

June 2, 2022

Dear Members of UUC,

## **Zoom Procedure for the Annual Meeting**

Here are the procedures we intend to follow at our Annual Meeting this Sunday, June 5th, starting at 11:30. As a reminder, you will attend this meeting via Zoom at this [link](#). It is the same link as used for our Sunday services. **If you can, please join the meeting starting at 11:20 so we can all sign in to determine if we have a quorum.**

If you must dial into the meeting by phone, use the following:

Phone number: 301 715 8592

Meeting ID: 510 469 220

Passcode: 1301

If you need other assistance, call Gene Gardner at 540-597-2309.

Our first order of business will be to establish a quorum. We need 50% of our members present in person or by proxy in order to conduct business. You will sign in via the chat, one name per line. If you hold a proxy for someone else, enter your name and then the name of the person you are a proxy for. If another member is present at your computer, enter their name on a separate line. Please do not enter anything else in the chat at this time.

### **Example:**

**John Doe <enter>**

**John Doe proxy for Bob Stimson <enter>**

**Jane Doe <enter>**

We ask that once you sign in, you stay until the end of the meeting so that we can maintain a quorum for all our business.

*Note that this year, all entries in the chat will go only to the hosts rather than to all participants. Also, everyone will remain muted and will be allowed to unmute by the host if it is your turn to speak.*

### **The agenda will be ordered as follows:**

- 1) Establish the quorum**
- 2) Slate of Board Candidates**
- 3) 2022-2023 Budget**

As each motion is made, I will ask for a second. Please enter "second" in the chat if you wish to do so.

The process for discussion (debate) is as follows:

Once the floor is open for discussion, if you wish to speak to the item under consideration, please indicate in a chat message to the greeters that you wish to speak. You will be called on in turn by the Chair and you will be asked to unmute yourself. Please do not indicate you wish to speak until the item you wish to speak to is open for discussion. No person will be recognized twice until all those wishing to speak have done so. Please do not enter all you

wish to say in the chat as that will only hamper the process of recognizing speakers by the greeters.

If there is no opposition to a motion in the discussion, in order to save time, I may ask that we adopt the motion by General Consent (also called by Affirmation). If there is no opposition to that suggestion, the motion will be assumed to be passed unanimously. If there is any opposition, we will hold a vote.

The voting process is as follows:

The chair will announce and bring up a slide when it is time to vote. Please do not vote until that slides comes up.

To vote, type your vote, “Yes”, “No”, “Abstain” followed by your name, then press enter. To vote a proxy for someone, do the same but include who you are proxy for. One vote per line in the chat, pressing enter after each line.

**Voting Example:**

**Yes – John Doe <enter>**

**Yes – John Doe for Bob Stimson <enter>**

**No – Jane Doe <enter>**

This format – with the vote first, one to a line – makes it easy for votes to be counted in the chat.

When all votes are in and counted, the result will be announced (passed or failed), and we will move on to the next motion on the agenda and repeat the process.

After all agenda issues have been voted on and decided, we will move and vote to adjourn.

I would like to raise one point of proper parliamentary procedure. The motion to “call the question” (called a motion to end debate and vote immediately in the “Sturgis” rules that we follow) cannot be made until the mover is granted the floor to speak. That is not to be granted until all those previously asking to speak are all asking to speak to one side of the issue. In other words, you must wait your turn unless all the remaining speakers in the queue are on one side of the issue. That motion must be voted on and must pass with a two-thirds majority in order to halt debate – a high hurdle because it is such a powerful motion. I have seen this motion vastly misunderstood in previous annual meetings.

Our parliamentarian for this meeting will be Frank DuPont.

Sincerely,  
Bob Stimson, President