

## Presbyterian women in the Synod of the Northeast

### E-meeting Guidelines

As a matter of convenience or in circumstances where time may be of the essence, the Moderator of Presbyterian women in the Synod of the Northeast may call an e-meeting.

Only items of little or no controversy shall be eligible for the content in an e-meeting.

All e-meeting correspondence shall include a confidentiality notice as follows:

#### **CONFIDENTIALITY NOTICE**

*The information in this email may be confidential and/or privileged. This email is intended to be reviewed by only the individual or organization named above. If you are not the intended recipient or an authorized representative of the intended recipient, you are hereby notified that any review, dissemination or copying of this email and its attachments, if any, or the information contained herein is prohibited.*

When the Moderator posts notice of an issue to be decided via email, all members of the Coordinating Team shall be included. Consideration must be shown for any who may be without email.

The Moderator shall specify, in the call of the e-meeting, the date and time of the close of the meeting.

Negative votes shall indicate the need to refer the matter to the next in-person meeting.

At the close of the meeting, the Moderator shall summarize the meeting and announce the vote.

Any actions of the Coordinating Team done via email shall be reported at the next in-person meeting of the Coordinating Team and recorded in the minutes.

Adopted \_\_\_ November 2007

Confidential