

Conducting Business Online

A set of rules of order for Niles Discovery Church Cabinet Business

Adopted by Cabinet on 21 October 2019

There may be times when a motion for the Cabinet to consider could be discussed and acted upon online. This may be done via email. Motions that qualify for online activity fall under one of these categories:

1. The motion has an urgency that should be addressed before the next Cabinet meeting;
2. The motion is believed to be simple and may not require a lot of discussion

If a Cabinet member has a motion that falls under one of these categories, said Cabinet member should craft the motion as a question, include an explanation and motivation for the motion, and submit it via email to the Cabinet group email address.

EXAMPLE

Motion: Should we set up a designated fund called Sabbatical Expenses in our budget?

Explanation: This would be a fund to help defray the costs of a pastor's sabbatical. Moneys in this fund will come specifically from donations by people who want to contribute to this fund to be spent on expenses incurred during a pastor's sabbatical. These funds would be used to defray the cost of the sabbatical prior to using funds already designated for such purposes.

Motivation: More than one person wanted to donate directly to a specific pastor to cover expenses. Due to potential boundary issues, it is recommended that a designated fund be set up that would be used to offset sabbatical expenses for any pastor on sabbatical.

The following steps are taken:

1. Once drafted, it is to be emailed to the Cabinet via the Cabinet email: cabinet@nilesdiscoverychurch.org.
2. This begins the discussion of the motion. Cabinet members may raise discussion points, questions, answers, and recommendations for modification. The must be submitted to the Cabinet email address.
3. If at any time during the discussion period a Cabinet member requests (via email to the Cabinet email address) that the discussion and vote be delayed until the next regularly scheduled Cabinet meeting, that request is automatically granted.

4. Once the Moderator¹ decides that sufficient time has elapsed (at least two days) for discussion and no more substantive discussion is forthcoming, the Moderator asks the original maker of the motion to restate the motion.
 - a. The restating allows the maker of the motion to remake the original motion, withdraw the motion, or present a modified motion based on the input from the online discussion.
5. The Moderator allows one more day for discussion on the restated motion.
 - a. If substantive discussion happens, the process returns to step 4. This happening may be a sign that the discussion and vote be delayed until the next Cabinet meeting (see step 3).
 - a. If there is no substantive discussion, the Moderator calls for a vote.
6. The members of the Cabinet have 24 hours to vote following the call for a vote by the Moderator. Voting is done by sending an email with the vote to the Cabinet's email address.
7. At the end of the 24-hour period, if a majority (at least 7) of Cabinet members have voted in the affirmative, the motion carries. If at the end of the 24-hour period there is not a majority of Cabinet members voting in the affirmative, the motion fails.
 - a. If the motion fails, the maker of the motion can bring it up at the next scheduled Cabinet meeting.
8. If a request to delay discussion and vote has not been made (step 3), the Clerk will draft the minutes for this action and submit them for approval at the next Cabinet meeting. These minutes will include:
 - b. The original motion, explanation, and motivation provided;
 - c. The date and time it was emailed out to Cabinet;
 - d. The restated motion;
 - e. The results of the vote;
 - f. In the absence of the Clerk, the Moderator will fulfill these duties;

¹ If the Moderator does not have access to email when the decision-making process is used, the Vice Moderator fulfills these duties.