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**Diocese of the West Synod 2021
Guidelines for Voting via Zoom**

Planning Assumptions

* Diocesan synod business meeting will be open to all participants and not limited to delegates.
* The only voting will be for election to Standing Committee
* Election of members to Standing Committee will be by voice vote of clergy and lay delegates to approve uncontested slate
* Therefore, no counting of votes will be required.

Procedure

* Certification of Quorum - The Executive Archdeacon will report the parish delegations present so that the Chancellor may certify that the required quorum of 50% of parishes in the diocese are represented.
* Voting by voice vote
	+ Each candidate for election to the Standing Committee will be presented by the Executive Archdeacon and certified to have met the requirements for service.
	+ Since these are presented from a nominating committee, a second is not required.
	+ The Chancellor will ask for a simple voice vote from clergy and lay delegates only. If no opposing votes are heard or recorded in the chat, the nominee will be elected.
	+ Because Zoom does not have the capability to distinguish number of voices speaking either “Yea” or Nay,” if an opposing voice is heard and is identified as belonging to a clergy or lay delegate, a count of votes will be required.
* Voting by ballot (if required)
	+ If a ballot vote is required either because of a “Nay” vote in an unopposed election or if more qualified persons are nominated than available positions, the Chancellor will call upon clergy and lay delegates to cast their votes via chat.
	+ The Zoom moderators will compare the names of persons voting via chat to the list of clergy and lay delegates provided by the Executive Archdeacon and certified by the Chancellor. Only votes that can be verified from certified delegates will be counted.
	+ Alternative: Business meeting may be limited to delegates only, or delegates may be placed in a breakout room for voting and the polling feature of Zoom used for voting.