

13.3.3	The notice of any Church Members' Meeting must:
	<ul style="list-style-type: none"> • State the time and date of the meeting;
	<ul style="list-style-type: none"> • Give the address at which the meeting is to take place [or, if the meeting is called by the Charity Trustees and is to be held by electronic means or by hybrid means, give the means by which the meeting will be held and information on how to access the meeting];
	<ul style="list-style-type: none"> • Indicate the general nature of business to be dealt with at the meeting; and
	<ul style="list-style-type: none"> • If a proposal to alter the constitution of the Church is to be considered at the meeting, include the text of the proposed alteration.
13.3.4	The notice for the AGM must include the annual statement of accounts and Charity Trustees' annual report, details of persons standing for election or re-election as charity trustee, or where allowed under clause 35 (Use of electronic communications), details of where the information may be found on the Church's website.
13.3.5	Proof that an envelope containing a notice was properly addressed, prepaid and posted; or that an electronic form of notice was properly addressed and sent, shall be conclusive evidence that the notice was given. Notice shall be deemed to be given 48 hours after it was posted or sent.
13.3.6	The proceedings of a meeting shall not be invalidated because a Church Member who was entitled to receive notice of the Church Members' Meeting did not receive it because of an accidental omission by the Church.
13.6	Quorum at Church Members' Meetings
13.6.4	If the meeting has been called in any other way and a quorum is not present within 15 minutes of the starting time specified in the notice of the meeting, the chair must adjourn the meeting. The date, time and place at which the meeting will resume [or the means by which the adjourned meeting will be held and information on how to access the meeting] must [either be announced by the chair or] be notified to the Church members at least seven clear days before the date on which it will resume.
13.12	Participation in Church Members' Meetings by electronic means [Optional]
13.12.1	Any meeting may be held by:
	<ul style="list-style-type: none"> • suitable electronic means; or
	<ul style="list-style-type: none"> • by a combination of a physical meeting and suitable electronic means
	agreed by the Charity Trustees in which each participant may communicate with all the other participants.

13.12.2	Any member participating at a meeting by suitable electronic means or by hybrid means agreed by the Charity Trustees in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting.
13.12.3	Meetings held by electronic means or by hybrid means must comply with rules for meetings, including chairing and the taking of minutes.
13.12.4	Voting at a meeting held by electronic means or by hybrid means shall be conducted in a way agreed by the Charity Trustees and communicated to the members with the notice of the meeting under clause 13.3
14	Charity Trustees
14.8	Voting Method
14.8.1	Voting shall be by secret ballot at an Ordinary Church Members' Meeting. [Voting by secret ballot at a meeting held by electronic means or by hybrid means shall be conducted in a way agreed by the Charity Trustees and communicated to the members with the notice of the meeting under clause 13.3.] Church Members shall be asked to vote for those nominated candidates who they believe would serve the Church well as Charity Trustees. Each Member may vote for as many nominees as they believe meet this criteria.
14.8.2	Scrutineers shall be appointed by the Church Members' Meeting to count the votes and shall report the outcome in confidence and in writing to the person chairing the meeting. [If the Ordinary Church Members' Meeting is to be held by electronic means or by hybrid means then scrutineers shall be appointed in advance of the meeting by the Charity Trustees.]
22	Meetings and proceedings of Charity Trustees
22.9	Participation in meetings by electronic means
22.9.1	Notwithstanding the requirements of clause 22.1 to hold a full meeting not less than once every two months a meeting may be held by suitable electronic means agreed by the Charity Trustees in which each participant may communicate with all the other participants.
22.9.2	Any Charity Trustee participating at a meeting by suitable electronic means agreed by the Charity Trustees in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting.
22.9.3	Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes.