

PRESBYTERY OF LOS RANCHOS
POLICY ON ACTION ON MOTIONS
BETWEEN SCHEDULED MEETINGS OF PRESBYTERY COMMITTEES

The following guidelines apply to actions on non controversial proposals without a formal meeting of a presbytery committee. The procedure shall only be used to act on non controversial and time critical motions. This procedure shall not be used to replace or reduce the number of regularly scheduled committee meetings nor to limit the opportunity for thorough, face to face discussion of difficult issues within the committee. This procedure shall in no way be used to limit the free exchange of information between committee members by telephone, electronic mail, or other similar means as they schedule and prepare for committee meetings and for the business that is to be discussed and acted upon at such meetings.

- The proposed motion must be urgent enough to require action before the next regular meeting of the committee is scheduled.
- The proposal must be non controversial, as determined by the moderator of the committee.
- The committee moderator shall notify each member of the committee either by electronic mail or by telephone of the issue that requires action. If electronic mail is to be used, the committee moderator must contact any committee members who do not have regular access to electronic mail. Instant messaging shall not be used under this procedure.
- The notification shall include the complete wording of the motion and shall require that each committee member respond within 96 hours. The deadline for responding shall be clearly stated when contact with each committee member is made.
- Each committee member shall respond in favor of or against the proposed motion or may request, without stating a reason, that a called meeting of the committee be held to act on the motion.
- If any member of the committee requests it, a called meeting of the committee shall be held to act on the proposal.
- If a called meeting of the committee is not specifically requested by any committee member, all of the votes submitted prior to the deadline shall be tallied. If the votes on the motion are unanimous, the motion shall be decided consistent with the votes submitted, as long as the number of committee members responding represents a quorum of the committee. If the votes on the motion are not unanimous or if the number of committee members responding does not represent a quorum of the committee, the motion shall be held over for discussion at a called meeting of the committee.
- If a called meeting of the committee is required, it shall be scheduled within 10 days of the close of the electronic voting or the matter shall be held over until the next regularly scheduled committee meeting.
- Any actions taken by this process shall be recorded in the minutes of the next stated meeting of the committee and a notation shall be made that the action was taken by the electronic voting process.

*This policy shall be reviewed in the fall of 2006 for the frequency of usage and overall helpfulness to committees,
and a determination if it should be included in the Standing Rules.*