

# Pacific Northwest Conference of the United Church of Christ

## Annual Meeting 2022

### Information about Delegates:

- As our bylaws state (see Article 3 and Article 1), these folks have a vote:
  - Every Local Church which is in good standing in the Conference shall be entitled to voting representation in the Conference by three lay delegates, plus one additional lay delegate for each one hundred members or fraction thereof above the first two hundred members of that church, plus one additional delegate to be under the age of 26. The last available annual year book statistics will be used as the basis for computing the number of delegates.
  - All individuals who are members of the Conference as individuals are voting members of the Conference.
    - All Clergy members of the Conference who have standing in this Conference.
    - Board of directors, chairpersons of leadership committee, past Moderators of the Conference.
  - Ordained ministers holding standing in other denominations while serving as ministers in a Local Church of the Conference shall be voting members.
- Church pastors and leaders should have communicated with you to let you know if you are a delegate. If you are unsure, please connect with your church leader before we vote.
- We are using the honor system: If you are a delegate, you can vote.
- During our zoom meeting we will ask you to rename yourself to indicate that you are a delegate and include your home church. Example:
  - Chris Hanson, Plymouth Seattle, Delegate
  - Jim CastroLang, FCCUCC Colville, Clergy Delegate
  - *Note: you might need to abbreviate.*
    - To change your name after entering a Zoom meeting:
      - Click on the “Participants” button (usually at the bottom of the Zoom screen on a computer).
      - Hover your mouse over your name in the “Participants” list on the right side of the Zoom window.
      - Click on “Rename”. Enter the name as noted above and click “OK.”
  - Our tech team will be noting names and compiling this list and counting to ensure we know how many delegates are present.

## Covenant for our time together

- Allow space for those who have not had a chance to speak
- Be open/honest
- Speak from your own experience
- No fixing, expect and accept non-closure
- **Respectful Communication Guidelines**
  - R = take RESPONSIBILITY for what you say and feel without blaming others.
  - E = use EMPATHETIC listening.
  - S = be SENSITIVE to differences in communication styles.
  - P = PONDER what you hear and feel before you speak.
  - E = EXAMINE your own assumptions and perceptions.
  - C = keep CONFIDENTIALITY.
  - T = TRUST ambiguity because we are not here to debate who is right or wrong.
  - *These Guidelines are from Eric Law with the Kaleidoscope Institute. Read more [here](#).*

## Standing Rules to adopt for PNCUCC Annual Meeting 2022

*These standing rules will be voted on during our first business session on Saturday, April 30.*

*We all know that meeting online and doing our Conference business will be different than being in person, and extend grace and understanding to everyone.*

1. Working together in Covenant Community as we carry out the business of the Conference, it is our desire to conduct ourselves in ways that are inclusive and respectful of all voices. We desire to conduct our community business in ways that fulfill our responsibilities to each local church and in covenant with all instrumentalities of the United Church of Christ.
2. Business will be conducted using a few basic process rules of agreement. Our bylaws make no mention and do not require us to use Robert's Rules of Order. We agree to a few process rules as stated below. If a situation is not covered by these process rules, Robert's Rules of Order will be used. This is at the discretion of the Moderator.
3. Moderator or Moderator *Pro Tem* is authorized to recognize voice without vote to non-delegates who may wish to speak. Moderator can set appropriate parameters for topic, length, and other variables.
4. **How we will vote using zoom:**
  - a. Honor System: if you're a delegate you can vote
  - b. Vote by raising your physical hand to your camera and holding it up until you're asked to put it down.
    - i. There will be a text-in/phone-in option for those need it and for those calling in.
  - c. Non-delegates will be asked to turn off your cameras before the vote so it is easier to see hands of delegates.

- d. For each vote the Moderator will ask for votes in this order:
    - i. Ask for Abstentions (and count)
    - ii. Ask for Opposed (and count)
    - iii. Ask for In Favor (scan)
      1. Zoom team will take screenshots of the In Favor to count later
  - e. Secondary process if needed: If a vote is too close to count in this manner, or if someone calls for a vote by ballot, we will use a **non-anonymous Zoom poll**.
    - i. There will be two questions on the poll, one for the first delegate, and one for a second delegate in the case that there are two delegates on the screen.
      1. If there is only one delegate on the screen, please only vote on the first question.
      2. If there are more than two delegates on the screen, please use the phone-in option.
      3. This will allow us to ensure that all people who filled out the poll were delegates.
    - ii. If someone has an issue using the poll, they can type their vote in to the chat box.
    - iii. There will be a text-in/phone-in option for those who need it and for those calling in.
5. Anyone speaking is asked to identify themselves by name and local church membership.
6. Questions and comments during voting:
- a. After a motion is introduced, there will be time to speak pro or con on the motion. There is also space for process questions. Whenever possible, the moderator will alternate between inviting pro and con speakers, and prioritize questions.
    - i. Delegates can indicate they wish to speak, and in which manner they wish to speak, by typing their name into the chat box with pro, con, question, or process. Example:
      1. Jo Green – pro
      2. Ty Blue – con
      3. Bo Purple – question
      4. Su Yellow – process
    - ii. If a delegate is unable to use the chat, they can use the zoom “raise hand” feature or use the phone-in option, or send their statement to Bing Tso via chat.
7. Any business needing approval of the delegates requires a Motion and a Second to the Motion from the floor.
- a. Motions and Seconds should be made by using the zoom “raise hand” feature. The Moderator will call on the first hand they see and confirm that the person is making a motion or seconding.
  - b. The Moderator may call for “unanimous consent with no objection” on any item requiring a decision of the delegates. The moderator will wait 10 seconds of quiet space to listen for any objections.
  - c. Objections should be made using the “raise hand” feature. The Moderator will call on the person with a raised hand to speak. If there is no objection, the item is deemed passed as presented.

8. Deliberation on any motion will proceed by alternating pro/con speakers. See item 6 above for how delegates can indicate they wish to speak pro or con. Questions to the motion or process questions can be asked throughout. Following two on each side, discussion will only proceed as long as there is one pro and one con speaker remaining. This will continue with discussion stopped after 15 total minutes. The Moderator may extend debate beyond 15 minutes through Unanimous Consent or vote of the delegates.
9. Bylaw changes need a yes or no vote and are unable to be amended, consistent with our bylaws.
10. The appropriateness of Amendments to Motions is always the trickiest part of meetings. The Moderator has discretion to work with delegates in a fair and just way to get the most appropriate wording for a motion on the floor for a vote. Here are some guidelines and rules for delegates that can help move the process forward effectively:
  - a. **“Friendly Amendment”** – This is commonly used but does not exist in any formal procedures. Let’s work with the intent. If you have a minor clarification or addition to a Motion on the Floor: 1) Go to the Maker of the Motion and ask them to request an update to the wording of the motion. If they do this and the person who seconded the motion agrees – then the updated motion is deemed to be the motion on the floor. OR 2) the request may be made from the floor. The maker and the second of the motion have 10 seconds to say YES or NO to accepting. There is no debate back & forth discussion unless the Moderator needs clarification.
  - b. **“Substance Change Amendment”** – This must be submitted in writing to the screen operator, so the delegates can see the wording without confusion. The Moderator may announce an email, this can be sent to the screen operator so they may more quickly get the amendment up on the screen. These amendments should be made from the floor. The Moderator may rule such an amendment out of order if it is deemed to be on a substantially different subject. Such an amendment does require a second. If the amendment passes, it is incorporated into the original motion.
  - c. **“Substitute Amendment”** – This is a replacement of the original motion in its entirety. This follows all the procedures of the process in 10b above. The maker of this type of amendment should say to the floor this or similar words, “I move that the motion on the floor be completely replaced with the following...”
11. We trust the Moderator with the flexibility of discerning a fair and just way to proceed at any point during our meeting. In the spirit of this, the Moderator may say this or similar words, “With the support of the Body and with no voiced objection, I suggest we proceed by...” If there is no objection in 10 seconds of silence, then the body proceeds in accordance with the Moderator’s suggestion.

**Process Guide:** Bing Tso, Plymouth UCC.

For this annual meeting we are going to have a Process Guide rather than a parliamentarian. As our Process Guide, Bing will be available to reference the standing rules, bylaws, and constitution as we move through our time together and questions may arise. Bing will also remind us of our covenant if the need arises. Finally, the Process Guide will help track our voting process. Thanks, Bing for your support!