

# HLBC Special Business Meeting

You will receive a link via email that will allow you to join the online meeting. Click on that link, and then click on “Open Zoom Meeting” in the pop-up window that shows at the top of your screen. If it does not activate, follow the instructions to download and run Zoom.

Our Special Business Meeting is an online meeting, the members can view, listen, and interact. This meeting will go live on Sunday, June 12 at 6:30 pm EST. Please ensure highspeed internet connectivity and audio capability, and a microphone if you wish to ask a question or speak to the motion. The Zoom web browser client will download automatically when you start or join your first Zoom meeting. **If you are using Zoom for the first time, please give yourself extra time to get setup.** If you are unable to get into the meeting, please contact Steve Lougheed (416-201-2293).

Once you are logged on, ensure your audio is on. Please also ensure the name on your account is your full name. On your screen you should see a control panel along the bottom that offers a **chat** function that looks like a speech bubble. If you cannot see the interactive options, please move your mouse over the bottom and it will appear. If you are viewing this on a mobile device, you will need to tap the screen to access the interactive options and to view the poll when it comes time to vote. These will give you the opportunity to interact with us as we work through our Agenda items. If you cannot see them, click on the “more” button to view more options.

**Chat:** use the chat function to move or second a motion, and to ask any technology questions if you are having difficulties. Please refrain from chatting back and forth while the meeting is taking place.

**To vote:** Someone will read the motion aloud. Remember to let us know your name when you move or second the motion. Someone will also speak the mover and seconder aloud. Individuals will be able to participate by using the real-time poll that will come up on your screen, with the text of the motion that is being voted on. Please select yes/no/abstain/guest and press submit.

\*\* As per COVID-19 guidelines, we encourage all members and guests to be on zoom from their own homes or offices to allow for adequate social distancing.

**As Baptists, we cherish the freedom that allows for diversity of opinion in our gatherings, but we also appreciate the grace and goodwill that fosters respect and charity within the family. The necessity of dealing publicly with issues provides an opportunity to treat our brothers and sisters with love and respect, even when we disagree.**

# Motions

Any delegate has the right to make a motion regarding any item **already on the agenda**.

## Procedures for Discussion

For the convenience of voting delegates, the following guide to procedures is provided.

### 1. To speak about a motion

Members can express their agreement or disagreement with a motion. Use the Chat feature to indicate you would like to speak to a motion by writing “I would like to speak to the motion” and wait to be recognized by the presiding officer. The chair will unmute you, and you will receive a prompt to confirm you would like to unmute or remain muted; you must choose to unmute to speak to a motion. Please do not write out your question; only verbalized questions will be answered (i.e., your questions will not be answered in the Q&A feature). Please begin by stating your name. As a rule, you can only speak once about a motion. You may speak for up to two minutes. Please note that the webinar host will put your microphone on mute once you have finished speaking to a motion.

### 2. Once given the opportunity to speak, you can do one of four things:

- Speak to or against the motion.
- Make a motion to amend the main motion (an amendment may not reverse the main intent of the motion).
- Make a motion to defer action until another day.
- Make a motion to refer the matter to the Board.

### 3. To end debate

If you feel that there has been enough discussion, you can make a motion “that the vote be taken now.” This motion to end debate must then be voted on.

### 4. Amendments

An amendment usually deals with a specific part of the main motion and may not undo the intent of the main motion. You may make a motion to amend an amendment. When we have only the main motion on the floor, that is what is discussed and voted upon. When someone moves “to amend the main motion,” we stop discussing the main motion and debate only the proposed amendment.

Then we vote on the amendment. If the amendment carries, it immediately changes the main motion. This new, amended motion is then debated and put to a vote. While debating an amendment, someone may make a motion to amend the amendment. Then this motion is voted upon; if it is carried, we then discuss the revised amendment that we have just created. If the amendment to the amendment is defeated, we then go back to discussion of the original amendment.

## 5. The Chair

The Chair's main role is to act as a facilitator, helping to keep the discussions flowing in an orderly way. Sometimes a delegate will raise a "point of order," which is basically questioning whether proper procedure is being followed. The presiding officer will then rule on the point of order before the debate is resumed. The presiding officer's decision is binding unless a delegate immediately challenges it. If that happens, the challenge is immediately put to a vote of the delegates.

## Voting

When it comes time to vote on a motion, someone will read the motion aloud. Use the chat function to move or second a motion. Someone will also speak the mover and seconder aloud. Individuals will be able to participate by using the real-time poll that will come up on your screen, with the text of the motion that is being voted on.

- Select your response of yes, no, abstain or guest.
- Press "SUBMIT" to send the presiding officer your vote via the real-time poll.
- Once we have received all the votes, you will see a report on your screen stating the results, and the presiding officer will verbally declare the motion as carried, if applicable.
- Please note that there will be a brief pause of live-feed-spoken-word after each poll is put on the screen as it takes some time to gather in all the votes. Thank you in advance for your patience.

# F.A.Q.'s

## 1. When is the meeting and how long will it last?

The meeting is on Sunday, June 13 at 6 p.m. It will last approximately 1 hour and 30 minutes.

## 2. How is the meeting being held?

The meeting is being held via Zoom through an attendee's personal device (computer, tablet, phone, etc.). You will require a computer with sound and internet capabilities, and a microphone if you wish to ask a question or speak.

## 3. What is the benefit of meeting remotely?

We are taking advantage of new opportunities and technology available to us which will allow more people to participate in meetings. Due to restrictions of the COVID-19 pandemic, meeting remotely also allows everyone to stay safe and healthy and limits the spread of the virus.

## 4. What will be discussed at this meeting?

- Minutes of Previous Congregational Meetings
- Growing Together Plan
- Jump Start Ministry Plan
- Current Financial Update
- Budget Proposal
- Nominating Committee Recommendations
- Revised Policies
- Annual Reports
- Other Business

## 5. What will this online meeting look like in terms of technology?

The Zoom invite link will be sent to the email provided during registration. Only members will be able to vote. Guests must select the "Guest" option in the polls.

Please ensure you have Wi-Fi/internet and sound capabilities, and a microphone if you wish to ask a question or speak to the motion. It is recommended that you access the webinar via Chrome, but it is usable across all web platforms and all devices. The web browser client will download automatically when you start or join your first Zoom meeting and is also available in the App Store/Google Play for manual download. If this is your first Zoom meeting, it is recommended that you get everything set up early, as we will begin promptly at 6:00 p.m.

Additional instructions regarding technology are provided below.

#### 6. What if more than one congregant is using the same device?

For each person to have a registered vote, each member will need to be on their own device. Please use separate devices, in separate rooms (to avoid any feedback), for voting.