

Edina Community Lutheran Church Annual Meeting, February 13, 2022

Proposed Rules of Procedure

A. Floor Procedures

- I. Voting members with a question, issue, or wishing to speak to an item of business, may seek to be recognized using the chat function of the meeting platform. A volunteer monitoring the chat function will keep a list for the chair.
- II. The chair will regularly check on those joining by phone to ascertain if they have a question or issue.

B. Voting

- I. Voting shall be by hand (by raising a hand). In determining the outcome of a vote, only the yes and no votes shall be counted in determining the total number of votes required for adoption. Abstentions may be recorded, but do not count in the vote total.
- II. Those members who are attending by phone will let their representative know what their vote is. The representative will indicate this vote in a private chat to the chair.

C. Elections

- I. Elections shall be voted on by hand.

D. Miscellaneous

- I. The chair, at any time, may declare a recess of the assembly for purposes of addressing technical issues.
- II. All matters not governed by rules of this assembly or by specific assembly action shall be governed by *Robert's Rules of Order, Newly Revised*, in its most current edition.