

Vestry Meeting Rules Policy
(Approved by SCEC Vestry on March 16, 2021)

1. Visitors to Vestry Meetings

- a. Visitors are welcome to come to Vestry meetings. They may observe, but not participate in, discussion and decision-making. Those who wish to make a presentation to the Vestry should request time on the agenda before the agenda is published.
- b. The agenda should be finalized 2 weeks before the Vestry meeting and be communicated via the Pulse newsletter the Thursday before meeting.
- c. Parishioners can request speaking time during Vestry meetings by petitioning the Executive Committee.
 - i. The Executive Committee is made up of the Rector, Sr., and Jr. Wardens.
 - ii. Visitors will be put on the agenda for the following month (unless there is an emergency).
 - iii. Topics coherent with the mission of the church will be considered for the Vestry meeting. Other topics will be responded to in other ways.
- d. These items should be part of the request to the Executive Committee:
 - i. Topic or Case.
 - ii. General summation and outcome/resolution requested.
 - iii. Number and identity of speakers
- e. Invited speakers will be given up to 15 total minutes to speak on their topic.
 - i. Time limit is 3 minutes per person, and no one can cede time.
- f. The Vestry will listen to the topic and thank the speakers for coming.
- g. The Vestry will get back to the speaker at a later date. No decisions or comments will be made at the time of the presentation.

2. Closed Sessions

- a. Matters requiring confidence (personnel, or real estate etc.) may necessitate the Vestry's meeting in a closed session.
- b. Closed sessions are attended only by Vestry members.
- c. Records of closed session are not publicly available unless voted otherwise by the Vestry.

3. Communication of Vestry Meetings

- a. Minutes and consent agenda are to be available to the parish.
- b. Hard copies are to be kept in the library.
- c. Individuals wishing a copy can would request it from the church administrator.
- d. Minutes are available after approval by the Vestry, which occurs at the next Vestry meeting.
- e. The Vestry will place a recap of the meeting in the Pulse and via service announcements.