

STANDING RULES

The First Baptist Church of Annapolis, Inc. 2021 Annual Church Meeting is being held virtually due to federal, state, and local restrictions related to the COVID-19 pandemic. In accordance with Article III, Section 2(a) of the bylaws the meeting will take place on Tuesday 19 January 2021, and member participation will be virtual.

1. Login Information. The Church Clerk, at least Three (3) days prior to the **Annual Church Meeting**, shall give notice of the meeting virtual instructions, where registered members **MUST** complete all instructions before the login link information will be provided. All registered members will be provided instructions to access meeting reports by Sunday 10 January 2021 for review prior to the annual meeting.

Included in the distribution to the membership will be the time of the meeting, applicable login credentials and passwords necessary to connect to the assembly, and as an alternative and backup, the audio connection included within the internet service, the phone number and access code(s) the member may use to participate aurally by telephone. The communications to the membership shall also include a copy of, or a link to, these proposed rules for adoption.

2. Login Time. The church's technology team shall schedule virtual Internet service availability to begin at least **30 minutes** before the start of the annual meeting. Any technical issues should be submitted to fbc31@verizon.net

3. Signing In and Out.

a) Registered members shall identify themselves by appropriate credentials (**as prescribed by the technology team**) to sign into the Annual Meeting. Failure by a participant to establish credentials will result in the participant being denied the opportunity to participate in the meeting until credentials can be established.

b) Registered members shall maintain Internet and audio access throughout the meeting whenever present, but shall sign out upon any departure before adjournment. Members shall refrain from attempting to transfer credentials to any other individual.

c) Only one registered member per device will be allowed.

4. Opening Session. At the opening of business, these Standing Rules shall be report to the Assembly. The necessity of a "Quorum" shall apply at the initiation of the session.

5. Quorum Calls.

a) The presence of a quorum shall be established by: **Ten percent, (13 or more), of the church active membership, (125), of registered members logged in shall constitute a “Quorum,”** as provided in the *By-laws of First Baptist Church of Annapolis, Inc. Article III Section 2(f)*.

b) Thereafter, the continued presence of a quorum shall be determined by the online participant list of **registered 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.

6. Meeting Governance.

a) The Annual Church Meeting shall be governed by the Church’s Governing Documents, and Robert’s Rules of Order Newly Revised, RONR (12th ed.)

b) Debate shall be limited to not more than two (2) minutes per speaker. Additional time may be granted at the discretion of the Presiding Officer.

c) Speakers exceeding the allocated time should cease speaking upon notification. Otherwise the speaker will be muted.

d) Reports of Officers, Ministries, and Committee Chairmen requiring action by the Assembly will be given orally.

e) Reporting Members shall have up to ten (10) minutes for emphasis, summaries and recommendations of their reports.

7. Voting Representation.

a) Registered members are entitled to one vote on each question that is before the assembly.

b) A member may not transfer their vote, nor is proxy voting permitted.

8. Technical Requirements and Malfunctions.

a) Each registered member is responsible for their connections to enable virtual participation including, but not limited to, Internet and audio connections.

b) No action shall be invalidated on the grounds that the loss of, or poor quality of, a member’s individual connection that could prevent intermittent participation in the meeting.

9. Forced Disconnections.

a) The meeting Chair may direct the disconnection or muting of a member’s connection if it continuously causes undue interference with the Assembly’s hearing of reports and speakers during the meeting.

b) Conduct and behavior inappropriate during an in-person-meeting is strictly prohibited by members on video display within the business session. Connection of violators shall be subject to termination by the meeting Chair.

c) The Chairman's ruling to do so, which is subject to an un-debatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.

10. Member Participation.

a) All participants are responsible for selecting a secure connection site to ensure that the business discuss is not witnessed by any person(s) who are not members in good standing of First Baptist Church of Annapolis, Inc.

b) Members shall refrain from recording, taking photos, or video taping any portion of the proceedings during the Annual Meeting.

c) All registered members shall have the right to address the Assembly, raise points of order, state un-readiness, and take other parliamentary action inherent in a deliberative body.

d) No Member shall address the same issue more than two (2) times.

11. Assignment of the Floor.

a) To seek recognition by the chair, a member shall use the "raise hand feature", by phone (*9), unmute (*6) and state "Mr. Chair question please". Any member recognized by the chair shall give his *Name*, before being allowed to address the Assembly.

b) Upon assigning the speaking order to members in the queue, the chair shall clear the online queue of members who had been seeking recognition.

c) To claim preference in recognition, another member who had been seeking recognition may promptly seek recognition again, and the chair shall recognize the member for the limited purpose of determining whether that member is entitled to preference in recognition.

12. Interrupting a Speaker. A member who intends to make a motion, ask a question, or request that under the rules may interrupt a speaker shall use **Chat Feature** for so indicating, and shall thereafter wait a reasonable time for the chair's instructions before attempting to interrupt the speaker by voice. The **Chat Feature** is reserved for member participation during the meeting.

13. Motions Submitted in Writing.

a) 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 in the **Chat Feature**.

b) The motion should be preceded by the member's name, and the number corresponding to how many written motions the member has so far posted during the meeting (e.g., "P. Jones -1", "FRANCES POPE - 4"). Use of the online area designated by the Church Clerk for this purpose shall be restricted to posting the text of intended motions.

14. 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 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.

15. Voting.

a) Election of Offices may be by ballot.

b) Voting shall be taken by the anonymous voting feature of the Internet meeting service.

c) A different method may be ordered by the Assembly (*except as noted in the Constitution and By-Laws*) or required by the rules.

d) When required or ordered, other permissible methods of voting are by electronic roll call or by audible roll call.

e) The chair's announcement of the electronic, or audible roll call voting result shall include: Number of votes cast, Necessary for adoption, Number of votes on each side of the question, and the number, if any, of illegal votes.

16. Video Display. [Video display the number of participants is too large for all to be displayed simultaneously:]

a) The technology team or their assistants shall cause a video of the Meeting Chairman, Church Clerk, Reporting or Speaking member to be displayed throughout the meeting where appropriate.

b) A Member recognized to address the Assembly shall not be required to be on video display.