

Sample Continuing Resolution to Allow for Virtual Congregation Meetings

Note: this sample continuing resolution is for informational purposes only. Please seek advice from a licensed attorney regarding your congregation's compliance with its constitution and bylaws, as well as state laws and regulations.

St. Generic Lutheran Church Council Continuing Resolution November ____, 20__

A motion was made by _____, and seconded by _____, that the council adopt the following continuing resolution:

“That *St. Generic* Lutheran Church hold its annual congregational meeting on _____ electronically by Zoom (*another platform may be designated here in the motion*). The meeting shall be conducted as follows:

1. All members shall receive notice as required in the constitution and bylaws of this congregation. (*If your constitution/bylaws require announcement during worship, use whatever platform for worship is currently being used to give that notice*).
2. As part of the notice, printed ballots on all issues requiring a written or secret ballot shall be enclosed. There shall be sufficient ballots for the number of confirmed members of the household where the notice is sent. Copies of the budget and any other measures where information is provided in writing shall be included with the notice.
3. Members who are able to participate by video shall be permitted to log in, and required to identify themselves by name and the number of confirmed members participating on their computer.
4. Members who are not able to participate by video shall be permitted to participate by telephone by a telephone call-in number provided by Zoom (*or the other platform designated in the resolution*). They shall be required to identify themselves by name and give the number of confirmed members participating on their telephone.
5. For votes not requiring a written ballot, members shall vote by voice. A true count shall be obtained by the counters of the yeas, nays, and abstentions (if any).
6. For votes requiring a written or secret ballot, members may vote as follows:
 - a. Completed ballots may be returned to the church by U.S. Mail by _____, 202___. Ballots received after that date shall not be counted.
 - b. Completed ballots may also be dropped in a locked drop box outside of the church office by _____, 202___. Ballots received after that date shall not be counted. If coming into the church, all COVID safety protocols must be followed.

7. Results of all written ballots shall be announced after worship the following Sunday and (*whatever method you choose...*)
8. The presiding officer at the meeting shall follow Robert's Rules of Order (*or whatever procedural rules you use*), and all bylaws and continuing resolutions of the congregation.
9. Minutes shall be taken by the council secretary. Any person who speaks during the meeting must identify themselves at the beginning of their remarks, motions, or questions so that the council secretary may keep an accurate record of the meeting.
10. This continuing resolution shall supersede and replace any previous continuing resolution adopted by this council to the extent necessary to implement these provisions."

Roll call vote (*two-thirds of quorum of council must be in favor to pass*):