

**Manual of Operations
Presbytery of Scioto Valley
Presbyterian Church (U.S.A.)**

Adopted 05/21/2024, Amended 11/18/2025.

This Manual of Operations having been adopted by the action of the Presbytery of Scioto Valley at its stated meeting of May 21, 2024, shall be effective on May 22, 2024, and hereby replace and supersede any and all other operation rules of the Presbytery of Scioto Valley.

A. The Purpose Statement of the Presbytery of Scioto Valley:

As a body of Christ, the Presbytery of Scioto Valley is a trusted and responsive spiritual community building and creating vitality across all and within each of our diverse congregations.

B. The Core Values

These Core Values represent what is of deep significance to the Presbytery of Scioto Valley. Each of our Core Values is rooted in Scripture, which gives us the spiritual depth and direction to live fully into these values:

1. **Nurturing Spiritual Community:** We ground our work in the Spirit of God and nurture the faith and lives of those we serve. *Luke 6:48. It's like a person building a house by digging deep and laying the foundation on bedrock. When the flood came, the rising water smashed against that house, but the water couldn't shake the house because it was well built.*

2. **Connection:** Focusing on what connects us creates community and deepens our relationship with God. *Ephesians 4:16. From whom the whole body, being fitted and held together by what every joint supplies, according to the proper working of each individual part, causes the growth of the body for the building up of itself in love.*

3. **Unity in Diversity:** The diverse experiences and gifts of our people and communities strengthen us. *Galatians 3:28. There is neither Jew nor Greek; there is neither slave nor free; nor is there male and female, for you are all one in Christ Jesus.*

4. **Spirit-led Adaptability:** We are open and responsive to the Spirit at work in our changing world. *Romans 12:2. Do not be conformed to this age, but be transformed by the renewing of the mind, so that you may discern what is the will of God – what is good, acceptable, and perfect.*

5. **Outreach.** We walk in partnership and compassion with others to improve the human condition. *Matthew 25:35-36; 40. The king will say "I was hungry and you gave me food to eat. I was thirsty and you gave me a drink. I was a stranger and you welcomed me. I was naked and you gave me clothes to wear. I was sick and you took care of me. I was in prison and you visited me. . . . when you have done it for one of the least of these brothers and sisters of mine, you have done it for me."*

C. Critical Success Factors and Strategic Targets

Critical Success Factors are the things we must do exceptionally well to accomplish our stated purpose. Critical Success Factors and resulting Strategic Targets for our Presbytery are the following:

- **Providing guidance for congregational transitions of all kinds and support for pastoral leaders:** The Presbytery is engaged in and responsive to the needs of pastoral leaders and congregations in times of change, challenge, and opportunity.
- **Supporting congregational cohorts (small groups):** In between our Presbytery stated meetings, regional groups of 5-10 congregations will meet to share and be responsive to the needs of their surrounding communities.
- **Equipping congregations to do outreach and strategic work:** The Presbytery will connect congregations with staffing, expertise, and financial support that empowers vitality, spirituality, and outreach.

D. Authority

1. This Manual of Operations is intended, and shall be interpreted, to facilitate the Presbytery's efforts to carry out its mission, consistent with the provisions of the Constitution of the Presbyterian Church (U.S.A.), particularly Chapter 3 of the Form of Government, the Code of Regulations of the Presbytery, and the Bylaws of the Presbytery.
2. The parliamentary authority shall be the most recent edition of *Robert's Rules of Order*, except as provided for in the Constitution of the Presbyterian Church (U.S.A.).

E. Meetings of the Presbytery

1. Membership: In addition to the membership mandated by G-3.03 of the Constitution of the Presbyterian Church U.S.A.):
 - a. Elders elected to be moderator, vice-moderator, stated clerk, treasurer, members of Commissions or member of Council shall be enrolled as members of Presbytery during their term of office.
 - b. Certified Christian Educators who have been ordained as elders and who are employed by a congregation in the Presbytery shall be members of the presbytery.
 - c. Ruling elders who have been commissioned by the Presbytery to particular pastoral service shall be enrolled as minister members of the Presbytery for the length of their commissioned service.
 - d. The Stated Clerk shall address imbalances between minister members and ruling elders as needed after the year-end statistical reporting is completed annually. Congregations needing to send additional ruling elders for parity will be notified in writing by the Stated Clerk. Council will provide oversight to this process.

- e. Retired minister members are not required to attend but may attend any presbytery meetings. Regardless of whether they attend meetings, their numbers will not be used in the calculation of minister members for the determination of parity between ministers and elders.

2. Notice of Business:

- a. The following categories of business for the Presbytery shall be disclosed to minister members of the Presbytery and congregations at least five days in advance of any meeting of the Presbytery, and shall not be acted on at meetings of the Presbytery unless such notice is given:
 - i. Examination of a candidate for ordination.
 - ii. Dissolution of a congregation.
 - iii. Sale, purchase, or mortgage of real property owned by the Presbytery, except for requests from congregations to sell, purchase or mortgage property held in trust for the Presbytery by a congregation.
 - iv. Election of an officer of the Presbytery, chair or members of Commissions, chair of a standing committee, Council, or General Assembly or Synod commissioners.
 - v. The creation of an administrative commission.
 - vi. Approval or disapproval of proposed amendments to the Constitution of the PC(USA).
 - vii. Proposed overtures and concurrences to the General Assembly.
 - viii. Adoption or amendment of a budget.
 - ix. Changes to policies of the Presbytery.
- b. All other business brought by Commissions or standing committees of the Presbytery may be brought without advanced notice to the Presbytery.
- c. Any new business brought by a member of Presbytery shall be submitted in writing to the stated clerk and announced to the Presbytery.

F. Nominating Committee

- 1. The Nominating Committee of the Presbytery shall be responsible for nominating and presenting for election by the Presbytery candidates for the following positions and terms:
 - a. Moderator (who shall normally be the current Vice-moderator) for a one-year term.
 - b. Vice-moderator for a one-year term.
 - c. Stated clerk (in consultation with the Commission for Presbytery Operations (CPO)) for a three-year term.
 - d. Treasurer (in consultation with the CPO) for a one-year term.

- e. The chair and other eight members of the Commission for Presbytery Operations for three-year terms in equal classes.
 - f. The chair and seventeen other members of the Commission on Ministry for three-year terms in equal classes.
 - g. The chair and other five members of the Commission for Preparation for Ministry for three-year terms in equal classes.
 - h. The Chair and other eleven members of the Commission for Justice, Outreach and Education for three-year terms in equal classes; a permanent seat for Presbyterian Women in the Presbytery of Scioto Valley will be filled by an elder representative from Presbyterian Women and this person shall have both voice and vote on the commission. The name of the representative will be given to Nominations.
 - i. The six at-large members (in consultation with the Moderators) of the Council for three-year terms in equal classes.
 - j. The chair and nine other members of the Committee on Representation for three-year terms in equal classes.
 - k. The nine members of the Permanent Judicial Commission, for six-year terms in three equal classes; and
 - l. Chairs of all other standing committees.
 - m. Commissioners to the Synod, one ruling elder and one teaching elder.
 - n. Any other positions that Council may direct Nominating to fill.
2. All terms will be for three years unless otherwise provided. Individuals are eligible to be re-elected to a second three-year term. With the exception of the stated clerk and treasurer, no one may serve an elected position more than six consecutive years. An existing commission or committee member elected to become chair shall be limited to the remainder of the term limitations above. If a vacancy arises in the chair of a committee or commission, the committee or commission can elect a new convener from within its membership until Nominating Committee provides for the election of the chair. Classes normally begin January 1 and end December 31 of the final year of the class the individual is elected to, with the exception of Moderator/Vice-Moderator. Staggered classes may be established at the beginning of a committee or commission's work.
 3. The Nominating Committee shall present for approval by the Presbytery a plan for election of commissioners to the General Assembly (if the General Assembly is scheduled to meet) for the following year, in order to meet the deadlines of the denomination for reporting of commissioners.

G. Commissions

The Presbytery shall have Commissions allowed by the Constitution of the Presbyterian Church (USA) in G.30109b to "consider and conclude matters referred to it" by the Presbytery, each one having the authority to act on behalf of the Presbytery between meetings and established by this Presbytery at its stated meeting of November 28, 2023. Each commission will have a commission-specific set of guidelines describing their work.

Each Commission and Council may, by a two-thirds majority vote of a quorum of the Commission or Council, remove an elected member who meets one of the following criteria:

a. Misses 3 or more consecutive stated meetings of the commission without an excused absence; or

b. Misses 5 or more stated meetings of the commission in any 12-month period.

- The Commission Chair or Convenor will notify the Commissioner, in advance of the vote to remove, that this action is pending, and the commissioner will have the opportunity to be present and make an explanation before the vote.
- If the Commission or Council votes to remove the commissioner in question, that decision will be communicated to the Nominating Committee with reasonable haste so that a suitable replacement can be found to fill the unexpired term.
- This nominee will serve as a temporary appointment and be able to serve on the Commission or Council with voice but no vote until the presbytery can elect her/him at the next stated meeting of the presbytery.
- The vote to remove and subsequent temporary appointment will be communicated to the presbytery at the next stated meeting of the presbytery.

1. Commission for Justice, Outreach, and Education:

Purpose: To provide and encourage educational, connectional, outreach, and social justice opportunities that nurture growth in discipleship, fellowship, and faith throughout the Presbytery, in regional clusters as well as in individual congregations and faith communities

DISCIPLESHIP

- Educate, support and coordinate Matthew 25 Ministry
- Provide educational resources and leadership and development training for local churches.
- Assist congregations in mission, service, worship, and stewardship.
- Support Campus Ministry
- Maintain a grant program to foster mission initiatives by local congregations.
- Engage, educate, and empower the Presbytery to speak and advocate for social justice and to work with others for justice, freedom, and peace.

FELLOWSHIP

- Coordinate Presbytery-wide events such as Youth Retreats, Triennial Youth Programs, Presbytery Mission Trips, and Church Professional Retreats
- Support Regional Church Fellowship Events (including Ecumenical ones)

2. Commission for Preparation for Ministry:

Purpose: To provide for the discernment, nurture, care and oversight of inquirers and candidates to become Teaching Elders, and for candidates to become Commissioned Pastors (CP) and Certified Christian Educators (CCE).

- Guide and nurture individuals through the process of preparing to become a Teaching Elder, Commissioned Pastor, or Certified Christian Educator (parts of G-2.05-G-2.11, see guidelines for details)
- Authorize and conduct training for ruling elders to be commissioned for pastoral service.
- Encourage and support congregations and campus ministries in vocational discernment.

3. Commission on Ministry:

Purpose: To promote and nurture ecclesial health within and among congregations and to foster faith and vitality for those who are called to professional ministry.

- Provide liaisons to congregations and church professionals in the Presbytery.
- Nurture spirit-inspired worship by providing resources, training, or exposure to a variety of worship ideas.
- Promote and nurture healthy, faith-filled relationships.
- Examine Teaching Elders for membership in the Presbytery G-2.0502
- Ordain, receive, install, dismiss, and remove Teaching Elders (parts of G-2.05-2.09, see guidelines for details)
- Commission, install, dismiss, and remove Commissioned Pastors/Commissioned Ruling Elders (CPs/CREs); G-2.10
- Connect congregations to training and resources, as needed, and encourage connections between the congregation, COM, the Presbytery, and other churches in the Presbytery.
- Maintain and implement the policies for minimum compensation for pastoral calls and contracts, dissolutions, Commissioned Pastors, pulpit supply, moderators, and Certified Christian Educators G-2.0804
- Authorize grants for New Worshiping Communities and for coaching and counseling of pastors.

4. Commission for Presbytery Operations:

Purpose: To provide support to the daily operations of the presbytery and its commissions, and to hold leadership accountable to the churches of the Presbytery.

- Be responsible on behalf of the Presbytery to comply with all state not-for-profit organizational requirements.
- Serve as the Board of Trustees of the Presbytery of Scioto Valley to receive, hold, encumber, manage, and transfer property, real, personal, and financial, for and at the direction of the Council.
- Prepare and recommend to Presbytery Council the annual Presbytery budget, which includes recommendations from the individual commissions, and including recommendations for all staff salary and benefits.
- Monitor the performance of the budget established by Presbytery and report monthly on the budget to Council.
- Monitor compliance with financial policies.
- Cause to be completed an annual audit or financial review of the books and records of the Presbytery.
- Develop job descriptions for approved staff positions and coordinate with other appropriate commissions the oversight and evaluation of those staff members responsible for those commissions.
- Through its Human Resources Team, it recommends persons to fill presbytery staff leadership positions for vote of presbytery.
- Monitor Presbytery compliance with Federal, State, Presbyterian Church (USA), and Presbytery requirements.
- Develop and modify Presbytery financial, legal, and property policies, as appropriate, for Presbytery approval.

5. Council:

Purpose: To organize the life of the Presbytery through vision, planning, and accountability.

Membership: Moderator of Presbytery (Moderator of Council), Executive Presbyter (Administrative Convenor), Presbyter for Congregational Life and Transitions, six at-large members, and the following ex-officio (non-voting) members: Stated Clerk, Treasurer, and Vice-Moderator of Presbytery.

- Coordinate all Presbytery strategic and long-term planning, recommend priorities that impact the budget to the commission overseeing that area.
- Receive and review the annual budget received from CPO. Determine if the budget fits the current vision of the Council. When it is ready, present to Presbytery the budget for its approval.
- Oversee the implementation of the Council vision in the work of the standing commissions.
- Recommend the staffing plan of the Presbytery, provide to the HR Team
- Organize and set the agendas for meetings of the Presbytery as a whole, and provide spirit-inspired worship and opportunities for the presbytery to learn to collaborate and support member churches; to consider the time, place, and format of Presbytery meetings seeking to increase the

diversity of the commissioners attending Presbytery meetings and the Presbytery's ability and willingness to hear diverse voices in its meetings

- Coordinate and arrange for the location of meetings of the Presbytery, including involving the technical evaluation for hybrid possibilities.
- In conversation with those throughout the Presbytery and appropriate commissions, identify, recommend, and facilitate opportunities to establish new faith communities.
- Nominate members to the Nominating Committee

6. Standing Committees (may include but not be limited to):

Committee on Representation: Purpose: In order to strengthen the role of the Presbytery's Committee on Representation, and to strengthen the Presbytery by increasing the diversity of voices in the Presbytery's leadership and in its meetings, in addition to the duties provide by the Book of Order, the Presbytery of Scioto Valley charges the Committee on Representation with the following additional responsibilities and authority:

1. To provide training within the Presbytery and its congregations designed to increase the diversity of the individuals interested in and equipped for service on the Presbytery's commissions and committees.
2. To support the Presbytery's commissions and committees in their openness to and ability to hear diverse voices as they carry out their work for the Presbytery and in the congregations of the Presbytery.

Nominating Committee: Purpose: To nominate persons to serve in positions requiring election by the Presbytery

7. Permanent Judicial Commission: Under the Constitution of the Presbyterian Church (USA) D-5.01ff, the Presbytery shall maintain a PJC, with membership in accordance with D-5.0202ff. Purpose: To consider and decide cases of process for the Presbytery according to Church Discipline

H. Commission Process

Standing Commissions, Teams and Committees shall maintain the following procedures:

1. Each Commission and Standing Committee may create subcommittees or task forces as demand needs.
2. Each Commission and Standing Committee will set goals and will measure results for its activities to be consistent with the mission of the Presbytery.
3. The Council may approve the formation of additional task forces or temporary committees in the Presbytery, which may be made standing committees by action of the Presbytery.

4. The Commission on Ministry and the Commission for Preparation for Ministry are delegated the authority to take all actions, between stated meetings of the Presbytery, that may be delegated to that Commission under G-3.0109 of the Constitution of the Presbyterian Church (USA), provided that all actions taken on behalf of the Presbytery are reported to the next stated meeting of the Presbytery.

5. The Commission for Presbytery Operations is delegated all authority as provided for under G-3.0109 of the Constitution of the Presbyterian Church (USA), and in the Code of Regulations of the Presbytery and the Bylaws of the Presbytery. The following additional authority is delegated:

- i. The Commission for Presbytery Operations is also delegated to approve, between stated meetings of the Presbytery, requests from congregations to sell, lease, purchase or mortgage property as required by G-8.0500 of the Constitution of the Presbyterian Church (USA), provided that:
 1. All actions taken under G-3.0109 shall state the reason action was necessary before a stated meeting of the Presbytery and
 2. No funds from the sale of property shall be disbursed until after the next stated meeting of the Presbytery.

I. The Moderator of the Presbytery is delegated the following authority:

1. To appoint ordination and/or installation commissions (upon approval of a call by the Commission on Ministry), and to appoint and commission investigating committees, and administrative commissions, whose formation will be reported to the next presbytery meeting.
2. Whenever circumstances require the appointment of an administrative commission, the Moderator of the Presbytery shall make such appointments and report them to the Stated Clerk, who shall announce the appointments and seek ratification at a special called meeting or the next stated meeting of the Presbytery, whichever comes first. The commission powers (scope of work) for that administrative commission will be granted by the presbytery at that meeting.

J. Presbytery Leadership

An Executive Presbyter and Presbyter for Congregational Life and Transitions are elected by the presbytery as installed positions. Task statements follow:

EXECUTIVE PRESBYTER, full-time position. Function: Provide overall executive oversight and coordination of the Presbytery of Scioto Valley, maintaining relationships with and supporting its congregations, pastors, and entities, and connecting the Presbytery to the national church.

- Provide visionary leadership for strategic planning and goal setting with the Presbytery Council and across Presbytery commissions/committees.

- Interpret PSV mission and policy, determine needs, and celebrate accomplishments and special events with congregations and other Presbytery entities.
- Provide collegial leadership, direction, advisory resources, and communication to Presbytery entities.
- Serve as a member and Administrative Convenor of Presbytery Council
- Implement Presbytery and Book of Order policies, including Equal Employment Opportunity, Sexual Misconduct, and Anti-racism.
- Serve as staff to the Commission for Presbytery Operations, Commission for Preparation for Ministry, and Nominating Committee
- Ensure training of commission and committee members, church professionals, and Presbytery staff as mandated by Presbytery policy and/or the Book of Order
- Engage with the Church Leadership Connection and other Presbytery/Synod staff with respect to clergy coming to or leaving the Presbytery.
- Supervise staff and provide for ongoing team leadership, including performance evaluations.
- Facilitate staff communication through regular meetings in order to identify tasks and utilize gifts.
- Maintain relationships with the Synod of the Covenant, General Assembly, and various ecumenical entities.
- Function as spokesperson to media on behalf of the Presbytery as needed.

PRESBYTER FOR CONGREGATIONAL LIFE AND TRANSITIONS, full-time position.

Function: Serve as staff to the Commission on Ministry and Commission for Justice, Outreach, and Education, supporting the congregations of the Presbytery, especially those with fewer than 120 members or churches that need to adjust to demographic changes in their immediate community as they experience transitions (pastoral and other), and provide resources in support of healthy congregations

- Serve as staff to the Commission on Ministry (COM) and Commission for Justice, Outreach, and Education (CJOE)
- Serve as a member of Presbytery Council
- Serve as a resource for churches and pastors in transition, in partnership with COM liaisons.
- Provide training for COM liaisons, COM session moderators, and others.
- Connect congregations with resources relevant to their needs.
- Provide assistance regarding crisis management, both proactively and reactively
- Organize, guide, and serve as liaison to Presbytery cohorts*
- Establish guidelines for and oversee a Pastor-to-pastor team**

*Presbytery cohorts are regional groups of 5-10 congregations coming together to build connection, share ideas, respond to the needs of surrounding communities, and access resources

**The Pastor-to-pastor team is a small group of Teaching Elders available to provide pastoral care to pastors and their families throughout the Presbytery.

K. Policies

1. The Presbytery may from time to time adopt such policies as may be necessary to effectively and consistently carry out the Presbytery's constitutional responsibilities or ministry initiatives. Policies may be proposed by any entity of the Presbytery referenced in this manual.
2. Policies shall be adopted by a majority vote of presbyters present and voting at a properly noticed meeting, subsequent to the meeting at which the proposed policy was presented for first reading.
 - a. The sponsoring entity may receive comments and make additions, deletions, and corrections to the proposed policy between the first and second readings, provided that all substantive (non-editorial) changes are noted in the call to the second meeting.
 - b. Presbytery may approve amendments to a policy at the time of debate.
 - c. The sponsoring entity may withdraw a proposed policy prior to the second reading or postpone the second reading to the next stated meeting.
3. All policies, unless otherwise noted, will take effect upon Presbytery approval, and will remain in force until the Presbytery, by a majority vote, amends the policy, adopts a replacement policy, or rescinds the policy.
4. The Stated Clerk shall maintain an accurate compilation of all Presbytery policies. The Stated Clerk will annually review all policies in force at the time to ensure that they are in compliance with and are not contradictory to the Constitution of the Presbyterian Church (U.S.A.) or the Presbytery's Articles of Incorporation, Code of Regulations, Bylaws, Manual of Operations, or other adopted policies.
5. The Stated Clerk, upon receipt of changes to the *Book of Order*, shall review all policies for accuracy of constitutional citations. As long as the substance of the changes to the *Book of Order* does not change the substance or intent of the policies, the Stated Clerk will report the editorial changes to the Presbytery and make the changes to the policies as published. Changes of a substantive nature will require presentation to and approval by the Presbytery as provided above.

L. Miscellaneous

- a. Review: The Presbytery shall appoint a committee to review the efficacy of the provisions of this Manual of Operations not less than every three years.
- b. This Manual of Operations shall, to the extent possible, be interpreted to maintain consistency with the Constitution of the Presbyterian Church (U.S.A.), including any amendments thereto. To the extent the contents of this Manual of Operations cannot be interpreted consistent with the Constitution of the Presbyterian Church

(U.S.A.), including any amendments thereto, the Constitution of the Presbyterian Church (U.S.A.) shall control the proceedings of the Presbytery.

- c. Annually, the Stated Clerk shall report whether any amendment to the Constitution of the Presbyterian Church (U.S.A.) is inconsistent with this Manual of Operations and if so, to propose appropriate amendments to this Manual of Operations to insure consistency between the Constitution of the Presbyterian Church (U.S.A.) and this Manual of Operations.
- d. This Manual of Operations shall, to the extent possible, be interpreted to maintain consistency with the Code of Regulations of the Presbytery, including any amendments thereto. To the extent this Manual of Operations cannot be interpreted as consistent with the Code of Regulations of the Presbytery, including any amendments thereto, the Code of Regulations shall control the proceedings of the Presbytery.
- e. This Manual of Operations shall, to the extent possible, be interpreted to maintain consistency with the Bylaws of the Presbytery, including any amendments thereto. To the extent this Manual of Operations cannot be interpreted as consistent with the bylaws, including any amendments thereto, the bylaws shall control the proceedings of the Presbytery.
- f. Amendment:
 - i. This Manual of Operations may be amended, subject to the bylaws of the Presbytery, the Code of Regulations of the Presbytery, the Charter of the Corporation, the laws of the state of Ohio and the Constitution of the Presbyterian Church (U.S.A.), by approval of the Presbytery at any stated or special meeting of the Presbytery by a majority vote of those present, provided that a full reading of the proposed changes or a distribution by any printed or electronic means of the same shall have been made in connection with the call of the meeting.
 - ii. This Manual of Operations may not be amended contrary to or so as to not include the provisions of the Constitution of the Presbyterian Church (U.S.A.).

ADDENDUM

Standing Rules for Hybrid Presbytery Meetings, Adopted by action of the Presbytery of Scioto Valley, February 21, 2023

The following special standing rules have been developed for hybrid meetings of the presbytery. Hybrid being defined as a meeting in which some participate in person while others participate via video conference.

The online portion of the meeting will open 30 minutes before the announced meeting start time to allow commissioners to be checked in in an orderly fashion. The chat window will be allowed for all online participants, both for general conversation and person-to-person communication, until 5 minutes prior to the announced meeting start time. At this point, the chat feature will be removed for general per-to-person communication and will be available only for communicating with the meeting host.

A. In person commissioners will participate as typical for an in-person presbytery meeting with the following notable procedures:

1. Those requesting the floor must be first recognized by the moderator. The moderator will make a concerted effort to balance recognizing in-person and online participants. When recognized, move to the microphone and speak to the Moderator, not the assembly.
2. Introduce yourself by stating your name, and home church or place of ministry.
3. The parliamentary authority is Robert's Rule of Order Newly Revised, 12th Edition (2020), unless the Book of Order (Presbyterian Church U.S.A. Constitution, Part II) or the Manual of Operations of the Presbytery provide otherwise.
4. Motions presented by commissions or committees do not require a second.
5. During debate, each speaker has up to three minutes to address the issue to which they are speaking. The moderator may give a 30-second warning, so that speakers may conclude their remarks.
6. The moderator will normally alternate between speeches for and against the motion before the assembly.
7. The maker of the motion or commission/committee presenter may make the final speech.
8. Only enrolled commissioners (ruling elder commissioners, teaching elders, commissioned ruling elders, Certified Christian Educators in active service, and ruling elders serving on commissions) are authorized to vote. Corresponding

members are entitled to address the Presbytery. The moderator may invite visitors to address the Presbytery.

9. Any substantive motion (new, amendment, substitute) made by a commissioner in the assembly must be given to the stated clerk in writing at the time the motion is made. For online participants, the chat feature may be used.

10. Any new business must be received by the stated clerk prior to the beginning of the meeting.

11. Votes traditionally taken by voice will now be taken using the Green (Yes) and Red (No) placards which will be raised and lowered to indicate a vote of "yes" or "no." Placards will be provided to in-person commissioners and will be requested back at the meeting's conclusion.

B. Online Commissioner participants will participate in the following manner:

1. Commissioners may participate using any of the following: a computer, smart phone, or tablet with an internet connection, microphone, and webcam and encouraged to keep video feed on.

2. The Recording Clerk shall serve as electronic meeting host for this meeting. The Executive Presbyter, Moderator, Registrar, Vice Moderator, and Technical Assistants may serve as co-hosts.

3. Access will be provided through a link included in the call to the meeting which will be issued electronically through the Presbytery email list.

4. When you enter the meeting, please change your electronic meeting name to the following format: First Name Last Name, TE or RE or CRE (Teaching Elder, Ruling Elder, Commissioned Ruling Elder), Ministry, City. This will make it easier for us to identify you. If you are not commissioned to vote, you can identify yourself as a VISITOR. You can change your name in one of the following ways,

a.) Join the meeting via the link emailed to you. Then, once you are in the meeting, click on your personal video window. From the menu that appears, click on "Rename" and then type your name and identifying information as described above, or

b.) Rather than entering the meeting via the email link, log into the electronic meeting with the meeting ID and password that was also provided in the emailed meeting invitation; you will then be given the opportunity to change your name before entering the meeting.

5. The meeting shall open thirty minutes prior to the scheduled start time, and commissioners should log in to the meeting as soon as they are able. This will allow the Host and Co-Host to check-in commissioners virtually through the waiting room. The Presbytery reserves the right not to admit attendees who do not identify themselves, or to move them to the waiting room if they do not change their electronic meeting name within a reasonable grace period or do not identify themselves.

6. Commissioners should mute microphones when not speaking. This will reduce background noise. Laptop and smartphone users may mute and unmute themselves by clicking on the microphone or telephone icon on your personal video window. Participants who do not mute themselves upon request may find themselves muted by the host. In that event, the chat function is the appropriate method to request to be unmuted.

7. To be recognized by the Moderator, Commissioners should click "raise hand." To find the raise hand icon, click on "Reactions" at the bottom of your Zoom screen. "Raise Hand" is one of the options inside that "Reactions" menu. Once your hand is raised, the moderator will recognize you. Commissioners should only lower their own hands if they no longer wish to speak.

- a. Windows users can also use the Alt+Y keyboard shortcut to raise a hand.

- b. Mac users can also use the Option+Y keyboard shortcut to raise a hand.

- c. If none of these options are working, type "raise hand" in the chat function.

The Moderator shall recognize commissioners to the floor based on raised hands. The Vice Moderator and Recording Clerk will assist the Moderator in looking for raised hands. Every effort will be made to watch both the Zoom window and the room to ensure online participants are not missed.

8. When recognized to speak, commissioners shall identify themselves and their church as in any other Presbytery meeting.

9. Online commissioners may make a motion orally as during an ordinary meeting, i.e., when recognized by the Moderator. If making a motion or speaking to the motion, commissioners shall unmute their microphone and make sure the video feed is on.

10. A motion may be submitted in writing using the chat function on the right side of the screen. Commissioners may also use the chat function to indicate if they are having technical difficulties or to gain recognition if they are unable to raise a hand. The chat function will only be available for communication with the meeting host.

11. The presence of a quorum will be determined by adding the number of participants in the online video conference (as reported by the registrar) to the number of in-person participants. The Stated Clerk will certify the presence or absence of a quorum.

12. Votes shall be taken and counted in the following manner:

a.) For matters that would, in an in-person meeting, be decided by a voice vote, a vote will be announced by the Moderator and participants will be able to click "Yes" or "No" on the question at hand. To find the "Yes" and "No" buttons, click on "Reactions" at the bottom of your Zoom screen. "Yes" and "No" are two of the options inside that "Reactions" menu.

Note: In-person participants will vote using their green or red voting placards.

The Moderator will ask whether all participants have voted to ensure everyone has had an opportunity to vote. The host and co-hosts shall assist the moderator in determining that all have had an opportunity to vote. As soon as they are available, the Stated Clerk will report the results to the Moderator who will announce them to the body.

b.) Votes may also be taken by general/unanimous consent as per Robert's Rules of Order, at the discretion of the Moderator. The Moderator will ask if there are any objections. If there are none, the Moderator will rule the motion passes by general consent. Commissioners shall state an objection by raising a hand. If there are objections to the motion, the Moderator may call for a vote using the "Yes" and "No" buttons as specified above.

Note: In-person participants will note their objection by raising the red placard.

c.) If a commissioner calls for a vote by secret ballot, online participants will be invited to vote in an electronic poll. Note: In the event of a secret ballot, in-person participants will vote using paper ballots.

d.) For a ballot vote or for elections, the Recording Clerk will post a poll with all available choices. Online commissioners will be asked to cast their votes via this poll.

13. The Stated Clerk shall be responsible for minutes being taken, as in an ordinary meeting. The Recording Clerk shall also assist in keeping minutes and records of the proceedings. The video/audio stream and chat record of the meeting will be recorded and saved, if technologically feasible, with the recording made available upon written request to the Stated Clerk.