

POLICY ON ELECTRONIC MEETINGS AND DIGITAL COMMUNICATIONS

The Stated Clerk and Executive Presbyter have prepared an Advisory on Electronic Meetings that is available on the presbytery website or by request from the presbytery office.

The following rules regarding electronic meetings and digital communications are adopted for all presbytery committees, commissions, task groups and teams.

1. Every Presbytery Committee, Commission, Team and Task Group should decide on the methods by which they will conduct electronic meetings and digital communications.
2. Except where specifically prohibited, meetings of commissions, committees, teams, and task forces may be conducted as an electronic meeting, in whole or in part, without the participants being physically present in the same place.
3. Electronic meetings may be conducted via a phone conference call platform for voice communication or through Zoom, Skype or other video conference platform for voice and visual communication.
4. The presbytery maintains subscriptions to both aural conference call and video platform conference systems for the use of presbytery groups. These services are also available to congregations by prior arrangement with the presbytery office. The key factor that defines an electronic meeting is that all participants must have the opportunity for simultaneous communication.
5. Commissions, committees and teams, and task forces of the Presbytery of Donegal may take action required or permitted to be taken at a meeting with like effect between meetings of the entity, provided that every member is contacted either in person or via email and no member objects. If contacted via email, verification must consist of an email reply stating “no objection,” or words to that effect. If any member objects or wishes to have discussion on the motion, then a special face-to-face or electronic meeting is required to take the action. Discussion via email in lieu of a meeting is not sufficient. Action via email, if taken, shall be recorded in the minutes of the next meeting of the entity as an action taken by unanimous consent between meetings in accordance with the rules. Electronic meetings should be conducted, rather than email, in order for a group to approve any actions that will be reported to the presbytery.
6. Training shall be provided for any digital tools in use by a committee (such as Smartsheet) or electronic meeting platforms. Electronic meetings are challenging and require a high level of skill from the moderator and participants. The presbytery staff are available to train groups and individuals.