

POLICY: Group Meetings

Applies to: Council, Teams, Volunteer Groups

Introduction In order for Our Congregation and its representative groups to run as smoothly as possible and to allow Congregants to participate in open meetings the following requirements need to be met.

General: The Council and all Teams are expected to meet monthly, September through June. The council, Teams and Volunteer groups may schedule additional meetings as they, the Moderator, or Pastor deem necessary. Time and place is determined by the chair or vote of the body. All motions shall be acted upon (no second required). Unless stated otherwise all votes shall be decided by a simple majority of the Council, Team, or Volunteer Group members present and voting.

Notice shall be given at least 48 hours prior to meetings by any or all of the following:

- A) Voice announcement at a worship service;
- B) Publication in the printed Order of Worship;
- C) Publication in the Newsletter or other equivalent;
- D) Display on the website

Postponed or Emergency Notice: If, because of weather or other unforeseen circumstances, a meeting needs to be changed or scheduled with less than 48 hours notice or the normal notification formats are not applicable, then;

- A) A reasonable effort shall be made to alert all affected members;
- B) The Office or Pastor shall be notified;
- C) The date, time and location shall be posted on or near the Office door;
- D) A voice announcement should be made at a worship service if there is one before the meeting time;
- E) The date, time and location should be posted on the website.

Open Sessions: Council, Team, or Volunteer group meetings, except for executive sessions, shall be open to all. Non-voting guests may speak at the discretion of the meeting Chair or majority vote of the body.

Executive Sessions: For purposes of discussing sensitive issues where personal privacy should be recognized and protected (e.g. performance appraisal), Council, Team, or Volunteer group meetings may be called by a 2/3 or more majority vote into "executive session", meaning only elected or appointed members and the Pastor may be in attendance.

Quorum: As stated in the By-laws under 6.0 Meetings, a simple majority of the Council, Team, or Volunteer Group members shall constitute a quorum which is required for the transaction of all business except discussion and adjournment.

Attendance: Council, Team, and volunteer group members must be physically present or participating via electronic means that allows two-way audio communication to be recognized as in attendance at a meeting. Non-audio electronic means, such as "texting" or other forms of message transmission, do not qualify as attendance and therefore this person may not vote or be considered as part of a quorum. Members present by qualified electronic means shall be noted in the minutes.