Helpful Hints for Virtual Attendance and Voting

at the 2021 Annual Parish Meeting

We will be holding our Annual Parish Meeting remotely again this year. For the first time, we will also be voting by using an online polling system rather than using paper ballots. Following are some helpful hints for participating in the meeting.

The meeting will be held on Sunday, May 16, at 11:00 AM, following the regular online service. We will hold the meeting via Zoom, with the same login as for the worship service. We will also send a link to the Zoom meeting to every member of the Parish who has provided an email address.

# JOINING THE MEETING

1. **Logging In**.  Members are asked to identify themselves on their Zoom screen with their full name in order to sign in to the Zoom meeting. This will be helpful in assuring we have a quorum and that eligible members are voting.
2. **Separate Devices**. In order to count the vote of every eligible member of the Parish, members in the same household will need to log in to the Zoom meeting using separate devices (laptop, tablet, or phone). To avoid feedback, all participants will be muted unless specifically recognized and unmuted in order to speak. If one person in the household is asked to unmute in order to speak during the meeting, the other individual(s) should take their separate device(s) into a different room, or use earbuds, or turn the volume on their device(s) completely off in order to avoid feedback.

# PARTICIPATING

1. **Speaking**. To seek recognition by the Rector, a member should use the Zoom “raise hand” icon under the Reactions function or make a request using the Zoom Chat function and await recognition. In a household where more than one individual is logged in using separate devices, if one person is asked to unmute in order to speak during the meeting, the other individual(s) should take their separate device(s) into a different room, or use earbuds, or turn the volume on their device(s) completely off in order to avoid feedback. If feedback occurs, the person seeking to speak will need to be muted and will be unable to speak.
2. **Motions**.  To make a motion, a member should use the Zoom “raise hand” icon under the Reactions function or make a request using the Zoom Chat function and await recognition. Upon being recognized, the member will be asked to unmute and state the motion. The member may confirm the wording of the motion by use of the chat feature. Once a motion is made, the Rector shall allow for discussion and a vote.

# VOTING

1. **Voting**. Votes will be cast by responding to the Zoom polls that will be sent to all participants during the meeting. Poll responses will be set to be anonymous. Only one ballot may be cast by each participant in the Zoom meeting, so members of the Parish who reside in the same household or are participating from the same location as other members will need to log in to the Zoom meeting on separate devices in order to cast their ballots individually.
2. **Eligibility**. Only individual members in good standing over the age of 18 may cast a ballot by responding to the poll.
3. **Practice Poll**. Before the first ballot, a practice poll will be sent to all participants, and a limited time period will be announced within which polling will remain open. Responses received after the designated time will not be accepted. Any problems or questions should be reported in the Chat function immediately after the practice poll, and the meeting administrator will attempt to resolve them.
4. **Votes on Uncontested Positions**. The candidates running for Senior Warden, Junior Warden, and the single two-year term on the Vestry are running unopposed. Therefore, under our Bylaws, a motion will be made to authorize the Secretary to cast a unanimous ballot for those candidates. After the motion is made and seconded, a Zoom poll question will be sent asking for a “YES” or “NO” vote on the motion. Eligible members of the Parish participating in the Annual Meeting will vote by marking and returning their Zoom poll response within the designated time limit. In order to pass, the motion must receive a majority of the votes of those present and voting. Results of the vote will be reported to the Rector and then to all participants in the Annual Meeting.
5. **First Contested Ballot for Vestry**. The first ballot for election to the remaining vacancies on the Vestry will list all candidates for three-year terms, who have been identified in prior notices from the Leadership Development Team. Eligible members of the Parish participating in the Annual Meeting will vote by marking and returning their Zoom poll response for their preferred candidates within the designated time limit, but the number of candidates marked **may not be more than four**. In order to be elected, any candidate must receive a majority of the valid votes of those present and voting. Results of the ballot will be reported to the Rector and then to all participants in the Annual Meeting.
6. **Successive Ballots**. If the first ballot does not result in an election of a sufficient number of persons to fill the four Vestry vacancies, a second ballot omitting the names of those elected on the first ballot shall be prepared and sent through the Zoom polling feature. The number of names on the second ballot shall be reduced to not more than twice the number of persons still to be elected, by removing the names of those remaining candidates who received the fewest votes on the first ballot. If the second or any successive ballot does not result in a sufficient number of elections, additional ballots may be prepared and cast, following the same procedure to reduce the number of names on the ballot. After the third ballot, the Annual Meeting may, on proper motion, duly carried, suspend the requirement for election by a majority and authorize the Secretary to declare elected the person or persons receiving the highest number of vote less than a majority. Prior to the casting of the second or any successive ballot, any nominee may withdraw his or her name from the ballot.
7. **Single Ballot for Delegates and Alternates**. The ballot for election to Delegate or Alternate will list the four candidates identified in prior notices from the Leadership Development Committee. Eligible members of the Parish participating in the Annual Meeting shall vote by marking and returning their Zoom poll response for their preferred candidates within the stated time period, but the number of candidates marked **may not be more than two*.*** The two candidates receiving the most votes will be elected as Delegates, and the other two candidates will be elected as Alternates. Results of votes will be reported to the Rector and then to all participants in the Annual Meeting.