

## RULES OF ORDER

### RULES OF ORDER OF THE CONVENTION OF THE CHURCH IN THE DIOCESE

#### RULE 1: Motions

No motion shall be considered as before the Meeting of Convention until seconded. If not presented in writing, the Presiding Officer, or any member of Convention, may require the motion to be reduced to writing before being presented to the Meeting of Convention. After a motion is moved and seconded the mover cannot modify or withdraw it without the consent of the Meeting of Convention.

(AMENDED December 2, 1999)

#### RULE 2: Subsidiary Motions

When a question is before the Meeting of Convention, no motion shall be received but to lay it upon the table, to take a vote thereon at a certain time, to postpone to a certain time, to postpone indefinitely, to commit, to amend, to extend debate, to close debate, to permit withdrawal of a motion, to suspend the rules, and to divide the question.

(AMENDED December 2, 1999)

#### RULE 3: Amendments

When a motion is under consideration, a motion to amend, a motion to amend the amendment, and a motion for a substitute for both amendments shall be in order. These motions shall be considered and voted upon in the reverse order in which they are received.

#### RULE 4: Non Debatable Motions

The following motions shall not be debatable: to adjourn (which shall always be in order when no member is speaking), to lay on the table, to take from the table, to close debate, to extend the limits of debate, an objection to the consideration of a question, a call for the order of the day, to reconsider an undebatable question, to fix the time of adjournment, to postpone to a certain time, to permit the withdrawal of a motion, and to suspend the rules. If a motion to lay an amendment on the table be carried, the matter before the Meeting of Convention shall be proceeded as if no amendment had been offered.

## RULE 5: Division of Question

If a question under consideration contains several distinct propositions, the same may be divided on the request of any member, subject to the decision of the Presiding Officer that the division can be made. If objection is made to such division a motion to divide may be put before the Meeting of Convention. When a motion for division is made, the mover must specify the manner in which it is desired that the question is to be divided. A motion to strike out and insert shall be indivisible.

## RULE 6: Speaking

Discussion of any resolution shall be limited to no more than fifteen minutes. The proposer of a resolution shall have up to two minutes for opening remarks, and up to one minute for closing remarks. A member may speak for no more than two minutes. After the elapse of 14 minutes exclusive of the time spent by parliamentary action, such as a point of order, motions to lay on the table or to divide the question, but including time spent on any substantive amendment, or when no member desires to speak further, the Chair shall call upon the proposer for closing remarks. Special leave may be given by Convention to extend any time limitation. No member may speak more than once on the same question; by consent of three-fourths of the members, the Convention may grant leave to a member to speak a second time on the same question but no longer than two minutes.

Acting on its own volition or in response to a recommendation made to it by the Committee on Resolution or a Delegate to Convention, Diocesan Council may instruct the Committee on Dispatch of Business to provide a specified place and amount of time in the order of business of an Annual Meeting of Convention for informal discussion of specific resolutions. Such resolutions must have been timely submitted for action at the Meeting of Convention and seem to Diocesan Council both to be of particular importance to the Diocese and likely to generate substantial differences of opinion as to their merits. Such a recommendation must be made to Diocesan Council in time for Diocesan Council to act upon it at a regular meeting and to instruct its inclusion in the Dispatch of Business at least twenty-eight (28) days before the Meeting of Convention. Upon such instruction, the Chair of the Committee on Resolutions will organize and supervise a meeting of the proponents and opponents who make themselves known to the Secretary of Diocesan Council to agree on the format of the informal discussion.

When nominations are made from the floor of Convention, a member desiring to make a nomination shall rise and receive the recognition of the Chair before naming his or her candidate. A member may speak for not longer than two minutes, when nominating a candidate for election to any office.

After a resolution of substance is moved and seconded, no motion of any kind is in order for a period of six minutes, or until no member wishes to speak, whichever comes first. The Chair shall alternatively recognize speakers in favor of and opposed to the resolution, if any.

If a motion is made to amend a resolution placed before the Convention, consideration of the amendment shall be included in the time limit of fifteen minutes. Upon the moving of an amendment the proposer of the resolution shall have up to two minutes for remarks regarding the amendment.

(AMENDED December 2, 1999)

#### **RULE 7: Members must Vote**

Every member present shall vote, whenever a question is put, unless excused by the Convention on account of being personally interested in the result, or for other cause.

(AMENDED May 14, 1978 and November 30, 1990)

#### **RULE 8: Manner of Voting**

The vote shall be taken by ayes and noes, or by Orders when called for by five members, and shall, in such case, be entered on the minutes.

A motion to vote by written ballot is in order at any time prior to the taking of any vote on a proposition.

#### **RULE 9: Reconsideration**

In all questions decided numerically, a motion to reconsideration must be made by one member, and seconded by another, who voted in the majority. In all questions decided by a vote by orders, a motion to reconsider, if made by a member of the clergy voting in the majority, must be seconded by a Lay Delegate voting in the majority; and if made by a Lay Delegate, it must be seconded by a member of the clergy voting in the majority. A motion to reconsider must be made within twenty-four hours after the vote was taken. When a motion to reconsider a vote prevails, the question is again before the Meeting of Convention as if no vote had been taken upon it. No question shall be reconsidered more than once.

#### **RULE 10: Special Committees**

All Special Committees shall be appointed by the President, unless otherwise ordered.

#### **RULE 11: Report of Committees**

The reports of all Committees shall be in writing. If a report is received by the Meeting of Convention when presented, it may at once be acted on, or laid on the table for future consideration. The reception of a report by the Meeting of Convention does not adopt it or its recommendations. If it is desired that a report,

or its recommendations, shall become the action of the Convention, a resolution to that effect must accompany it. When the report of a Special Committee is acted upon by the Meeting of Convention, the Committee ceases to exist.

#### RULE 12: Points of Order

When a member is called to order by the President, or by another member rising to a point of order, that member shall immediately yield the floor unless permitted to explain. All questions of order shall be determined by the Presiding Officer; but any member may appeal from the decision of the Presiding Officer, and on such appeal no member may speak more than once without leave of the Meeting of Convention.

(AMENDED November 30, 1990)

#### RULE 13: Changing Rules

The prescribed Order of Business may be departed from and any Rule of Order may be suspended or changed at any time by unanimous consent of the members of the Meeting of Convention present. If notice of intention to propose such departure, suspension or change is given at the first session of a Meeting of Convention, the departure, suspension or change may be made at a subsequent session by a vote of two-thirds of the members present. Such notice shall be in writing and shall include an explanation of the proposed departure, suspension or change with a sufficient number of copies to be distributed to the members

(AMENDED May 14, 1978, November 30, 1990, and December 2, 1994)

#### RULE 14: Quorum to Elect

The majority of a quorum shall always be required to elect an officer.

#### RULE 15: Committee on Rules of Order

The President of Convention may appoint a Standing Committee on Rules of Order. All proposed changes in the Rules of Order shall be referred to such Committee, if appointed, for consideration and report. When questions of order are raised, which are not provided for by these rules, the President, may refer such questions to the Committee on Rules of Order for their opinion. *Robert's Rules of Order* shall be the parliamentary guide in all cases not provided for in the foregoing rules.

#### RULE 16: Election by Concurrent Vote

In all elections required to be made by concurrent votes of each order, the ballots shall be counted separately. Any person whose name shall receive a majority of votes on the ballots of both orders concurrently shall be declared elected by the Meeting of Convention.

If there are no more persons nominated than vacancies to be filled for an elective office, the Meeting of Convention may declare an election by acclamation without a vote by orders after a motion by the Secretary of Convention.

(AMENDED May 14, 1978 and December 2, 1999)

#### **RULE 17: Appropriations**

All resolutions carrying appropriations shall be presented during the first session of a Meeting of Convention except as otherwise provided in the Dispatch of Business.

(AMENDED December 2, 1999)

#### **RULE 18: Printed Reports to be Distributed**

All printed reports shall be delivered to the Secretary in sufficient time to be printed for distribution no later than the first session of a Meeting of Convention. Five minutes only shall be allotted for hearing a summary of any printed report when requested by the author of the report or any five Delegates. This five minute limitation shall not apply to the Committees of Convention or the Program Group on Program and Budget.

(AMENDED May 14, 1978)

#### **RULE 19: Resolutions to be Filed**

Contemplated resolutions likely to involve debate shall be filed with the Secretary of Convention seventy days before the opening session of the Annual Meeting of Convention so that the Committee on Resolutions and the Secretary of Convention may finalize the form of the resolutions and mail them to the Delegates no later than thirty-five days before such opening session. In order to be eligible for submission to Convention, resolutions must be proposed by a Delegate certified by the Secretary of Convention as being entitled to seat, voice and vote at least seventy days before such opening session in accordance with Article VI of the Constitution.

(AMENDED May 10, 1980, November 30, 1990, and December 6, 1991)

Issues of magnitude arising during the seventy-day period may, upon the recommendation of the Committee on Resolutions or by a simple majority vote of the Meeting of Convention, be brought before the Delegates for their consideration.

All resolutions covered by this rule, except ones of courtesy, shall be duplicated and distributed to the Delegates of Convention.

#### **RULE 20: Order of Business**

The Order of Business of a Meeting of Convention shall be consistent with The Constitution and Canons of the Diocese and the following provisions:

- a. The Presiding Officer shall call the Meeting of Convention to order and the Secretary of Convention, under the direction of the Presiding Officer shall announce a quorum in accordance with Canon X, Sec. 10.00.
- b. A quorum being present, the Presiding Officer shall declare the Meeting of Convention organized for business and shall ask the prayers of the assembly.
- c. In the case of a vacancy, there shall be an election of a Presiding Officer as provided by the Constitution of this Diocese.
- d. The Secretary shall make the appointments of Assistant Secretaries.
- e. The Report of the Committee on Incorporation and Admission of Parishes and Missions shall be made.
- f. The Report of the Committee on Credentials shall be made. Any contested right or claim to a seat, voice or vote by Clergy or Lay Delegates shall be presented for action by the Meeting of Convention.
- g. The Secretary shall report all nominations for elected offices as received in accordance with Canon XI, Sec. 11.01. Opportunity for nominations from the floor shall be given.
- h. The first ballot may be taken any time after the completion of nominations and subsequent ballots may be taken as practicable and necessary.
- i. The Committee on Dispatch of Business shall make its report on the business of the Meeting of Convention and prescribe an Order of Business as required by the Constitution and Canons and requested by the Convention.

(AMENDED May 14, 1978, November 30, 1990, and December 6, 1991)