

Upper Arlington Lutheran Church
Special Rules for Virtual Congregational Meeting During the Covid-19 Pandemic
Adopted August 18, 2020

UALC Constitution, Article XIII, D. says that "Council also may adopt procedures for participation in, and voting at, a congregational meeting through the use of communications equipment."

1. Identification
Members must always state their names before speaking.
2. Login time
The meeting will be open 15 minutes ahead (e.g., 11:45 a.m. for a noon meeting) to allow participants to assure their ability to connect.
3. Equipment and software required for participation and contingencies for technical difficulties:
 - *Zoom software and service will be used to host the meeting*
 - *Participation requires the following - Internet or data connection for computer, tablet or smartphone, or telephone*
 - *If, for any reason, the Zoom platform is not able to host the meeting, notice will be published on the church's website and the meeting will be cancelled and rescheduled.*
4. What if the technology fails for a specific member?
Each member is responsible for his or her audio and internet connections.
5. Recording
The meeting will be recorded.
6. How will votes be taken?
 - *"Raise Hand" (*9) for phone-in participants*
 - *"Zoom Poll" for online attenders*
7. Will secret votes or ballot votes be permitted?
Secret votes and ballot votes will not be permitted
8. How will officer and committee reports be given?
Officer and committee reports will be available in advance and also as downloadable material in the meeting.
9. Will non-members be permitted to attend?
Yes
10. How will we assure that non-members do not vote?
As is our usual practice, qualifications of voting members will be read and attendees will be instructed to self-police their participation.
11. 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.