

**Diocese of Hawai'i**  
**Supplemental Special Rules of Order for Virtual Attendance at Annual Convention**

October 2020

**I. Preamble**

1. Supersede Regular Rules. These Supplemental Special Rules of Order for Virtual Attendance at Annual Convention (hereinafter, "these Rules") shall be supplementary to the regular Rules of Order and to the extent they are in conflict with the regular Rules of Order, these Rules shall prevail.
2. Purpose. The purpose of these Rules is to facilitate the calling and meeting of the Diocesan Convention of the Episcopal Diocese of Hawai'i in a situation where it is impractical to hold a face-to-face physical meeting of the Convention due to governmental restraints or as otherwise directed by the Ecclesiastical Authority of the Diocese.
3. Interpretation of Certain Constitutional and Canonical Terms. For purposes of Conventions governed by these Rules, these terms shall have the following interpretation:
4. "Convention": The meeting of eligible voting clergy and elected lay delegates of the meeting of the Convention of the Episcopal Diocese of Hawai'i conducted wholly or in part via remote electronic participation by its members as follows:
  - a. "Seat": The ability to participate in the Convention via electronic connection
  - b. "Voice": The right to make oral statements during the Convention
  - c. "Vote": The right to cast an oral voice or electronic poll=vote or file an electronic ballot during the Convention
5. Convention Managers. In order to facilitate the conduct of an electronic meeting of the Convention, the Ecclesiastical Authority shall appoint one or more Convention Managers to assist the President, Dispatch of Business and Secretary of the Convention.

**II. Notice of Meeting of Virtual Convention and Connection Information**

1. Increased Notice Time. If the Ecclesiastical Authority shall call for a meeting of Convention by electronic means, the notice for such meeting shall be given by publication on the diocesan website and otherwise no later than four weeks prior to the date called for the opening of the meeting.
2. Members to Furnish Communication Information. No later than two weeks before any such meeting, every member of the clergy entitled to seat, voice, or vote in Convention must notify the Ecclesiastical Authority of his or her unique email address in order to receive the ability to participate in a Convention held electronically. No later than such date, every rector, vicar, or a warden of any congregation entitled to representation in Convention must notify the Ecclesiastical Authority of the email address of (a) every Lay Deputy of such congregation or (b) any Alternate who pursuant to Canon 2, Section 1 will replace an elected Lay Deputy who will be unable to attend the Convention.
3. Secretary to Send Login Information. No later than three days before such meeting, the Secretary of Convention or his or her designee shall send an email to every member of Convention setting forth (a) the time of the meeting, (b) the URL and codes necessary to connect to the Internet meeting service, and, as an alternative and backup to the audio connection included within the Internet service, the phone number and access codes the member needs to participate aurally by telephone, and (c) if applicable, a Voter ID code.

### **III. Opening of Meeting and Quorum**

1. Login Time. The Secretary shall schedule Internet meeting service availability to begin at least 30 minutes before the start of each meeting.
2. Signing in and out. Members shall identify themselves as required to sign in to the Internet meeting service, and shall maintain Internet and audio access throughout the meeting whenever present, but shall sign out upon any departure before adjournment.
3. Quorum. The Convention Managers shall determine and report to the Secretary the presence of a quorum as required by the Constitution on the basis of members' login information. The members present may continue to do business until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum. Less than a quorum can adjourn.

### **IV. Conduct of Meeting**

1. 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.
2. Forced disconnections. The President of Convention may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The President'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.
3. Assignment of the floor. To seek recognition by the President, a member shall use the Zoom "raise hand" request and await recognition. Once the pending action is completed, the Convention Manager shall clear the online queue.
4. Interrupting a member. A member who intends to make a motion or request that under the rules may interrupt a speaker shall use the YES icon feature for so indicating, and shall thereafter wait a reasonable time for the President's instructions before attempting to interrupt the speaker by voice.
5. 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 Secretary for this purpose, preceded by the member's name, parish affiliation and a number corresponding to how many written motions the member has so far posted during the meeting (e.g., "John Smith, Rector of St. Swithun's, Stafford, 3:"); "Richard Roe, Holy Name, Millstone, 1"). Use of the online area designated by the Secretary for this purpose shall be restricted to posting the text of intended motions.
6. Seconding of motions and related posts. Members responding "so moved" to a request from the President for a motion, or seconding any motion that requires a second, must do so using the Raise Hand feature without needing to be recognized by the President.
7. Display of motions. The Secretary 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 Secretary, 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.

8. Video display. The President, the Secretary, or their assistants shall cause a video of the President to be displayed throughout the meeting, and shall also cause display of the video of the member currently recognized to speak (if such display is permitted by them) or report.
9. Broadcasting. The Convention Manager shall arrange for broadcasting via livestreaming or otherwise so that the public and members of the Diocese other than members of the Convention may observe the proceedings.

#### **V. Floor Nominations and Voting**

1. Nominations from the Floor. Any persons who have not been nominated through the Nominating Committee or the Secretary of Convention may be nominated for office by written nomination online form for such purpose, completed and submitted to the Secretary no later than a week prior to the opening of Convention, provided that when the President invites nominations from the floor for that office the person making the nomination confirms the nomination and the person nominated confirms willingness to serve if elected.
2. Voting. Votes not requiring ballots may be taken by the Zoom polling feature. Other votes, including balloting for elections, shall be taken by the anonymous voting feature of the Internet voting service, using members' assigned Voter ID code. Results of votes may be reported to the President by the Chair of the Elections Committee or the Secretary.

#### **VI. Adaptability**

1. Due to the newness of virtual attendance, changes to procedures may need to occur. Therefore, the above mentioned rules of order may be changed by the chair as circumstances dictate.