

Pohick Episcopal Church

9301 Richmond Highway

Lorton, Virginia

Policy for Vestry Special Meetings and Electronic Mail Discussion and Vote

Preamble: While Vestry discussion, motion, amendment and voting will primarily take place during regularly scheduled meetings, occasions may arise when an issue requires Vestry attention prior to the next scheduled meeting. In order to address these occasions, we, the Vestry, adopt the following policy and procedures.

1. Any member of the Vestry may propose an issue for special consideration by the Vestry prior to its next scheduled meeting. However, this procedure should be used only when special circumstances exist that preclude deferral to the next regular meeting and shall adhere to the guidelines below.
 - a. A Member proposing an issue for expedited discussion will provide the motion to be discussed and relevant background information to the Rector or Senior Warden in the absence of the Rector.
 - b. The Rector, or Senior Warden in the absence of the Rector, will decide whether or not the issue requires attention prior to the next scheduled meeting and may schedule a special meeting solely to address that issue or submit the issue for an email vote.
2. Any special meeting of the Vestry called by the Rector, or Senior Warden in the absence of the Rector, shall adhere to the following guidelines.
 - a. In accordance with Canon 11, Sect. 10, a quorum of over 50% of the Vestry members, present in person or by telephone, is required to open the meeting and a simple majority of those present in person or by telephone is required to approve any motion.
 - b. The Rector or Member proposing an issue for discussion or vote will provide the motion to be discussed and relevant background information to the entire Vestry at the time notice of the meeting is given.
 - c. Except in extraordinary circumstances, Vestry members shall receive, by email or telephone call, three days' notice of any special meeting.
 - d. Members not able to attend in person may participate by telephone conference.
 - e. The Register shall record and distribute Minutes of any such special meeting in the same manner as any regular Vestry meeting.

3. As an alternative, the Rector, or Senior Warden in the absence of the Rector, may submit an issue to the Vestry for vote by email when, in his/her judgment, the matter is of such urgency so as to require action without waiting until the next regular Vestry meeting and when this course is deemed more appropriate than a special meeting.
 - a. The Rector or Member proposing an issue for discussion will provide the motion and relevant background information to the entire Vestry via email.
 - b. Once seconded, the motion will be open for discussion for no less than one day except that in extenuating circumstances, particularly those involving urgent life, health, safety or personnel issues, the Rector, or the Senior Warden in the absence of the Rector, may establish a shorter period for discussion and vote.
 - c. Discussion of the issue will be conducted using electronic mail with all Vestry member addressed (reply to all). Discussion emails should use the same general subject line. Because all Vestry members are included in all emails, a quorum consisting of the entire membership is assumed.
 - d. The Rector or author of the motion under discussion will send a summary of points at the end of the discussion period.
 - e. The Rector will call for a vote on the motion at the end of the discussion period. The voting period will be at least 24 hours or until a majority of the Vestry votes either in favor or against the motion. The email requesting a vote will use a new subject line containing the word VOTE. The electronic voting options are Yes/No/Abstain.
 - f. The motion will carry if the majority of the Vestry casts its vote for the motion.
 - g. The Register shall include the motion and the results of any electronic mail vote as an addendum to the Minutes of the previous Vestry meeting.
4. This policy is adopted and recorded in the Pohick Episcopal Church Vestry Minutes and the Policy Manual on the 14 of July, 2015.