

## **SECTION 1 - ADMINISTRATION**

Origin: TOTP Administration Committee

Status: Policy

Distribution: All Parishes

Approved: Coordinating Council

Date: 23 November 2012

---

### **1.7 Telephone and Electronic Meetings**

(Adapted from the Anglican Church of Canada Policy)

#### **1.7.1 Purpose**

In this policy the word 'committee' means Coordinating Council, Administration Committee, a standing, special or other committee of the Territory of the People Anglican Church (TOTP), the Officers of TOTP, a commission, council or board established by TOTP or its Council, and any other body appointed or established under the authority of TOTP or its Council.

#### **1.7.2 Meetings**

A committee may, at the discretion of its chair, meet by such telephone, electronic or other communication facility (including audio, video or web conferencing) as permits the members participating to speak to and hear each other.

#### **1.7.3 Procedure**

1.7.3.1 The chair of the committee or a delegate of the chair shall:

- a) contact the members of the committee to arrange a mutually agreeable time when the members will be able to participate,
- b) notify all members of the agreed time, and
- c) provide the members with a tentative agenda and, where possible, the text of any specific motions to be considered.

1.7.3.2 Upon convening the meeting the chair shall call the roll of the members, confirm that all members participating can hear each other, establish that any quorum requirement is met, and appoint a secretary or recorder for the meeting.

1.7.3.3 Unless a vote is required, the chair may declare that a matter has been decided by consensus. Where a vote is required or where the chair rules that a vote will be taken, the chair shall first ask members to vote by saying “yes” and shall then ask members to vote by saying “no” If no member is heard to vote “yes”, the chair may declare the motion defeated. If no member is heard to vote “no”, the chair may declare the motion carried. Where one or more members vote “yes” and one or more members vote “no”, the Chair shall call the roll of members participating in the meeting and determine the vote of each member before declaring the motion either carried or defeated.

1.7.3.4 The minutes of the meeting shall:

- record the names of the participating members
- That all participating members acknowledged they could hear each other.
- The minutes shall be circulated to all members of the committee before they are presented for approval at a subsequent meeting of the committee.

A quorum of any TOTP Committee shall consist of one half of the members.