

Grace Annual Meeting Tips

It is very important to us that you are able to fully participate and that your voice is heard during our annual meeting on Sunday. Here are some Annual Meeting tips:

- **Everyone will be muted upon entering the meeting.** Please remain muted at all times unless you wish to speak.
- If you wish to **speak during the meeting**, please enter your request to speak into the chat window, and we will take questions and comments in the order received. A telephone number (for those uncomfortable with using the chat function) will be shared at the meeting.
- If you **wish to make a nomination from the floor** for any of the positions being filled, please enter the name of the person you wish to nominate into the chat window.
- **Please vote in the poll.** If you are unable to vote in the poll, please tell the host on chat that you are not able to vote, or call in at the phone number provided at the beginning of the meeting.

Zoom information:

Topic: Grace Sunday Worship Online

Time: This is a recurring meeting Meet anytime

Join Zoom Meeting

<https://us02web.zoom.us/j/84380708118?pwd=ZFBna3FZSk42TTZDZWJpK2xMR1pVdz09>

Meeting ID: 843 8070 8118

Passcode: 842405

One tap mobile

+12532158782,,84380708118#,,,,*842405# US (Tacoma)

+13462487799,,84380708118#,,,,*842405# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

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Rules of Order

I. Preamble

1. Supersede Regular Rules. These Supplemental Special Rules of Order for Virtual Attendance at Annual Meeting (hereinafter, "these Rules") shall supersede the regular By-Laws regarding the holding of annual meetings of the parish, and to the extent they are in conflict with the regular By-laws, these Rules shall prevail.
2. Purpose. The purpose of these Rules is to facilitate the calling and annual meeting of the parish during the Covid-19 Pandemic, since public health restraints make it impossible to hold a face-to-face physical meeting of the parish.
3. Interpretation of Certain Constitutional and Canonical Terms. For purposes of annual meetings governed by these Rules, these terms shall have the following interpretation:
 - "Annual Meeting": The meeting of clergy and laity of Grace Episcopal Church, Bainbridge Island conducted wholly or in part via remote electronic participation by its members.
 - "seat": The ability to participate in the annual meeting via electronic connection
 - "voice": The right to make oral statements during the annual meeting
 - "vote": The right to cast an oral voice or electronic poll vote or file an electronic ballot during the annual meeting.

II. Connection Information

1. The meeting will be held via Zoom. The Zoom link and password will be set forth in the enews for the two Sundays prior to the Sunday of the Annual Meeting. The Communications Lead will also send a link to the Zoom meeting to every member of the Parish who receives our enews.

III. Opening of Meeting and Quorum

1. Login Time. The Zoom meeting will begin 10 minutes after worship on February 28. Login may take place anytime after 9:30.
2. Signing in and out. Members shall identify themselves as required to sign in to the Internet meeting service, and shall maintain Internet and audio access throughout the meeting whenever present, but shall sign out upon any departure before adjournment.
3. Quorum. Consistent with Grace's bylaws, at least fifty adults members of the Church present at the Zoom meeting shall constitute a quorum for the transaction of business of the parish.

IV. Conduct of Meeting

1. Technical requirements and malfunctions. Each member is responsible for his or her audio and Internet connections; 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.
2. Forced disconnections. The Rector may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The Rector'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.
3. Assignment of the floor. To seek recognition by the Rector, a member shall use the Zoom chat function to communicate a message to the Zoom host. At the beginning of the meeting, a phone number for the Zoom host will also be provided, in case of difficulty using the chat function.

4. Interrupting a member. A member who intends to make a motion or request that under the rules may interrupt a speaker shall use the Zoom Chat feature for so indicating, and shall thereafter wait a reasonable time for the Rector's instructions before attempting to interrupt the speaker by voice.
5. Motions. Because the annual meeting will be held via Zoom, Motions will not be considered. The purpose of the annual meeting will be to receive reports by title, hear the Treasurer's Report, respond to questions re the same, vote on the proposed budget, and vote for vestry and convention delegates and alternates.

V. Floor Nominations and Voting

1. Nominations from the Floor. Any persons who have not been nominated in advance of the annual meeting may self-nominate or be nominated by others, by use of the Chat feature. Anyone so nominated shall confirm their willingness to serve.
2. Voting. Votes not requiring ballots may be taken by the Zoom polling feature. Results of votes may be reported to the Rector by the Zoom host.