PRESBYTERY OF THE COASTLANDS STANDING RULES

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MANAGEMENT OF THE MANUAL OF ADMINISTRATIVE OPERATIONS

Suspension of the Administrative Manual

This Manual may be suspended by majority vote of the Presbytery if notification of the proposed suspension has been given in the call to that Presbytery meeting, or by two-thirds vote if prior notice has not been given.

Amendments

Substantive amendments to this Manual are managed through the Round Table and must be approved by majority vote of the Presbytery if notification of the proposed changes has been given in the call to that Presbytery meeting, or by two-thirds vote if prior notice has not been given. An exception to this requirement is the review and approval of the Personnel Manual and "handbooks" by the COM, CPM, and Trustees which will remain under direction of the applicable entity. Such "handbooks" are maintained on the Manual of Administrative Operations webpage for convenience of use by members, staff and congregations.

Presbytery Entities (Councils, Commissions, Board of Trustees, Committees and Working Groups)

The Presbytery's entities are those groups called for in this Manual. Adding, changing, or discontinuing any such entity except working groups should be reflected by amending this Manual. In addition to working groups that have existed for a substantial period of time, entities may form working groups to accomplish particular short-term tasks. These are to be reported to the Council and the Presbytery. All changes in entities of the presbytery must be approved by the Round Table.

PRESBYTERY MEETINGS: MANAGEMENT AND PARTICIPATION

Presbytery Meeting Schedule

Regular stated meetings of the Presbytery will normally be held on the fourth Tuesday of September, November, February and May (the schedule may be adjusted to avoid meeting during Thanksgiving week). Informal gatherings, Town Halls or discussions may be held prior to stated meetings. Meeting registration is required; invitations are sent via email from the Presbytery Administrator at least ten days prior to the meeting. All stated meetings of the Presbytery shall include worship, part of which may be preaching of the Word. The Lord's Supper shall ordinarily be celebrated at the first stated meeting of each calendar year and may include a necrology service.

Call for Special Presbytery Meetings

Special meetings of the Presbytery may be called by vote of the Council, or by the written request to the Council of three ministers of Word and Sacrament who are members of the Presbytery and three ruling elder commissioners from three separate congregations. The call, stating the specific purpose(s) of the meeting, shall be issued by email or other commonly

used means, and posted on the Presbytery's website, at least ten days prior to the date of the special meeting.

Parity

Presbytery shall strive for parity (equal numbers) of ruling elders and ministers of Word and Sacrament as commissioners. In order to achieve that parity, the Stated Clerk shall annually recommend to Presbytery at the last Stated Meeting of the year, a plan for the election, appointment or selection of additional ruling elders that is, as much as possible, proportional to both the size and diversity of the congregations and the Presbytery. The parity plan must be approved by the Presbytery.

Young Adult Advisory Delegates (YAADs)

In addition to electing ruling elder commissioners, each session shall be entitled to elect one member of their congregation to serve as a YAAD who shall have voice but no vote in Presbytery meetings. A YAAD shall be 14-23 years of age; they need not be ruling elders. It is essential to follow the Presbytery's "Child, Youth, and Vulnerable Adult Protection Policy" for any YAAD between the ages of 14-17.

Meeting Invitation and Management of the Docket

In order to be enrolled as a participant, Commissioners, Minister Members, Corresponding Members, and guests must register for the meeting as instructed in the email. It is the responsibility of Teaching Elders and Elder Commissioners to ensure that they are on the meeting invitation distribution list and that they register in a timely manner with the correct participant status (e.g., Elder Commissioner).

All relevant documents and information about the meeting will be provided to registrants prior to the meeting (e.g., through the Commissioner's Handbook).

The Council is responsible for the approval of the docket. Items on the docket shall be limited to the allotted time. No business shall be considered at a meeting of Presbytery other than that which may be announced at the time of the adoption of the docket. All motions for inclusion on the docket from presbytery entities and individuals are to be sent to the Moderator and Stated Clerk for consideration at the Council meeting for scheduling.

The meetings will be conducted in accordance with the most recent edition of Robert's Rules of Order unless it contradicts the PC(U.S.A.) Book of Order.

Meetings Using Videoconferencing Technology

Stated and Special meetings of the Presbytery may be conducted using videoconferencing, (e.g., Zoom). The Stated Clerk and Presbytery staff are responsible for managing all aspects of electronic/hybrid meetings. They are also responsible to ensure that registered participants:

- have been provided access to the meeting
- have been "renamed" to indicate if they are a guest without voice and/or vote
- are provided instructions by the Stated Clerk at the beginning of the meeting, including how to cast a vote in favor or against a motion

Additional instructions and information will be provided with Presbytery meeting registration.

Information on the conduct of hybrid meetings will be provided when such meetings are feasible.

Electronic voting by the Presbytery outside of a Stated or Special meeting, e.g., by e-vote, is not permitted.

Simplified Special Rules of Order and Standing Rules

a. Access for voting participants will be through video-conferencing technology chosen by staff.

b. Online meeting service availability shall begin at least fifteen minutes before the start of the meeting.

c. All meetings are recorded.

d. The presence of a quorum shall be established by sign-in to the video-conferencing "chat" function at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members.

e. Participants are expected to join the meeting on individual devices (one person, one device). Should joining on individual devices not be possible, participants may make arrangements to join the meeting as a group. Note that video-conferencing capabilities only allow for one voting participant per individual device.

Computer/Technology Requirements

a. Participants are encouraged to join the meeting on a device that can accommodate being heard and seen during a video-conference (e.g., desktop, laptop computer, tablet, mobile phone). The following are optimal recommendations for such technology:
   - Stable, high speed internet access.
   - Sound output device. While speakers are allowed, this will preferably be a headset, earbuds, or Bluetooth device that delivers the sound directly to the participant's ear rather than into an open room; except for group gatherings.
   - A microphone device other than a built-in microphone.
   - A webcam or reliable built-in video-camera

b. While every effort will be made to provide stable access to the platforms, each participant 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, an individual's connection prevented participation in the meeting.

c. Only if joining by the above options is impossible, participants may dial into the meeting using either a traditional or cellular phone. However, dial-in instructions will not be provided unless requested prior to the meeting.

Entering a meeting and conduct during a meeting

a. Upon entering the meeting, those on computers or smart devices will need to click on the word "Chat" at the bottom of their screens to enter their name, church or validated ministry or HR status.

b. Participants may also "rename" their video (accessed by right-clicking on their participant picture) to ensure they can be correctly identified during the meeting.

c. The staff will rename guests:

- 'ZV-' will be placed at the beginning of a name if a guest has voice, but no vote.

- 'Z-' will be placed at the beginning of a name if a guest has neither voice nor vote. Please do not remove the ZV- or Z- from your name. If you believe you have been incorrectly assigned either prefix, contact the staff person via the chat feature.

d. Once "checked-in" to the meeting, microphones will be muted by default.

e. To gain recognition by the Moderator during the meeting (e.g., during discussion of a motion on the floor), the preferred method is to use the 'Raise Hand' function under the 'Reactions' panel.

- When called upon by the Moderator, the participant will be unmuted and, if their video feed is turned off, they should click on the camera icon to turn on their video.

- Those entering the meeting via a traditional phone call will enter "*9" on their keypads, which activates the "raise hand" beside their phone number which is displayed on their participant screen. When a host calls out their phone number, they will identify themselves by stating their full name.

- When multiple participants are seeking recognition, once the Moderator has called on someone, all other participants will be handled as the Moderator deems appropriate. Zoom allows participants with "raised hands" to be presented in order received in the Zoom video gallery.

f. Participants will only be able to chat with meeting host(s) (Moderator(s), Stated Clerk, Support staff) or the Tech Human.

g. If an individual has a video-conferencing technical question or difficulty, they may privately chat with the Tech Human.

h. If you have an "interrupting motion" (a point of order, a request for preference in recognition, etc.), unmute and say "MR/MADAM MODERATOR!" and use the 'Raise Hand' function.

i. At all times, participants are expected to be respectful in the chat.

Procedure for Enabling Motions

a. If you have a motion to make other than a procedural motion, the motion should be sent to the Moderator, entered in writing into the participant "chat," after which you should "Raise Hand" to seek recognition. When called upon, you should move it, and once a second is received via chat (like "Second"), the Tech Human will put the motion up in the screen share feature for everyone to see, and then discussion/voting may follow.

b. If you want to speak to a motion, use the "Raise Hand" function (found when clicking on the Reactions button), and wait for the moderator to recognize you. You will be unmuted. Please make sure your video is on if you wish to speak.

c. The moderator will repeat the motion prior to the vote.

Voting during a Presbytery Video-Conferencing meeting:

a. Votes will be taken using the green checkmark '✅' and the red '❌' in the Reactions button. The green checkmark '✅' indicates you vote 'yes', the red '❌' indicates you vote 'no'. If visitors (renamed with Z- or ZV-) attempt to vote, those votes will not be counted.

b. Yes/no (✅/❌) is a "division", not a "counted vote" – meaning that the Moderator will quickly scroll through the list of participants for a sense of how many have voted first in favor, and then against the motion, and rule which side has it. If the Moderator is uncertain, s/he may order a counted vote – or a member may move that a counted vote be taken (a motion for a counted vote must be seconded, is not debatable, and requires a majority vote).

c. A vote by means of "raised hand" is not allowed.

TERMS OF ELECTED OFFICE

Election of Moderator, Vice Moderator, and Commission/Committee members will normally be conducted at the last stated meeting of the calendar year (November). All terms start on January 1st and end on December 31st. Any member elected to fill an unexpired term or vacancy will begin their term of service upon election.

Any resignation from elected office should be sent to the Stated Clerk and the chair of that Committee/Commission.

MEETINGS OF ENTITIES OF THE PRESBYTERY

Scheduling of Meetings and Member Participation

Meetings of each entity will ordinarily be held at regular times and locations as agreed upon by the members. Immediately after its reorganization each year, each entity shall prepare a schedule of its meetings for the year, which shall be given to the Stated Clerk and published on the Presbytery website.

Participation of members by electronic means such as telephone or internet, e.g., Zoom, is permissible when arranged in advance. A quorum for a regular meeting shall be at least 50% of the number of current members plus one. A Committee/Commission may determine a higher percentage of members is needed for certain actions or decisions.

Specially scheduled virtual meetings via electronic means such as telephone or internet may be held when deemed appropriate by the moderator of Council, president of the Board of Trustees, moderator of the Permanent Judicial Commission or chair of a committee. Members will be notified of the arrangements for these meetings at least 3 days in advance and the individual scheduling the meeting will make every effort to schedule it such that all members may participate.

Three consecutive absences without notice from meetings by a member ordinarily shall constitute resignation from the elected position. COR will then be responsible to nominate a replacement.

Electronic Voting

Voting using e-mail or other equivalent technology may be used by entities of the presbytery for time sensitive motions provided there is adherence to the following procedures:

- Proposing a Motion:
  - For the Council, the moderator or the Stated Clerk after consulting with the moderator.
  - For the Board of Trustees, the president or the secretary after consulting with the president
  - For all other Commissions and Committees, the chair or the secretary after consulting with the chair
- The individual proposing the motion will include a deadline for casting votes.
- The following information must accompany the motion. "All responses to the accompanying motion will be made in such a way that all members are aware of them (e.g., "reply all"). Responses may be 'Yes', 'No', 'Needs Discussion'."
  - The voting on the motion will be arrested if any member responds with "No" or "Needs Discussion." A meeting will be necessary to move forward with the motion.
  - Members will have until the deadline to respond to the motion. If after the deadline, there have not been any "No" or "Needs Discussion" responses and if a quorum of the current members is in favor of the motion, the motion will be deemed to have carried.
- After the voting has been completed, the person proposing the motion will summarize the voting results for all members and document the results in the records of the entity.

SESSION RECORD REVIEW

To fulfill the constitutional requirement (G-3.0108a) that the Presbytery annually review the records of all sessions of member congregations of the Presbytery of Coastlands, the Stated

Clerk shall assemble the Clerks of Session at one or more meetings to conduct a peer review of the Session Minutes and Rolls and Register of each church. Each clerk will bring the records for his/her congregation to be reviewed by another clerk. The results of the review will be provided to each clerk at the same meeting. The assembled clerks will discuss any exceptions that are noted in a particular set of records. This ensures that a common standard is applied during the review and provides an opportunity for the clerks to learn from each other. The review of records will normally occur by June of each year. The results of the review will be reported by the Stated Clerk to Presbytery at the next stated meeting. In the event that in-person meetings are not feasible (e.g., during a pandemic) provisions will be made to conduct the review of Session records using digital tools.

ADMINISTRATIVE COMMISSIONS (G-3.0109B) AND SPECIAL ADMINISTRATIVE REVIEW COMMISSIONS (G-3-0108B)

The Presbytery of the Coastlands has the authority to appoint an Administrative Commission (AC) or a Special Administrative Review Commission (SARC). The scope of the work will be detailed in the warrant to for the AC or SARC. This authority shall not be delegated. The Moderator in consultation with a Presbytery Leader, the Stated Clerk and the Chair of the Commission on Ministry shall have the authority to appoint ministers of Word and Sacrament and ruling elders to serve on an AC or SARC, reporting such appoints to the Presbytery.

The Commission on Ministry shall have the authority to approve an Administrative Commission to Ordain and/or Install a person once the presbytery has approved the ordination or installation.

INVESTIGATING COMMITTEES

When an allegation is brought according to the Rules of Discipline, the Stated Clerk in consultation with a Presbytery Leader, the Moderator and the Chair of the COM shall have the authority to appoint ministers of Word and Sacrament and ruling elders to serve on an Investigating Committee, reporting such appointments to the next stated meeting of the Presbytery.

In cases of allegation of sexual misconduct the Investigating Committee is formed by the Stated Clerk as per the Sexual Misconduct Policy (3.c.iv) approved by the Presbytery at its March 23, 2021 meeting.

The Investigating Committees are charged to make determination of the sufficiency of evidence to bring charges against the accused.

STATED CLERK: NOMINATION AND ELECTION

The Stated Clerk shall ordinarily be elected and installed at the first meeting of the calendar year of the Presbytery of the Coastlands. The Committee on Representation shall nominate and Presbytery elect a Stated Clerk Search Committee. This Search Committee shall nominate a candidate; nominations from the floor will be entertained.

The Term of Service shall be three years or until a successor is elected. The Stated Clerk may stand for re-election.

In the event that the Stated Clerk resigns or no longer can serve, the Council shall appoint an Acting Stated Clerk, who shall be a ruling elder or minister of Word and Sacrament, until such time as the Presbytery is able to elect a successor.

GENERAL ASSEMBLY: OVERTURES AND CONCURRENCES

<u>Overtures</u>

A Session, a Presbytery Entity, a Presbytery member or a Presbytery Commissioner may present a proposed overture to the General Assembly to the Presbytery for approval or disapproval. The proposed overture shall be provided to the Stated Clerk for inclusion in the business of the next stated meeting. Documentation must be received by the Stated Clerk at least 14 days before the meeting. Assembly deadlines must be adhered to. Presenters of a proposed overture will advocate for the overture in the meeting and seek a concurrence from at least one other presbytery.

<u>Concurrences for Overtures</u>

A Session, a Presbytery Entity, a Presbytery member or a Presbytery Commissioner may request the Presbytery to concur with an overture already submitted to the General Assembly. The request shall be provided to the Stated Clerk for inclusion in the business of the next stated meeting. Documentation must be received by the Stated Clerk at least 14 days before the meeting. Assembly deadlines must be adhered to. Requesters of the concurrence will advocate for the concurrence in the meeting.

May 23, 2023