

The Episcopal Diocese of Pittsburgh

Final Plan and Mechanics for Conducting a Virtual Convention

October 17, 2020

I. Preamble

1. Supersede Regular Rules. This Final Plan and Mechanics for Conducting a Virtual Convention (hereinafter, "these Mechanics") shall supersede, where applicable, the regular Rules of Order; and to the extent they are in conflict with the regular Rules of Order, these Mechanics shall prevail. As to those matters that a) are not covered by these Mechanics and b) are nonetheless applicable in the context of an online Convention, the regular Rules of Order shall continue to apply.
2. Purpose. The purpose of these Mechanics is to facilitate the calling and meeting of the Diocesan Convention of the Episcopal Diocese of Pittsburgh in a situation where it is impractical to hold a face-to-face physical meeting of the Convention due to governmental restraints, public health concerns 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 Mechanics, these terms shall have the following interpretation:
"Convention": The meeting of clergy and laity of the Diocese of Pittsburgh conducted wholly or in part via remote electronic participation by its deputies and those otherwise entitled to seat, voice or vote.
"seat": The ability to participate in the Convention via electronic connection
"voice": The right to make oral statements during the Convention
"vote": The right to cast an oral voice or electronic poll_vote or file an electronic ballot during the Convention
4. 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 in the management of the Convention.

II. Notice of Meeting of Online Convention and Connection Information

1. 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 prior to the date called for the opening of the meeting.
2. Deputies to Furnish Communication Information. Every member of the clergy entitled to seat, voice, or vote in Convention must notify the Ecclesiastical Authority or designee of his or her email address in order to receive the ability to participate in a Convention held electronically. Every parish entitled to representation at Convention must notify the Ecclesiastical Authority of the email address of (a) every lay deputy of such congregation; or (b) any alternate deputy who pursuant to Canon 2, Section 2 is permitted to replace an elected lay deputy who is 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 (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 Convention.
2. Signing in and out. Deputies shall identify themselves as required to sign-in to the Internet meeting service, and shall use best efforts to maintain Internet and audio access throughout the meeting whenever present. Except in the case of emergencies, deputies are expected to remain in attendance for

the duration of the Convention. If an alternate deputy is to attend in place of a lay deputy, then any such substitution must take place at least two days prior to the start of Convention, with appropriate prior notice given to the Secretary or his or her designee. No substitution will be possible after the Convention has begun.

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 deputies' login information. The deputies present may continue to do business until adjournment, notwithstanding any departure of deputies after the start of the Convention.

IV. Conduct of Meeting

1. Technical requirements and malfunctions. Each deputy is responsible for his or her video, audio and Internet connections; no action of Convention shall be invalidated on the grounds that the loss of, or poor quality of, a deputy'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 deputy's connection if it is causing undue interference with the meeting.
3. Assignment of the floor. In order to seek recognition by the President for the purpose of asking a question, making a comment or offering a main motion or an amendment, a deputy shall use the Zoom "raise hand" request and await recognition. The deputy shall keep his or her audio connection muted until instructed to speak. Any motion or amendment offered by a deputy from the floor shall be read out loud by the President or appointed designee prior to a vote.
4. Seconding of motions. Deputies responding "so moved" to a request from the President for a motion, or seconding any motion that requires a second, may do so verbally, after unmuting their audio connection.
5. Display of motions. Other than motions that are read aloud by the President, The Secretary or his or her designees, shall cause the display of the immediately pending question (such as the main motion, or the pertinent part of the main motion); and, to the extent feasible, shall cause other documents that are currently before the meeting for action or information, to be displayed until disposed of.
6. Broadcasting. The Convention Manager shall arrange for broadcasting via livestreaming or otherwise so that the public and members of the Diocese other than Deputies 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 may be nominated for office by a written nomination form designated for such purpose in accordance with the regular Rules of Order; provided that when the President invites nominations from the floor for that office the person making the nomination shall confirm the nomination and the person nominated shall confirm 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 an Internet voting_service, using deputies' assigned Voter ID codes. Votes for elections in individual district meetings shall be made by verbal acclamation and recorded by the district chair or vice-chair who will report these orally to the full convention at the designated time. The district chair or vice-chair shall also then submit the names and contact information of the newly elected district officers to the Secretary using the prescribed forms.