

**Diocese of Southern Ohio**  
**Supplemental Special Rules of Order for Virtual Attendance at Annual Convention**

November 7, 2020

**I. Preamble**

1. Supersede Regular Rules. These Supplemental Special Rules of Order for Virtual Attendance at Annual Convention (hereinafter, "these Rules") shall supersede the regular Rules of Order and to the extent they are in conflict with the regular Rules of Order, these Rules shall prevail.
2. Purpose. The purpose of these Rules is to facilitate the calling and meeting of the Annual Convention of the Diocese of Southern Ohio in a situation where it is impractical to hold a face-to-face physical meeting of the Convention due to governmental restraints or as otherwise directed by the Ecclesiastical Authority of the Diocese.
3. Interpretation of Certain Constitutional and Canonical Terms. For purposes of Conventions governed by these Rules, these terms shall have the following interpretation:  
"Convention": The meeting of clergy and laity of the Diocese of Southern Ohio conducted wholly or in part via remote electronic participation by its members  
"seat": The ability to participate in the Convention via electronic connection  
"voice": The right to make oral statements during the Convention  
"vote": The right to cast an oral voice or electronic poll vote or file an electronic ballot during the Convention
4. Convention Moderators. In order to facilitate the conduct of an electronic meeting of the Convention, the Ecclesiastical Authority shall appoint one or more Convention Moderators to assist the Chair and Secretary of the Convention.

**II. Notice of Meeting of Virtual Convention and Connection Information**

1. Increased Notice Time. If the Ecclesiastical Authority shall call for a meeting of Convention by electronic means, the notice for such meeting shall be given by publication on the diocesan website and otherwise no later than four weeks prior to the date called for the opening of the meeting.
2. Members to Furnish Communication Information. No later than eight weeks before any such meeting, every member of the clergy entitled to seat, voice, or vote in Convention must notify the Ecclesiastical Authority of his or her email address in order to receive the ability to participate in a Convention held electronically. No later than such date, every rector, vicar, or a warden of any congregation entitled to representation in Convention must notify the Ecclesiastical Authority of the email address of (a) every Lay Deputy of such congregation or (b) any Alternate who pursuant to Canon 2, Section 3 will replace an elected Lay Deputy who will be unable to attend the Convention.
3. Secretary to Send Login Information. No later than three days before such meeting, the Secretary of Convention or his or her designee shall send an email to every

member of Convention setting forth (a) the time of the meeting, (b) the URL and codes necessary to connect to the Internet meeting service, and, as an alternative and backup to the audio connection included within the Internet service, the phone number and access codes the member needs to participate aurally by telephone, and (c) if applicable, a Voter ID code.

### III. Opening of Meeting and Quorum

1. **Login Time.** The Secretary shall schedule Internet meeting service (Zoom Webinar) availability to begin at least 30 minutes before the start of each meeting.
2. **Signing in and out.** Members shall identify themselves as required by immediately signing into the Internet Voting Service (Election Runner) and shall maintain Internet and audio access throughout the meeting whenever present but shall sign out upon any departure before adjournment.
3. **Quorum.** The Credentials Committee shall determine and report to the Secretary the presence of a quorum as required by the Constitution on the basis of members' login to the voting app. The members present may continue to do business until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum. Less than a quorum can adjourn.

### 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 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.
3. **Assignment of the floor.** To seek recognition by the Chair, a member shall use the Zoom Webinar "raise hand" request and await recognition. Once the pending action is completed, the Convention Moderator shall clear the online queue.
4. **Motions submitted in writing.** A member 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 Zoom webinar "chat" area designated by the Secretary for this purpose, preceded by the member's name and parish affiliation. Use of the chat area designated by the Secretary for this purpose shall be restricted to posting the text of intended motions or seconding motions.
5. **Seconding of motions and related posts.** Members responding "so moved" to a request from the Chair for a motion, or seconding any motion that requires a second, must do so using the Zoom Webinar Chat feature without needing to be recognized by the Chair.
6. **Display of motions.** The 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 Secretary, or any moderators or 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.

7. **Broadcasting.** The Chair shall arrange for broadcasting so that the public and members of the Diocese other than members of the Convention may observe designated parts of the proceedings.

## **V. Voting**

Voting. Votes not requiring ballots may be taken by the Zoom Webinar polling feature. Recognizing that more than one member may be observing the Webinar from one account, if ANY member of that group desires to vote Nay, the group is instructed to vote Nay. This will then signal the Moderator to switch the voting to the Internet voting service.

Other votes, including balloting for elections and resolutions, shall be taken by the anonymous voting feature of the Internet voting service Election Runner, using members' assigned Voter ID code. Results of votes may be reported to the Chair by the chair of the Nominations Committee.