

RULES OF ORDER FOR ANNUAL MEETING

All Saints Episcopal Church, Chicago

As adopted at the Annual Meeting, January 29, 2023

1. The Constitution and Canons of the Diocese of Chicago, the Bylaws of All Saints Episcopal Church and Illinois law do not prohibit the holding of an Annual Meeting by remote communication (“a Virtual Annual Meeting”) nor do they prohibit the holding of an annual meeting that is both in-person and virtual (“a Hybrid Annual Meeting”).
2. Due to the ongoing COVID-19 pandemic, the annual meeting of All Saints will be a Hybrid Annual Meeting taking place both in-person and using remote communication such as Zoom or equivalent platform, as will any future Annual Meeting during which similar circumstances prevail (as determined by the Rector and Wardens).
3. These Rules of Order for a Hybrid Annual Meeting are adopted pursuant to Canon 22 of the Diocese of Chicago and Section 5 of the All Saints bylaws. These Rules accede to the Constitution and Canons of the Episcopal Church and of the Diocese of Chicago (collectively, “the canons”). Except where inconsistent with the canons or these Rules, Robert’s Rules of Order Newly Revised, the latest edition, shall govern the business proceedings of the Annual Meeting. Notwithstanding the foregoing, the Annual Meeting may, by unanimous consent, take any action not inconsistent with the canons.

Prior to Annual Meeting

4. Notice of the Annual Meeting, its day and time, and the ways in which members can participate (virtually or in-person) will be publicized in the weekly electronic newsletter and by email to Members at least 14 days before each meeting.
5. To participate virtually in the Annual Meeting, Members of the Parish (“Members”) must have access to the internet with a device (laptop, tablet, smart phone, or desk top computer) that allows for connection to the internet platform. Members must also have an email address to receive materials about meeting login information.
6. No later than three (3) days before the meeting, the Clerk or designee shall notify Members in the electronic newsletter or email the URL and codes necessary to connect to the internet meeting platform, and, as an alternative and backup to the audio connection included within the Internet service, the phone number and access codes that members need to participate aurally by telephone. A Member, however, cannot participate solely by telephone and must be connected to the electronic platform via the internet on their device.

Day of Annual Meeting

For virtual participants

7. The Clerk or designee shall schedule internet meeting service availability to begin at least 1 hour before the start of the meeting for check-in.
8. Any Member experiencing technical difficulties can access support by using the technology support line or email publicized in the Annual Meeting materials provided in advance. However, each Member is responsible for their audio and internet connections; and 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 Annual Meeting.
9. In order to participate fully in the Annual Meeting, specifically to vote, Members must log in on a separate device from other Members in their household.
10. The Rector or meeting chair may cause or direct the muting of a Member's connection if it is causing undue technical interference with the meeting. All Members are asked to remain muted during the meeting unless they are addressing the meeting or invited to unmute by the Rector or meeting chair.

Quorum

11. The presence of a quorum shall be established for virtual participants during the meeting by counting the names of those listed in the participant screen. In-person participants will be counted before the meeting commences. The number of virtual and in-person participants will be added together to establish the quorum.

Questions of Order

12. Questions of order shall be decided without debate by the Rector or meeting chair, subject to an appeal of the ruling upon motion.

Seeking Recognition

13. The Rector or meeting chair will designate at least one, preferably two people attending in-person, to manage the participation of virtual participants, to assure that they are recognized, and to bring any questions or concerns to the Rector or meeting chair.
14. To seek recognition by the Rector or meeting chair, Members participating virtually shall use the raise hand (or analogous) feature to indicate their desire to be recognized. The online monitor will alert the Rector or meeting chair to the person wishing to be recognized. The Rector or meeting chair will ask the Member to unmute so that they may speak to the issue at hand. Members will be recognized in the order they request the floor via the raise hand function. Any Member wishing to post a written amendment or post in-writing something germane to the business of the Annual Meeting must use the Chat feature or

other feature designated by the Rector or meeting chair. The chat feature may also be used for non-business postings.

15. In-person Members shall raise their hand and wait to be recognized by the Rector or meeting chair.

Written Materials

16. All motions, resolutions, or documents that are before the Annual Meeting for action shall be shared on the screen for all Members participating virtually to view. All Annual Meeting materials will also be available to Members participating in-person in paper form and materials will be available to all Members electronically on the All Saints website.
17. Except where otherwise provided by canon or All Saints Bylaws, by these Rules, or by Robert's Rules, a simple majority of those voting will carry a question. Members participating virtually in the Annual Meeting shall vote using Zoom online polling and Members participating in-person shall vote using a paper ballot or by acclamation at the designation of the Rector or meeting chair.
18. Elections for warden, vestry members, and diocesan representatives shall take place using Zoom online anonymous polling for Members participating virtually and by paper ballot by Members participating in person. Those elected will be those candidates receiving a plurality of votes cast virtually and in-person.
19. Neither absentee voting nor proxy voting is recognized. Only Members present virtually on the electronic platform or physically in-person, and voting in the affirmative or negative on a particular question shall be counted for that vote, and only such persons shall be included in the denominator used to calculate the percentage of support for the question.
20. Business may also be conducted by unanimous consent.

Approved by the All Saints Vestry, January 17, 2023