

Additions to Policies and Procedures of the Alaska Baptist Convention

Rationale: Rules need to be adopted for electronic meetings. They will be voted on as additions to the Policies and Procedures (which are our standing rules) as soon as the electronic portion of the meeting is up and running.

RULES FOR ELECTRONIC MEETINGS ANNUAL MEETING OF THE ALASKA BAPTIST CONVENTION AND ITS COMMITTEES

- 1. Login information.** The Recording Secretary shall send by email to every messenger, at least three (3) days before each meeting, the time of the meeting, the URL and codes necessary to connect to the Internet meeting service, and, as alternative and backup to the audio connecting included within the Internet service, the phone number and access codes the messenger needs to participate aurally by telephone. The Recording Secretary shall also include a copy of, or a link to, these rules.
- 2. Login time.** The Recording Secretary, or his or her designated assistant, shall schedule Internet meeting service availability to begin at least 15 minutes before the start of each meeting.
- 3. Signing in and out.** Messengers 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.
- 4. Quorum Calls.** The presence of a quorum shall be established by the online list of participating messengers at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined in the same manner, unless any messenger demands a quorum count by audible roll call. Such a demand may be made following any vote for which the announced totals add to less than a quorum.
- 5. Technical requirements and malfunction.** Each messenger is responsible for his or her audio and Internet connection; no action shall be invalidated on the grounds that the loss of, or poor quality of, a messenger's individual connection prevented participation in the meeting.
- 6. Forced disconnections.** The chair may cause or direct the disconnection or muting of a messenger'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 messenger, shall be announced during the meeting and recorded in the minutes.
- 7. Assignment of the floor.** To seek recognition by the chair, a messenger shall [specifying the exact method appropriate to the Internet meeting service being used]. Upon assigning the floor to a messenger, the chair, or his or her designated assistant, shall clear the online que of messengers who had been seeking recognition. To claim preference in recognition, another messenger who had been seeking recognition may promptly seek recognition again, and the chair shall recognize the messenger for the limited purpose of determining whether that messenger is entitled to preference in recognitions.
- 8. Interrupting a messenger.** A messenger who intends to make a motion or request that under the rules may interrupt a speaker shall use [the designated feature] for so indicating, and shall thereafter wait a reasonable time for the chair's instructions before attempting to interrupt the speaker by voice.
- 9. Motions submitted in writing.** A messenger intending to make a main motion, to offer an amendment, or to propose instructions to a committee, shall, before or after being recognized, post the motion in writing to the online area designated by the Recording Secretary for this purpose, preceded by the messenger's name and a number corresponding to how many written motions the messenger has so far posted during the meeting (e.g., "SMITH 3"; "FRANCES JONES 2:"). Use of the online area designated by the Recording Secretary for this purpose shall be restricted to posting the text of intended motions.
- 10. Display of motions.** The Recording Secretary shall designate an online area exclusively for the display of the immediately pending question and other relevant pending questions (such as the main motion, or the pertinent part of the main motion, when an amendment to it is immediately pending); and, to the extent feasible, the Recording Secretary, or any assistants appointed by him or her for this purpose, shall cause such questions, or any other documents that are currently before the meeting for action or information, to be displayed therein until disposed of.
- 11. Voting.** Votes shall be taken by the anonymous voting feature of the Internet meeting service, unless a different method is ordered by the Convention or required by the rules. When required or ordered, the other permissible methods of voting are by electronic roll call or by audible roll call. The chair's announcement of the voting result shall include the number of messengers voting on each side of the question and the number, if any, who explicitly respond to acknowledge their presence without casting a vote. Business may also be conducted by unanimous consent.
- 12. Video Display.** [For groups using video, but in which the number of participants is too large for all to be displayed simultaneously:] The chair, the Recording Secretary, or their assistants shall cause a video of the chair to be displayed throughout the meeting, and shall also cause display of the video of the messenger currently recognized to speak or report.