Presbytery of Miami Valley
Basic Rules of Order and Tips from Robert's Rules and for Using ZOOM

Joining the Zoom Meeting
- Once you have joined the meeting, please be sure your name and church are showing on your picture. To change the name you can click on the 3 dots in the corner of your picture and right click on them. Click on rename and a popup box will appear and you can type in your name and church. The other way to change your name is to click on participants. Scroll to your name and click on more. Click rename and enter your name and church. Click enter to complete.
- Please turn on your camera for the beginning of the meeting so we can take attendance. Buttons to mute/unmute or turn your camera on/off are on the lower left in your task bar.
- When the meeting is called to order, please mute yourself or the host will mute you.
- You will not be able to join by phone-in for audio connection alone, since that would prevent your voting with everyone else. Links must be by computer or smartphone app only with full video and audio coverage. You need to have a working camera, speakers or headphone, and a microphone on your device.
- Smaller devices may be drained of power quickly so consider using a charger.
- Every voting participant must be on a separate device to properly record votes.
- The meeting will be recorded and livestreamed. Your registration means you agree with that.
- Please be patient with the Moderator and hosts - we continue to learn Zoom along with you and will try very hard to make sure you are treated fairly and with respect.

Breakout Rooms
- At times we will be using breakout rooms for small group discussion.
- To join a room, when the screen comes up that invites you to join a room, click on the join button. You will automatically be moved to the breakout room you are assigned to.
- At times, you may be invited to select your own room, you will be asked which room you want to join. There will be a description of the various choices and you will then make your selection. Select join room 1, or 2, or 3, etc.

Process for being recognized:
- If you want to make a motion germane to the business currently before the body or speak to a motion on the floor, raise your hand. You can raise your hand by clicking the reaction tab on the menu bar. The ZOOM software will automatically place the first person raising their hand at the top of the list. The moderator will recognize the first person on the list – unless that person has already spoken to the particular piece of business once and there are others waiting to speak. or the moderator needs to choose a person speaking to the motion with the alternative view.
- At any time during debate, if you decide you do not want to be recognized, simply lower your hand.

Being Recognized and Making a Motion/Speaking to a Motion
- Each person must raise his/her hand to be recognized using the raise hand button in the reactions area. Please send a chat to the stated clerk stating if you are speaking in favor or against the motion.
- A person cannot speak until recognized by the moderator.
- Once recognized by the moderator, unmute and state your name and the congregation where you are a ruling elder or teaching elder, Next, state the motion you want to place before the presbytery or, if you are speaking to a motion already before the presbytery, state whether you are speaking for or against the motion.
- If you are making a motion or amending a motion, type your name and the motion you wish to make into the CHAT section so the stated clerk has the language for the motion you plan to place before the Presbytery. *Simply, writing a motion into the CHAT section does not mean it is before the body or that you have or will be recognized – you must raise your hand to be recognized by the moderator.

- A motion is in order only if it is germane to the business presently being considered.
- After you have been recognized by the moderator and you have made the motion, the motion must be supported AND must be repeated by the moderator before the motion is officially before the Presbytery.
- Once the motion has been repeated by the moderator and placed before the presbytery, the moderator will once again recognize you, so if you wish, you can speak to the motion. You are beginning debate. Each person is only allowed to speak twice to the same item of business. Each person is limited to the amount of time determined by the moderator.
- Rules of debate
    - A person who has spoken once to a motion can only speak again after everyone else who wants to
    - speak to that motion has had an opportunity.
    - The time limit for each speech is determined by the moderator.
    - A person can only speak twice to the same motion unless the presbytery makes an exception. It takes a 2/3 vote by the presbytery to approve the exception.
    - A person is not permitted to yield their time to another person during debate.
    - During debate, the moderator will alternate between those speaking for the motion and those speaking against the motion.
    - Once the debate reaches the point where the debate is no longer alternating between those speaking for or those speaking against the motion, if the question has not been called, the moderator will ask the presbytery to indicate if they are ready to proceed to the vote by raising their hands. If a majority of the presbytery indicates by raising their hands that they are ready to vote, debate will cease and the moderator will restate the motion and the presbytery will move to the vote.
    - Always direct your conversation to the moderator.
    - When you complete your statement or the time limit has elapsed, whichever comes first, the stated clerk will let the moderator know the time limit has been reached.

Voting using polls
- When the moderator indicates a readiness to vote, a poll will be loaded. It will automatically pop up on your screen. You should select your vote and scroll down to hit submit.
- Only registered commissioners (MWS and RE representing a congregation or presbytery committee) may vote.
- You will normally have about 30 seconds to vote.
- The moderator will declare the result based on the vote recorded in the poll.
- The poll result will be shown on the screen.

Additional information
- You can also use the Chat function to send messages to the entire group or to particular people. Remember that these Chat messages may not be "private" so be careful in your language and approach. Also remember that 1 on 1 Chats are not an appropriate way to participate in a live meeting; openness and honesty mean that we speak to the gathered group as we deliberate.
    The stated clerk and others are monitoring the CHAT section and can respond as appropriate or refer them to the appropriate individuals.
- Toggle between Gallery view and Speaker view (upper right corner of your picture box). Gallery view is great to see everyone attending on multiple screens, using arrows on the left and right to move between screens.
- Speaker view will be helpful as more participants are added and as the meeting progresses.
- For questions, use the CHAT function which can be opened by clicking on the Chat symbol on the menu bar.

Questions??

  • Please contact Lynn Bova, Stated Clerk at statedclerk@miamipresbytery.org or 937-258-8118 with questions or if you would like to set up a training session.

Section 4.03: Electronic Meetings

The presbytery, as determined by the Leadership Council, may meet by electronic means if all minister of the Word and Sacrament members and ruling elder commissioners have reasonable notice of the electronic meeting and the ability to discuss, deliberate, discern the will of God, and vote on business items. The quorum for such an electronic meeting is prescribed in Section 4.04 of these Bylaws. Further requirements for such meetings may be prescribed in the Presbytery of the Miami Valley Policy and Practice. (Added 9/8/2020)

ELECTRONIC MEETINGS OF PRESBYTERY

Section 9.01   Requirements for Electronic Meetings of Presbytery

It is the policy of the Presbytery of the Miami Valley that stated and special meetings will normally occur in a specified physical location and that only presbyters physically present and registered at that location may vote. Information relevant to such meetings may be provided by people not physically present through written, electronic or other formats. However, in extraordinary circumstances as determined by the Leadership Council, the presbytery may meet in stated or special meetings without a central physical location and instead using audioconference or videoconference technology that is reasonably available to significant numbers of presbyters. Such technology shall be chosen to ensure that there are adequate methods for:

  1. *A roll to be created and the presence of a quorum to be determined and certified;*
  2. *A presbyter to raise a point of order about the presence of a quorum;*
  3. *Those participating to engage in simultaneous aural communication for discussion and debate;*
  4. *A presbyter or a person granted voice at the meeting to be able to seek recognition to speak and obtain the floor;*
  5. *Motions, amendments, dissents and protests to be offered in writing during the meeting;*
  6. *Votes to be taken and verified.*

In packets issued prior to each electronic meeting, and at the commencement of each such meeting, the Stated Clerk shall explain the way presbyters may connect to the meeting using the approved technology, and the processes that will be used to comply with the above requirements and those in Section 4.03 of the Presbytery Bylaws. The Leadership Council may adopt additional Practice provisions to carry out this electronic meeting Policy.