

## SAMPLE

### POLICY ON ELECTRONIC MEETINGS

*Adopted* \_\_\_\_\_ *(date)* \_\_\_\_\_

#### **Session Meetings, Committee Meetings, Meetings of the Congregation**

The congregation, session, and committees, commissions, task forces of the church may hold meetings and conduct business, in whole or in part, without the participants being physically present in the same place so long as all participants have the opportunity for simultaneous aural communication, such as internet services for meetings, telephone conference calls or other similar means.

The requirements for such meetings are:

- All members shall be notified in advance regarding the date, time and type of electronic communication tool to be employed for the meeting.
- All members shall be provided with login information prior to the meeting.
- Each member is responsible for his/her audio and internet connections and devices.
- There shall be a quorum of members responding and present for the electronic meeting.
- Motions should be submitted in writing to the moderator or clerk.
- Votes may be taken by voting feature of the internet meeting service, or by roll call during the meeting, or by email.