

***Details and Instructions for MCC Portland Annual Congregational Meeting
October 25, 2020, 12:00 Noon***

During the challenges of the COVID-19 pandemic, we aim to conduct our annual congregational meeting in a manner that will assure the safety and health of all who will participate. The meeting will be conducted in a "hybrid" format: i.e. simultaneously on-line via Zoom, with call-in by phone available, and in-person, on-site options at 2828 SE Stephens St. all available for participation. Here are important details you need to know:

To participate by WEBCAM/VIDEO: The congregational meeting will primarily be hosted via the on-line meeting program Zoom. Zoom is a free program that can be downloaded to your computer or mobile device. To participate using webcam/video through Zoom use this link:

<https://us02web.zoom.us/j/83997258452> (Meeting ID: 839 9725 8452)

To participate by PHONE: If you do not have access to a webcam/video, you can call-in and participate from any phone. You will be able to hear and speak to all discussions and cast your vote, however, you will not be able to view anything or anyone on screen or be seen by others. To participate via phone:

Call: (253)215 8782 (Meeting ID: 839 9725 8452)

If participating via phone you will need to know 2 functions: ***9 (raise hand) & *6 (un/mute)**

You will also need this number to text/call in your vote: **(503) 962-9904.**

PLEASE NOTE: If more than one member attends from your household, each individual member must use a separate device (computer, mobile device or phone) to cast their individual vote.

To participate ON-SITE: A meeting host will be present on-site at 2828 SE Stephens St. In order to maintain health and safety, the following precautions are to be taken by all attending on-site:

- You must have no signs of illness (no fever, coughing, sneezing, etc.)
- You must be confident you have not been exposed to persons known to have COVID-19 within the previous 2 weeks.
- You must wear a mask/face covering.
- You must remain at least 6' away from others (no hugging, handshaking, etc.) while on-site.

If you are unable or unwilling to follow these guidelines, plan to participate in the meeting through Zoom using webcam/video or call-in by phone. See details on both above.

Meeting packet: A link to the packet of meeting materials (agenda, reports, draft budget, etc.) has been sent to members via e-mail and a copy sent US Postal Service to those who requested a paper copy. The meeting packet will also be available to view and download from our website the week prior to the meeting.

Additional questions you might have:

How will quorum be verified in order to conduct the meeting? All persons attending via Zoom, both through video and by phone, are automatically listed on a participant list on Zoom. The names of any persons attending at 2828 SE Stephens St. will be recorded. The Clerk will record names from both sources on a list of current members in good standing to verify both quorum and to record others for overall attendance. Our local church By-laws (Article V.E.) designate 15% or more of current members in good standing as a quorum.

How will discussion happen? Once the meeting is called to order, all persons, with the exception of the designated person speaking/presenting and the Moderator, will be muted to avoid excess background noise and device feedback. In order to speak to an issue one must:

- a) Type your question in the Zoom chat section *OR*
- b) Raise your hand visibly (via webcam or on-site) *OR*
- c) Via phone enter *9 to indicate a “raised hand” and you will be acknowledge by the Moderator and asked to unmute your phone to speak: *6.

In addition to the Moderator and Clerk, there will be additional hosts tracking raised hands and comments/chat.

How will voting be done? Anticipate in advance that *all voting at this meeting will take considerably longer* than at past in-person only meetings. Our Bylaws prohibit absentee or proxy voting, which means anyone wishing to vote on any issue must be present (online, via phone, or in-person) at the meeting.

1. Other than for the election of Board members, all votes needed are visible/audible majority votes:
 - a) Those participating with WEBCAM/VIDEO or ON-SITE will visibly raise their hands to indicate “in favor,” “opposed” or “abstaining.”
 - b) Those participating by PHONE will be individually asked to unmute and will be polled to state their vote.
 - c) The combined total of these responses will be reported to the Clerk and the result of voting will be announced to the meeting by the meeting Moderator.
2. Election to the Board must be conducted by "secret ballot" according to our local Bylaws. At this meeting:
 - a) Those participating via WEBCAM/VIDEO will see an on-line Zoom poll which will allow each person to cast a vote. This Zoom poll shows numbers and percentages only and does not reveal the names of those responding.
 - b) Those participating via PHONE will text/call their vote to (503) 962-9904.
 - c) Those attending ON-SITE will be provided paper ballots.
 - d) The combined total of these responses will be reported to the Clerk and will be announced to the meeting by the meeting Moderator.

*If you have questions or need more information
e-mail board@mccportland.com or call (503) 281-8868.*