



SOUTHWESTERN  
PENNSYLVANIA  
SYNOD EVANGELICAL LUTHERAN  
CHURCH IN AMERICA

# CONSTITUTIONAL REQUIREMENTS

- Meeting - Chapter 10 of the Model constitution
  - At least one meeting per year
  - Notice at worship two previous weeks (electronic is worship) and by mail 10 days prior (newsletter is fine)
  - Quorum required is different for each congregation
  - Roberts Rules is still in order
  - Meeting must be held in a way that allows discussion – listening and speaking by voting members. (C10.08/PA Title 15 5704.a)
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# VOTING MEMBERS

- Voting Members for a Quorum – \*C8.02.b
    - Confirmed
    - Individual or Family Given of record
    - Communed
    - Giving and Communing in “current or preceding calendar year” (2019/2020)
  - Per C12.07, “The Congregation Council shall provide for an annual review of the membership roster.” Council approves voting member list.
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# VOTING MEMBER LIST FOR ON-LINE MEETING

- At Council Meeting when Congregation Meeting is called:
  - Secretary presents list of voting members
  - Council approves list
  - Use this list when taking attendance at online meeting and to ascertain quorum.
  - Once list is approved by council, objections to a particular voting member are out of order.
  - Proxy voting is out of order (C.10.05)
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# VOTING

- Voting During Meeting
  - Unanimous without objection
    - RONR 11<sup>th</sup> Ed., p. 54, l. 13.
  - Roll Call vote of yeas and nays
  - Use zoom polling (not possible if some are phoning into meeting)
  - When a Written Ballot is Required
    - Written ballots dropped off in a certain time window.
    - Only members who attended meeting and were marked present – no proxy voting
    - Ballots need not have names, but envelopes with names would be necessary
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## RESOURCES FROM ELCA

- [https://download.elca.org/ELCA%20Resource%20Repository/Remote\\_Meeting\\_FAQ\\_for\\_Congregations.pdf?\\_ga=2.77314194.607992752.1597680101-2006378321.1558663277](https://download.elca.org/ELCA%20Resource%20Repository/Remote_Meeting_FAQ_for_Congregations.pdf?_ga=2.77314194.607992752.1597680101-2006378321.1558663277)
  - <https://www.elca.org/publichealth>
  - <https://www.swpasynod.org/synodnews/covid19>  
(also has link to above resources)
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