

<b>HIGHLAND AVENUE FELLOWSHIP CHURCH POLICIES AND PROCEDURES</b>	<b>Document ID # 2022-02</b>
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**TITLE:** Rules for Conducting Regular and Special Church Meetings

**APPROVED DATE:** May 23, 2022

**EFFECTIVE DATE:** May 23, 2022

**REVIEW DATE:** May 23, 2027

**Policy:**

This policy and procedure is to provide general rules of conduct for all regular and special meetings called by the Executive Board and their members

**Procedure:**

1. The presiding officer will determine if a quorum exists to conduct the meeting
  - a. In the case of an Executive Board meeting at least six (6) voting members must be present to have a quorum
2. The meeting will be called to order by the presiding officer at the posted time or as soon as a quorum is present thereafter
3. The presiding officer will ensure that there is a recording secretary present for all meetings
  - a. The recording secretary will be responsible for creating the meeting minutes
  - b. The recording secretary will provide a draft of the meeting minutes to the Executive Board prior to the next scheduled meeting for review and corrections as needed
4. There will be a meeting agenda that will be followed in the order listed on the agenda
5. Items may be taken out of order if reasons of timeliness exist, upon consensus of the Board
6. The presiding officer will recognize all speakers in turn for presentations and discussion regarding the specific agenda item up for discussion
7. Only the recognized speaker shall have the floor at any given time. (Sidebar conversations will not be allowed)
8. Only one item will be on the floor for discussion at any given time
9. Items requiring a motion and formal vote will be handled as follows:
  - a. Any Executive Board member may make a motion to approve on the item of business before the Executive Board

- b. Before an item can be discussed another Executive Board member must “second” the motion for discussion
  - c. If a motion fails to get a “second” it dies for lack of a “second”
  - d. If a motion receives a “second” then the presiding officer will open the floor for discussion on the motion
  - e. The motion may be amended during discussion if both the motion maker and the second agree to modify the original motion.
  - f. If the amendment is not accepted by either the motion maker or the second the original motion must be called for a vote, tabled, or rescinded
  - g. A motion or second may be rescinded at any time by the motion maker or the second
  - h. A tabled motion may be brought up a later time in the current meeting, or may be carried forward to a future meeting
  - i. Once the motion has been discussed and there is no further discussion or proposed amendments to the motion, the presiding officer will call the question for a vote on the motion either by a voice (aye/nay), show of hands, or secret ballot
  - j. In all cases, a majority vote by the voting members present is required for a motion to pass
  - k. The motion, second, and vote will be recorded in the meeting minutes
10. Items that require a consensus vote will be called by the presiding officer either by a voice (aye/nay) or show of hands
11. Items not specifically listed on the agenda may be brought up at the end of the meeting under “Other Items”
12. The Church Covenant Fellowship may attend any regular or special Executive Board meeting
- a. Anyone in the Church Covenant Fellowship may speak to any item currently on the floor for discussion upon being recognized by the presiding officer. Time constraints may be placed on each speaker if deemed necessary by the Executive Board
  - b. Anyone in the Church Covenant Fellowship may put forward any item not on the agenda during the “Other Items” portion of the meeting upon being recognized by the presiding officer
  - c. Anyone in the Church Covenant Fellowship may request, in writing, to have an item(s) placed on the agenda for Board discussion. The request may be submitted to the Executive Board Chair, Pastor, or Church Administrator and should include a brief description and purpose
13. Special meetings with the congregation may be called by the Pastor, Executive Board Chair, or by any Executive Board member by motion and a majority vote of the Executive Board
- a. Special meetings will follow the same procedures as a regular meetings
  - b. Special meetings will be called only when there is a need to provide information to the congregation and/or receive input from the congregation regarding a specific item or items

- c. Items include; but are not limited to, property sales, major renovations to church facilities, or other items deemed appropriate by the Executive Board
  - d. The Executive Board will accept input from the congregation regarding only the item(s) scheduled for discussion and will do one of the following upon the conclusion of congregational input:
    - i. The Executive Board may continue the discussion among themselves until no further discussion is forthcoming
    - ii. If the item requires a vote by the Executive Board and there has been a motion and second to open discussion, the presiding officer will call for a vote, or;
    - iii. The Executive Board may table the item, with a majority vote, until a later date due to the need for more information, time to investigate options, or other reasons that cannot be immediately addressed
    - iv. In the case of a tabled motion, the Executive Board will determine whether a follow-up special meeting with the congregation is needed or if the item(s) can be addressed at the next regular Executive Board meeting with notification to the congregation
14. After all business has concluded the presiding officer will ensure there is no other business to be brought before the Board. If no other business is brought before the Board the presiding officer will announce the next scheduled meeting date and adjourn the meeting

## **CHANGES TO RULES FOR CONDUCTING REGULAR AND SEPCIAL CHURCH MEETINGS**

- 3/26/23:  
Changed “Elder” to “Executive” throughout document  
1a: changed quorum to seven voting members  
1c: added
- 8/9/23  
Changes to document to coincide with changes to Bylaws

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