

The 98th Convention of The Episcopal Diocese of Upper South Carolina

Business Day
Saturday, November 7, 2020

To be held virtually though ZOOM



Important Dates:

- September 11, 2020 Certification Deadline: All delegate and alternate certifications, to include email addresses are sent to convention@edusc.org. (Note: May 6, 2020 was observed as the initial certification deadline for delegates and alternates.)
- October 9, 2020 Convention Meeting Notice: Emailed to all clergy and delegates and information will also be posted on the diocesan website.
- October 27, 2020 Nominations from the Floor: Last day to submit *completed* application forms.
Resolutions from the Floor: Last day to submit completed resolution forms.
- November 4, 2020 Meeting Credentials: Email notification to every member of convention from Secretary, Norah Grimball providing:
 (a) the time of the meeting,
 (b) the URL and codes necessary to connect to the Internet meeting service,
 (c) voting information, and
 (d) all other convention materials
- November 7, 2020 Diocesan Convention – Business Day: Convention Meeting Internet Service will open at 8:00 AM. (Participants will need to be signed in by 8:45 AM in order to certify quorum. Convention will be called to order at 9:00 AM.

Diocese of Upper South Carolina

Supplemental Special Rules of Order for Virtual Attendance at Annual Convention

I. Preamble

1. Supersede Regular Rules. These Supplemental Special Rules of Order for Virtual Attendance at Annual Convention (hereinafter, "these Rules") shall supersede the regular Rules of Order in the limited circumstances where it is necessary to fulfill the Purpose described below, and to the extent they are in conflict with the regular Rules of Order, these Rules shall prevail.
2. Purpose. The purpose of these Rules is to facilitate the calling and meeting of the Diocesan Convention of the Episcopal Diocese of Upper South Carolina in situations 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 determined by the Ecclesiastical Authority of the Diocese.
3. Interpretation of Certain Constitutional and Canonical Terms. For purposes of Conventions governed by these Rules, these terms shall have the following interpretation:
 - "Convention": The meeting of Clergy and Laity of the Diocese of Upper South Carolina conducted wholly or in part via remote electronic participation by its Members
 - "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 Officer. In order to facilitate the conduct of an electronic meeting of the Convention, the Ecclesiastical Authority shall appoint one or more Convention Officers to assist the Chair and Secretary of the Convention.

II. Notice of Meeting of Virtual Convention and Connection Information

1. 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.
2. Members to Furnish Communication Information. No later than eight weeks before any such meeting, every Member of the Clergy and Lay Delegates entitled to seat, voice, or vote in Convention must notify the Ecclesiastical Authority 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, Priest-in-Charge or a Warden of any congregation entitled to representation in Convention must notify the Ecclesiastical Authority of the email address of (a) every Lay Delegate of such congregation or (b) any Alternate who pursuant to Canon 2, Section 3 will replace an elected Lay Delegate who will be 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, 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) 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 60 minutes before the start of each meeting. The internet service will remain open through the entirety of the meeting.
2. Signing in and out. Members shall identify themselves as required to sign in to the meeting service, and shall maintain Internet and audio access throughout the meeting whenever present.
3. Quorum. The Chair shall determine and report to the Secretary the presence of a quorum as required by the Canons on the basis of Members' login information. 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

1. Technical requirements and malfunctions. Every delegate is responsible for his or her audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting. Exercising the right of voice and vote will require an internet connection, therefore mere audio connection through telephone will not suffice.
2. Forced disconnections. The Chair or the Convention Officer(s) may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The Chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.
3. Assignment of the floor. To seek recognition by the Bishop, a member shall use the Webinar "raise hand" request and await recognition.
4. Interrupting a member. A member who intends to make a motion or request which may properly interrupt a speaker shall use the Zoom Chat feature for so indicating, and shall thereafter wait a reasonable time for the President's instructions before attempting to interrupt the speaker by voice.
5. Motions submitted in writing. A member intending to make a main motion, to offer an amendment, or to propose instructions to a committee, shall, before or after being recognized, post the motion in writing to the online area designated by the Secretary for this purpose, preceded by the member's name, parish affiliation and a number corresponding to how many written motions the member has so far posted during the meeting (e.g., "John Smith, Rector of St. Swithun's, Stafford, 3:"; "Richard Roe, St. Swithun's, Columbia"). Use of the online area designated by the Secretary for this purpose shall be restricted to posting the text of intended motions.
6. Seconding of motions and related posts. Members responding "so moved" to a request from the Bishop for a motion, or seconding any motion that requires a second, must do so using the Zoom Chat feature without needing to be recognized by the President.
7. Display of motions. The Secretary shall designate a section of the ZOOM screen exclusively for the display of the immediately pending question and other relevant pending questions (such as the main motion, or the pertinent part of the main motion, when an amendment to it is immediately pending); and, to the extent feasible, the Secretary, or any assistants appointed by him or her for this purpose, shall cause such questions, or any other documents that are currently before the meeting for action or information, to be displayed therein until disposed of.
8. Broadcasting. The Chair shall arrange for broadcasting so that the public and members of the Diocese other than members of the Convention may observe the proceedings.

V. Elections

1. Nominations from the floor. Any completed application, i.e., signed nomination form, biography, and picture, received after the nomination deadline shall be considered a nomination from the floor. Completed applications will be sent to convention@edusc.org OR US Post to Dr. Norah Gimbball, Secretary to Convention, 1115 Marion Street, Columbia, SC 29201 at least 10 full days prior to Convention. All nominations from the floor will be emailed to clergy and delegates prior to the call to order. At the time of announcement of nominations, the nominator will place the name of the individual on the floor and reference the previously emailed documents.
2. Voting. Ballots will be administered by an internet voting service, using members' assigned Voter ID code. Results of votes may be reported to the Bishop by the Chair or the Secretary.

VI. Resolutions

1. Resolutions Discouraged. Any resolutions submitted after the prescribed due date must be approved by the Committee on Resolutions and then accepted by Convention before discussion or voting can occur. Due to the extraordinary circumstances surrounding a “virtual” gathering, submitting resolutions from the floor during the actual Convention time will present great challenges. The Resolutions Committee respectfully requests that delegates thoughtfully and prayerfully consider the necessity of bringing a resolution forward in the event of a virtual Convention if it is not urgent to the mission and function of the Diocese at the particular time and for the coming year. (Courtesy resolutions, for example, are not a “necessity.”)
2. Resolutions from the Floor. If an individual or group that missed the original deadline is confident of the importance of a resolution, it should be submitted to the Secretary for Convention (convention@edusc.org) at least 10 full days prior to Convention so that it can receive appropriate attention and be included in the packet of electronic materials sent to delegates prior to Convention.
3. Voting on Resolutions. Resolutions will be voted on using the internet voting service.

Respectfully submitted,

2020 Diocesan Convention Committee

Adopted by Standing Committee September 12, 2020