
ELECTRONIC MEETING STANDING RULES

When the Presbytery meets electronically, these rules are used. Amendments require a two-thirds vote in the affirmative.

Standing Rules Presbytery of the Cascades Electronic Stated Meeting

Electronic Meeting

1. An “Electronic Meeting” as used in these rules is a meeting at which all attendees are joined electronically/digitally. It is expected that each attendee will participate in the meeting individually on a computer or other electronic device, rather than one being shared by multiple attendees. Multiple attendees on a single device require approval of the stated clerk in advance and may limit attendee’s ability to fully participate. Joining by traditional telephone alone may also limit an attendee’s ability to fully participate.
2. The terms “attendee” and “participant” are used interchangeably to mean a “Voting Member” as defined in [Article VI. Section D. of the Presbytery Bylaws](#). These rules are based on the premise that all those admitted to the virtual meeting are eligible to vote.
3. Each attendee is responsible for their connection to the Internet and the meeting room; no action shall be invalidated on the grounds that the loss of, or poor quality of, an attendee’s individual connection prevented them from participating in the meeting, provided that at least a quorum remains connected and adequately able to participate.
4. The moderator may cause or direct the temporary disconnection or muting of an attendee’s connection if it is causing undue electronic interference with the meeting. The chair’s decision to do so, which is subject to an undebatable appeal that can be made by any participant, shall be recorded in the minutes.
5. These rules are for Electronic Meetings. They are in addition to rules for meetings found in the bylaws and standing rules. If there is a conflict with the Standing Rules of the Presbytery previously adopted for in-person meetings, these rules for Electronic Meetings shall prevail for the duration of the meeting.

Registration to Participate

6. Participants should register for the meeting in advance of the starting time using the email link available in the background papers on the Presbytery website. Presbytery members and commissioners without access to the internet may telephone the stated clerk to register at 503-227-5486.
7. Electronic meetings of the Presbytery of the Cascades are open to observers. Observers may watch the meeting on the Presbytery YouTube channel but, since they do not have the right to speak or vote, will not be allowed to join the meeting by Zoom. Corresponding members and others who will speak may join the meeting and will be identified in a way that indicates that they do not have vote.

Joining the Meeting

8. Participants are encouraged to join the meeting on a desktop or laptop computer. The following are requirements for such computers:
 - a. High speed internet access.
 - b. 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. This reduces the possibility of "echo."
 - c. A microphone. Make sure your computer has a microphone. If not you can join Zoom on the computer and use a telephone connection to provide microphone and speaker while the computer provides the picture and the ability to seek recognition and vote.
 - d. A webcam(optional).
9. If joining by computer is not possible, a tablet or smart phone may be used, using the free "Zoom"app, available from the device's app store. Regarding audio/visual devices, the same requirements and preferences exist as for computers. We believe that a computer will provide the best experience for participants.
10. Only if joining by one or the other of the above options is impossible, participants may dial into the meeting using either a traditional or cellular phone.
11. Background papers will include information on how to use the features of the electronic platform selected for the meeting, including instructions for standardized formatting of the participant's name, indicating a desire to speak during the meeting, and voting procedures. Information will be provided for computers, smart phones, and a traditional telephone.
12. While every effort will be made to provide stable access to the online meeting platform, each attendee is responsible for their audio and internet connections

Rules for the Conduct of Business in an Electronic Meeting

13. The raise hand feature on computers will be used for seeking recognition. The hosts are responsible for lowering hands after the participant's issue has been addressed. If you raise your hand and then reconsider your request to be recognized, you may lower your hand. If you have an "interrupting motion" (a point of order, a request for preference in recognition, etc.), raise your hand. If you are not immediately recognized, you may unmute your microphone and say "Moderator!" to seek recognition.
14. If you have a motion to make it should be first entered into the participant "chat," after which you should seek recognition. When called upon, you should note that the motion is in the chat, and move it. Attendees joining the meeting by traditional telephone can raise their hand to seek recognition and arrangements will be made for the writing of the motion.
15. For motions not approved by unanimous consent, the Zoom Poll feature will be the normal method of voting. Those joining the meeting by telephone without computer can vote "yes" by entering *9. "No" votes from those who join by telephone will not be called for unless such "no" votes may affect the result of the vote. In that case, those voting by phone will be asked to use the raise hand *9 function to vote yes or no as directed by the moderator.
16. The moderator, if in doubt of a vote, may order a roll call vote or the use of the "yes" and "no" buttons as needed to determine the prevailing side on any question.
17. The examination of each person seeking candidacy status in the Commission for Preparation for

Ministry process is limited to 15 minutes. Questions for the examinee must be submitted in the chat function.

18. Items of business in the consent agenda shall be considered in gross (all together in one motion) without debate. Any voting member can remove any item or items from the consent agenda by unmuting and requesting that the item be removed or by putting the request in the chat function. Removed items will be taken up during the appropriate committee report or during unfinished business as ordered by the moderator.

For Reference:

Presbytery of the Cascades Bylaws

Article VI. Section D. Definition of **Voting Members**

Persons eligible to vote at meetings of the presbytery shall include

- all teaching elders on the active roll or member-at-large roll of the presbytery,
- all ruling elders commissioned by the session of the congregation of their membership,
- all ruling elders who serve as members of the Presbytery Leadership Commission or as elected members of committees and commissions listed in Article VIII and the Board of Trustees in Article IX of these bylaws, whether or not elected as commissioners to presbytery by the session of their congregation,
- all commissioned ruling elders when their commission includes having the right to vote at meetings of the presbytery and certified Christian educators serving in an educational ministry within the presbytery under the provisions of G-2.1103b during the term of service in an educational ministry. [[Click to return to Rule #2](#)]