

## **Annual Member Meeting Guidelines and Procedures for Remote Participation**

The Annual Member Meeting will convene on Sunday, August 16, 2020 at Shoreline Baptist Church following the morning worship service. Normally, a member would need to be physically present at the meeting in order to participate and vote. This year, in light of the COVID-19 pandemic, your Board of Directors has exercised the discretion granted it by California Nonprofit Religious Corporation Law to authorize active members to remotely participate and vote using the Zoom conferencing platform rather than require their physical attendance. The Board has approved the following guidelines and procedures for managing and conducting the meeting.

**Consent and Registration.** The California Corporations Code requires us to obtain a member's written consent to use electronic communication technology to send and/or receive information with respect to a member meeting. In order to participate using the Zoom platform, members must complete and return a consent form and register their contact information to receive the necessary login information prior to the meeting.

**Waiver of secret ballot.** The Zoom conferencing capability does not provide the capability for the remote users to cast a secret written ballot. The consent form includes a waiver of the member's right to a secret ballot.

**Login information.** The Church Clerk, or his designee, shall send the following by e-mail to every active member who has registered their attendance and provided written consent before the meeting: the date/time of the meeting, the URL and codes necessary to connect to the Zoom service, and, as an alternative and backup to the audio connection included within the Internet service, the phone number and access code(s) the member needs to participate aurally by telephone. The email shall also include a copy of, or a link to, these rules.

**Login time.** The Church Clerk, or his designee, shall schedule the Zoom meeting service availability to begin at least 15 minutes before the start of each meeting.

**Location of chairman.** The chair of the meeting must be present at the physical meeting location.

**Signing in and out.** Members shall identify themselves as required to sign in to the Zoom meeting service and shall maintain Internet and/or audio access throughout the meeting whenever present but shall sign out upon any departure before adjournment.

**Quorum calls.** The presence of a quorum shall be established first by counting the number of members physically present at the beginning of the meeting. If additional members are necessary to achieve a quorum, an audible roll call of remote participants will be conducted. Thereafter, the continued presence of a quorum shall be determined first by counting members physically present and then by the online list of participating members, unless any member demands a quorum count by audible roll call. Such a demand may be made following any vote for which the announced totals add to less than a quorum.

**Assignment of the floor.** To seek recognition by the chair, a member participating remotely shall use the Zoom "raise hand" feature. This feature is available to members connected via the Zoom application as well as members using a telephone. Phone-only participants should press \*9 on their phone keypad to use the "raise hand" feature.

**Interrupting a member.** A member who intends to make a motion or request that under the rules may interrupt a speaker shall use the Zoom “raise hand” feature for so indicating, and shall thereafter wait a reasonable time for the chair’s instructions before attempting to interrupt the speaker by voice.

**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 online area designated by the Church Clerk for this purpose, preceded by the member’s name and a number corresponding to how many written motions the member has so far posted during the meeting (e.g., “SMITH 3:”; “FRANCES JONES 2:”). Use of the online area designated by the Church Clerk for this purpose shall be restricted to posting the text of intended motions.

**Display of motions.** The Church Clerk 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 Church Clerk, 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.

**Voting.** Business may be conducted by unanimous consent. When required or ordered, the following are permissible methods of voting.

- Show of hands - To conduct a ballot by “show of hands” the chair will ask those present to raise their hands either for or against the motion at the appropriate time. Members participating via Zoom will use the “raise hand” feature at the appropriate time to indicate their vote.
- Audible roll call - The Church Clerk will first call the roll of those voting members present in the meeting room followed by the roll of those voting members who are connected to the meeting via the Zoom platform.
- Written ballot - Paper ballots will be distributed at the meeting location. Members participating via the Zoom platform will be instructed to email their vote to [clerk@shorelinebaptist.org](mailto:clerk@shorelinebaptist.org) or text their vote to a phone number that will be provided at the meeting. The Church Clerk may, if needed, appoint tellers to assist in the authentication and tally of votes. Ballots cast via email or text must arrive within 3 minutes of the announcement of the close of voting to be counted.

**Technical requirements and malfunctions.** Each member 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, a member’s individual connection prevented participation in the meeting.

**Forced disconnections.** The chair may cause or direct the disconnection or muting of a member’s connection if it is causing undue interference with the meeting. The chair’s decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting, and recorded in the minutes.

**Chairman’s Discretion.** The chair is granted the authority to exercise his discretion to resolve administrative issues that arise at the meeting that are not addressed elsewhere in this document.