

**PRESBYTERY OF EAST IOWA
E-MAIL MOTIONS POLICY**

Approved by the Presbytery of East Iowa: 11 May 2010

WHEREAS, the *Book of Order* (G-3,0105) and the *Bylaws of the Presbytery of East Iowa* stipulate that all meetings of the Presbytery, including those of its committees, units, commissions and task forces shall be conducted according to the current *Roberts' Rules of Order, Newly Revised*; and

WHEREAS, *Roberts' Rules of Order, Newly Revised* stipulates that "committees [of a larger governing body] may not adopt their own rules except as authorized" by that larger body, and

WHEREAS, *Roberts' Rules of Order, Newly Revised* stipulates that "efforts to conduct the deliberative process by postal or electronic mail or fax... must be expressly authorized ... and should be supported by special rules or order and standing rules as appropriate ...", and

WHEREAS, the major mission of the Presbytery is to serve the churches of the Presbytery; and

WHEREAS, there are occasions when, to properly serve a church or churches in a timely manner, a Presbytery committee is called upon to take action prior to the next scheduled meeting of that committee; and

WHEREAS, e-mail affords a convenient and timely method of communicating a motion and having the voted returned to the sender;

THEREFORE BE IT RESOLVED that the Presbytery hereby amends the Manual of Operations of the Presbytery of East Iowa, effective May 11, 2010, by inserting the following language

Motions by E-mail within Presbytery Committees. Committees, units, commissions and task forces of the Presbytery (herein after called "committees") may take action via motions voted on by e-mail under the following guidelines:

- A. The moderator, Co-Moderator (or Vice Moderator in the absence of the Moderator) of a Presbytery committee is authorized by the Presbytery, at his or her sole discretion, to ask members of the committee to take action on motions sent by e-mail.
- B. Normally, a motion will not be sent by e-mail if there is sufficient time to act on it at a regularly scheduled meeting.
- C. Any motion sent via e-mail should be in the formal format of a motion as if it was being presented to the committee at a meeting.
- D. Motions sent by e-mail should concern business that is routine in nature where the chance of controversy is small.
- E. If any member of the committee feels there should be a face to face discussion or judges that action should not be taken on the motion via e-mail motion.
- F. All motions acted on via e-mail will be recorded in the agenda of the following meeting of the committee, the subsequent minutes of that meeting and the next committee report to Presbytery in cases where the committee makes regular reports to the Presbytery.
- G. In cases of committee members not having access to e-mail, the Committee Moderator, Co-Moderator, or Vice Moderator will contact those members by phone and inform them of the contents of the motion so they can cast a vote, also, by phone.