

Amending the Constitution to Include C10.08.
Authorization of Congregation Meetings by Electronic Means

The process to amend your congregation's Constitution and Bylaws may at first seem daunting. Provided here is an abbreviated list of steps needed to adopt C10.08. Since C10.08. has been adopted into the Model Constitution for Congregations, the simplified form for offering amendments outlined in C16.04. applies. Please note that unless your congregation is updating all of the required provisions, changing C10.08. from what is presented below, or proposing other changes to your congregation's constitution would render the following steps out of order.

Before the meeting

Step One: Set a date for the Special Meeting. Ensure that the selected date allows for the Congregation Council to meet to recommend C10.08. and then give 30 days notice to the congregation.

Step Two: Congregation Council meets and recommends C10.08. to the congregation and calls for a Special Meeting.

Step Three: Notify the congregation of the date, time, and location of the Special Meeting, the proposed resolution, and the recommendation of the Congregation Council at least 30 days before; and announced in worship (online worship meets this requirement) on the two Sundays prior.

Adopting C10.08. must occur at a legally called meeting of the congregation. This will require participants to be physically present. If safety is a concern, consider holding the meeting in a large enough space that allows for social distancing or holding the meeting outside.

During the meeting

Only matters for which notice was given may be discussed at the Special Meeting. Ensure that a quorum is present. The resolution should be moved, seconded, and discussion allowed. Any amendments to the text of C10.08. should not be allowed, as it would change the process by which the constitution is amended. The resolution needs a simple majority to be adopted.

After the meeting

Submit a copy of the resolution along with the revised constitution to **Crystal McCormick (cmccormick@sdsynod.org)** at the Synod Office for filing.

Resolution

Be it resolved that *(insert congregation name)* amend the Constitution, Bylaws, and Continuing Resolutions by addition of C10.08 of the Model Constitution for Congregations, stating:

C10.08. This congregation may hold meetings by remote communication, including electronically and by telephone conference, as long as there is an opportunity for simultaneous aural communication. To the extent permitted by state law, notice of all meetings may be provided electronically.