

**Supplemental Special Rules of Order for Virtual Attendance at the  
Annual Meeting of Convention in the Episcopal Diocese of Los Angeles  
November 2020**

**Introduction**

The spirit of Diocesan Convention is that of a family reunion. In light of the COVID-19 pandemic however, we must prioritize health and safety as we engage in the work of our shared mission. Los Angeles, along with all Episcopal dioceses across the country, will be hosting its first ever Virtual Convention. The goal of these Special Rules of Order is to facilitate a smooth Convention, giving a clear process for the conduct of business while enabling full participation to ensure our Delegates' voices are heard.

Respectfully submitted by the Committee on Rules of Order  
Canon Dr. Steve Nishibayashi, Secretary of Convention  
Rev. Dr. Antonio Gallardo  
Rev. Peter Kang  
Canon Julie Dean Larsen  
Ms. Samantha Wylie

**I. Preamble**

These Supplemental Special Rules of Order do not supersede or conflict with the Diocesan Rules of Order. They are added to supplement the procedures for Virtual Attendance at Diocesan Convention.

Purpose. The purpose of these Rules is to facilitate the calling and meeting of the Diocesan Convention of the Episcopal Diocese of Los Angeles 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.

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 Chair and Secretary of the Convention.

Platform of Meeting. The Virtual meeting of Convention will be conducted as a Zoom meeting.

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

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.

Members to Furnish Communication Information. No later than three weeks before any such meeting, every member of the clergy entitled to seat, voice, or vote in Convention must notify the Secretary of Convention of his or her 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 Secretary of Convention of the email address of (a) every Lay Delegate of such congregation or (b) any Alternate who will replace an elected Lay Delegate who will be unable to attend the Convention. Every voting delegate must have a unique email address.

Attendance. In accordance with the guidelines developed by each faith community for in person gathering, Lay and Clergy Delegates will log in to the meeting from home, or in cases where desired or necessary, may gather locally at the community of faith they are representing or as otherwise assigned by the Secretary of Convention. No later than seven days before such meeting, the Secretary will publish these assignments.

Secretary to Send Login Information. No later than three days before such meeting, the Secretary of Convention 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) instructions for voting delegates to cast electronic ballots.

## **III. Opening of Meeting, Status Changes, Quorum, and Reporting of Attendance**

Login Time. The Secretary shall schedule Internet meeting service availability to begin at least 30 minutes before the start of each meeting.

Status Changes. The Secretary shall designate an online area exclusively for the purpose of consulting with the Registrar to confirm or change delegate status.

Quorum. The Convention Managers shall determine and report to the Secretary the presence of a quorum as required by the Diocesan Constitution and Canons on the basis of an electronic ballot at the beginning of Convention. 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**

Technical requirements and malfunctions. Each gathering is responsible for their audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or the quality of, a gathering's individual connection prevented participation in the meeting.

Forced disconnections. The Chair reserves the right to cause or direct the disconnection or muting of a member's connection if such connection is causing undue interference with the meeting. The Chair's decision to do so shall be announced during the meeting and recorded in the minutes.

Assignment of the floor. To seek recognition by the Chair, 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.

Interrupting a member. A member who intends to make a motion or request that under the rules may interrupt a speaker shall use the Zoom Chat feature for so indicating, and shall thereafter wait a reasonable time for the Chair's instructions before attempting to interrupt the speaker by voice.

Motions submitted in writing. A member intending to make a main motion, to offer an amendment, or to propose instructions to a committee, shall notify of their intent to do so using the Zoom Chat feature. The text of the motion or amendment shall then be submitted in writing to [covention@ladiocese.org](mailto:covention@ladiocese.org) preceded by the member's name and congregation affiliation (e.g., "John Smith, Rector of St. Swithun's, Stafford"; "Richard Roe, Holy Name, Millstone").

Seconding of motions and related posts. Members seconding any motion that requires a second must do so using the Zoom Chat feature without needing to be recognized by the Chair. The seconding of the motion shall be announced by the Chair and recorded in the minutes.

Display of motions. The Secretary shall cause such questions (such as the main motion, or the pertinent part of the main motion, when an amendment to it is immediately pending) that are currently before the meeting for action or information, to be displayed until disposed of.

Video display. The Chair, the Secretary, or their assistants shall cause a video of the Chair to be displayed while addressing the convention, and shall also cause display of the video of the member currently recognized to speak or report (to the extent possible).

Broadcasting. The Secretary of Convention 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**

Nominations from the Floor. Prior to the opening of Convention, nominations for elective office must be submitted by the method furnished by the Secretary of Convention. After the opening of Convention, nominations for elective office may be submitted up until the Secretary's motion to close nominations is passed by the members of Convention. A voting delegate intending to submit a nomination for elective office from the floor shall notify of their intent to do so using the Zoom Chat feature. The nomination must then be submitted in writing to [convention@ladiocese.org](mailto:convention@ladiocese.org) and include the name and congregation affiliation of both the nominee and the nominator as well as the name of the office for which the person is being nominated (e.g., "Nominee for Clergy Member of Standing Committee: John Smith, Rector of St. Swithun's, Stafford, nominated by Richard Roe, Lay Delegate of Holy Name, Millstone").

Manner of Voting. All voting shall be conducted by electronic ballot. Voting delegates are responsible for procuring and ensuring the functionality of a web-connected device (such as a smartphone or tablet) for the purposes of electronic voting. To log in, each voting member will be directed to a website where they will have to enter their first name, last name, and unique email address. The list of members logged in to vote will be cross-checked with the list of registered delegates (including those persons who have had their status change approved by the Registrar). The Judge of Elections shall cause any persons who are logged in but not on this list to be disconnected.