

BUF Special Congregational Meeting Procedural Notes – Sunday Nov 15 By Murray Bennett, BOT President

The November 15 meeting will be held via Zoom as was the last Annual Meeting. As you read through the Board of Trustees procedure below, you may have questions. If so, please do not hesitate to contact me by e-mail, murbennett52@gmail.com, or by phone, 240 344 6329.

Timeline prior to the Meeting

On October 31, the Board will send to the congregation, via e-mail:

- The meeting agenda
- Minutes from the Annual meeting last May
- The revised 2020-21 budget proposal and explanation
- The 8th Principle resolution
- Notes on the voting process

Through November 11, members may propose amendments to the budget or the 8th Principle Resolution. All amendments must be submitted to the Board of Trustees (board@BUF.org) before Nov 10.

On Nov 1st at 12:00, there will be an educational forum on the 8th Principle. The Zoom link is <https://zoom.us/j/92846041580> and password is BUF. This forum will be hosted by Cat McIntyre. The purpose will be to discuss the 8th principle, answer questions, address concerns, and hear opposing views. An additional forum will be held on Nov 8.

On Nov 8th, a week before the Special Congregational meeting, there will be a Zoom meeting with Sky Hedman, BUF treasurer, for those interested in learning more about the budget and to hear your questions and concerns. The Zoom link is <https://zoom.us/j/94520358824?pwd=OE1oaE1zRFZkdjladThQOWFUV3J6dz09>, and the password is BUF. She may be contacted at treasurer@buf.org.

At the Special Congregational Meeting

There will be three presentations:

- The revised budget for the 2020-21 fiscal year will be presented, discussed, and voted on.
- The 8th Principle Resolution will be presented, discussed, and voted on:
- The COVID task force will present policy developed to date as well as the framework within which it is being developed.

Proposed procedure for the Special Congregational Meeting

Annual meetings are to be conducted in accordance with Robert's Rules of Order. We will be conducting the meeting using the Zoom teleconferencing app which adds considerable constraint when attempting to run an orderly meeting. With this in mind, the first order of business will be to adopt a set of rules to be followed for the remainder of the meeting.

We will ask that questions, comments, etc be typed into Chat. They will read aloud by the Chat moderator, and then discussed by the presenter. This system worked well at the Annual Meeting in May. However, we are aware that some longer comments and questions might be difficult to type into Chat and that it may be better in these cases if people speak. We have not finalized plans on this yet. Be aware that if we enable this option, speakers will be limited to two minutes, or some relatively short time.

Voting

Votes on all items will be taken via an electronic form, or by phone for those who do not have internet access.

Voting will be permitted only during a two hour window immediately following the meeting adjournment.

Absentee voting is not permitted, as per the Bylaws. On the election voting form each member will need to attest to having been present

The voting form will have been prepared in advance of the meeting