

## Version 1

### FAQs for those arranging APCMs and other meetings

1. *If we are holding the APCM by Zoom, do we also need to have a physical meeting?*

- No. The Bishop's Supplementary Directions enables APCMs and Annual Meetings to elect churchwardens to be held by virtual means or by physical means.
- If the parish is to opt for virtual meetings, e.g by Zoom, you should make every effort to enable all those entitled to attend the meeting to be able to do so if they wish, whether through by being present by being both seen and heard, or if this is not possible, by being heard alone (i.e. through phoning in to the meeting).

2. *Is it possible to have a hybrid of a virtual and physical meeting?*

Yes, it might be possible to have a mixed economy of some present in the building and some attending the meeting virtually, but the meeting would need to be prepared and chaired carefully to ensure that those present physically and those attending virtually had an equal opportunity to be heard, vote etc. It may just be simpler to have all attending virtually.

3. *What are the important things we need to know about enabling 'phone in' to Zoom meetings?*

- Note that in order to allow people without a computer, laptop, tablet or smartphone to take part in a Zoom meeting, you will need to ensure that the option to phone in to the meeting is enabled. This will only be possible if the person hosting the meeting does so from a paid for, and not a free, Zoom account.
- In order for Zoom to give a UK rather than a US phone number, you will need to select the UK option for phone numbers. This is done by going into Settings.
- It will also be necessary when scheduling the meeting to ensure that the 'Join by phone' option is selected.
- People should be told that they can use both mobile and landline to access the meeting.

4. *How can we identify who is present at the meeting?*

It is important that when voting takes place to elect members of the PCC and deanery synod that only those on the electoral roll participate.

How this is addressed will vary from parish to parish, partly depending on the numbers involved. Suggestions are:

- Use the Zoom 'Waiting room' facility. Those letting people in can mark off names on a check list before doing so. (Attendees would need to be asked to log in a few minutes before the start of the meeting).
- Use the list of participants on the right of the screen, as a check on who is present, as the meeting progresses. This can be used in conjunction with the first option.
- Use the 'Zoom reports' facility, if necessary, to check the identity of voters. (The issue of confidentiality should be considered).

5. *Have the usual requirements of the timings of the process for revising the electoral roll leading up to the APCM been altered for 2020?*

No. The usual timeframe, as set out in Church Representation Rules (which requires about 6 weeks) still apply. Below is a link to a schedule which provides an example of the revision process. The relevant CRRs are 3 to 5.

<https://www.london.anglican.org/support/annual-meetings/> (It is the last download of the first set).

However, if it is genuinely impractical to undertake a formal revision before the APCM, the PCC should undertake an informal revision by checking the roll to see whether amendments of which they are aware need to be made. For example, if a member of the congregation has died it would be appropriate to remove their name.

6. *Can the electoral roll be published electronically?*

Yes. Rule 5 of the Church Representation Rules states that, 'After the completion of a revision of the roll of a parish under Rule 4, the PCC must publish the roll in such form (whether electronic or otherwise) as it decides'.

The published roll should contain only the names of those on the roll and no other information.