

ANNUAL MEETINGS



CHANGES DUE TO COVID-19

zoom meetings



1. The United Church Manual 2019 at section B.5.1 requires that all congregations hold a meeting annually as early as possible. This earliness depends on the ability of the Congregation's leadership to provide a full report of its leadership, including financial data, and would normally be from late February to early June of the year following.

For example, an April 15, 2020 date is fully compliant for ACM 2020 as it gives the Finance Committee or Stewards and the Board of Trustees the time to complete their financial report for 2020 and the budget for 2021.

2. The Annual Meeting must deal, under Manual section B.5.2 with:

- a) Electing a Chair and a secretary**
- b) Receiving the annual reports from the governing body, committees (including Trustees), and other groups in the congregation,**
- c) Electing the governing body, Regional Council representatives, and members of the committees (including Trustees)**
- d) Considering and making a direction on the annual budget as proposed by the Governing body, the stewards or finance committee and/or Trustees**

3.

Notice of the Annual Meeting with accompanying documentation as per the above (normally the Annual Report booklet for the prior year) must be emailed or mailed or otherwise given to all full members at least two full Sundays prior to the time fixed – the last Sunday is ok as well after the service.

4. Due to COVID-19 restrictions, the meeting may not be able to be held in person. There are a few videoconferencing options available now (e.g. Zoom, Skype) in addition to audio-only teleconference calls. Any electronic method is acceptable as long as the participants have the ability to communicate with each other orally or through typed messaging at the same time. As long as most members have and can use the needed technology, it is reasonable to proceed with a meeting.

We recognize this will not be an option for congregations where electronic capacity is limited.

The requirement for a minimum number of members to be present at the meeting still applies to meetings held by electronic means. See section B.5.5 The best option may be to postpone the meeting until later in the year.

5. Minutes are taken as normal.

The Minutes should record how notice was given along with the rationale for choosing that method—for example: “Notice of the meeting was given via e-mail to all members for whom we have e-mail addresses, which is 90 percent of the congregation’s membership.”

6. By exception, if due to the COVID-19 pandemic no meeting was held last year, the meeting can be for 2 years

(e.g. 2019 and 2020), however, the earlier year 2019, must be completed prior to the next year 2020 being considered, although this may occur at the same meeting.

7. By exception, the Regional Council respectfully recommends that the Annual Report 2020 – held in 2021 - include stories of how the Congregation and its leadership are dealing with the challenges of the pandemic in their faith journey.

HOW TO.... TIPS for SUCCESS



Keep the Meeting simple

Offer several practice sessions for those not familiar with zoom (e.g. 4 Thursdays for a hour)

Teach them:

- 1. how to change their names**
- 2. how to mute / unmute themselves**
- 3. how to turn the camera on and off**
- 4. how to find and use the chat box**
- 5. how to vote**

Important other TIPS

GO SLOWLY because there are Internet lags

Take attendance and confirm if more than one person per household is on the device, especially for voting.

Have one person dedicated to monitoring the chat box in case there are questions or problems

Have one person dedicated to handle members who are participating only by telephone

Allow for a quick health break if needed

How to vote:

- 1. Have basic motions already to project**
- 2. Use a poll and limit to 3 choices
(agree / disagree / abstain)**
- 3. Do a practice at the beginning of the meeting e.g.
*The Executive Minister should
die her hair purple for Lent ?*
VOTE: agree / disagree / abstain)**



Focus on basics:

- 1. Start with a TECH session to review changing their name, using camera, voting, using chat, raising their hand if they want to speak...**
- 2. Opening Prayer (even if this is following morning worship)**
- 3. Motions to name chair and secretary if required.... Have all motions prepared**
- 4. Motion to approve the agenda**

5. Motion to approve last years Minutes

6. Presentation of Financials followed by

a) motion to approve Audited/ Reviewed Financials

b) motion to approve Auditor for coming year, and

c) motion to approve budget.

7. Motion to receive Report Book

8. Nominations prepared (not from plenary)...

**especially if there are changes to the Trustees,
which MUST be done by the community of faith.**

8. other... or question time

**Be mindful that if this is a new experience,
people may tire more quickly**

Closing Prayer

For voting, refer to the UCCAN 2019 Manual Appendix 3.4.1. and 3.4.2 found on page 190.

Voting may not be by proxy or mail-in ballot.

Voting may be done by telephone or electronic means if all voters can communicate with one another at the same time.

There is one exception UCCAN Manual 3.4.2

The Policy of Eastern Ontario Outaouais Regional Council regarding decision making by e-mails is following the specific guidelines from the General Council as outlined in UCC Manual 2019 Appendix 3.4.2 when the President considers the one-item situation exceptional, able to be answered with a YES/NO response and the time-line such that the situation should not wait until the next regularly scheduled meeting of the Executive.

Questions...



Need help?

Contact EOORC staff.