

**Diocese of Southern Virginia**  
**Supplemental Special Rules of Order for Virtual Attendance at Annual Council**  
**February 27, 2021**

**I. Preamble**

**Special Rules of Order**

These Supplemental Rules of Order for the Annual Council of the Diocese of Southern Virginia, to be conducted electronically (virtual), adopted pursuant to the Rules of Order of the Diocese of Southern Virginia, shall apply during 1010 Annual Council. Except as these Special Rules provide otherwise, the Rules of Order of Council shall continue in full force and effect.

**2. Purpose.**

The purpose of these Supplemental Rules is to facilitate the calling and meeting of the Annual Council of the Episcopal Diocese of Southern Virginia in a situation where it is impractical to hold a face-to-face physical meeting of the Council due to health considerations and governmental restraints or as otherwise directed by the Ecclesiastical Authority of the Diocese.

**3. Interpretation of Certain Constitutional and Canonical Terms.**

For purposes of Councils governed by these Rules, these terms shall have the following interpretation:

"Council": The meeting of clergy and laity of the Episcopal Diocese of Southern Virginia conducted wholly or in part via remote electronic participation by its members

"seat": The ability to participate in the Council via electronic connection

"voice": The right to make oral statements during the Council

"vote": The right to cast an oral voice vote or file an electronic ballot during the Council

**4. Council Managers.**

In order to facilitate the conduct of an electronic meeting of the Council, the Ecclesiastical Authority shall appoint one or more Council Managers to assist the President and Secretary of the Council.

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

**1. Notice Time.**

If the Ecclesiastical Authority shall call for a meeting of Council 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 60 days before any such meeting, every member of the clergy entitled to seat, voice, or vote in Council shall notify the Ecclesiastical Authority of his or her email address in order to receive access to and participate in a Council held electronically.

No later than such date, every rector, vicar, priest-in-charge, and senior warden of any congregation entitled to representation in Council shall notify the Ecclesiastical Authority of the unique email address of (a) every Lay Delegate of such congregation or (b) any Alternate who will replace an elected Lay Delegate who will be unable to attend the Council.

**3. Secretary to Send Login Information.**

No later than three days before such meeting, the Secretary of Council or his or her designee shall send an email to every member of Council 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 availability to begin at least 60 minutes before the start of each meeting.

#### **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.**

The Council Managers shall determine and report to the Secretary the presence of a quorum as required by the Constitution on the basis of members' login information. 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 ground that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.

#### **2. Forced disconnections.**

The President of Council may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The President's decision to do so, which is subject to an undebatable appeal that may 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 President, a member shall use the Zoom "raise hand" request and await recognition.

#### **4. Interrupting a member.**

A member who intends to make a motion or a request, under the rules, may interrupt a speaker by using the Zoom Chat feature for so indicating, and shall thereafter wait a reasonable time for the President's instructions before attempting to interrupt the speaker by voice.

**5. 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 Chat feature, preceded by the member's name and parish affiliation (e.g., "John Smith, Rector of St. Swithin's, Richmond").

**6. Seconding of motions and related posts.** Members responding "so moved" to a request from the President for a motion, or seconding any motion that requires a second, must do so using the Zoom Chat feature without needing to be recognized by the President.

**7. 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 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.

**8. Video display.** Video of the President shall be displayed throughout the meeting. The member currently recognized to speak or report shall cause their own video to be displayed.

## **V. Floor Nominations and Voting**

**1. Floor Nominations.** Nominations closed 60 days prior to Annual Council, therefore nominations from the Floor will not be permitted for Virtual Annual Council.

**2. Voting.** Votes, including balloting for elections, shall be taken anonymously by the designated Internet voting service. Results of votes shall be reported to the President by the Chairperson of Tellers.