>) under "Definitions and Recommended Procedures for Annual Meeting".

7. SOME SPECIAL CONSIDERATIONS FOR A CHURCH MEETING

As members of a faith community, we should consider the feelings of others on the losing side when deciding whether to applaud the result of the vote on a contested issue.

Making a motion to get an immediate note on an issue (the previous question” or “I call the question”) is an important parliamentary tool, but if there are still those wishing that they may feel treated as unimportant. This tool should be used sparingly in a church assembly.

There are other more obscure parliamentary maneuvers that can sometimes be used to “win” a point. Those familiar with them should be careful about invoking them since decisions of the body should be made on the basis of discernment of the Spirit and rational argument rather than manipulation of the rules.