

## **RULES OF ORDER**

### **I. THE HOLY SCRIPTURES**

1. As an indication of the humble dependence upon the Word and Spirit of God, and following the example of primitive Councils, a copy of the Holy Scripture shall always be reverently placed in view at the meetings of this Convention. This rule is to be carried into effect under the supervision of the Bishop and Secretary of the Convention.

### **II. OPENING OF THE DAILY SESSION**

1. The daily sessions of the Convention shall be opened with prayer, and prayer for Mission and Ministry shall be had daily at noon.

2. Unless otherwise ordered by majority vote the Minutes of the preceding day's session shall not be read; but, in lieu thereof the same shall be certified by the Secretary of the Convention.

### **III. COMMITTEE ON CREDENTIALS**

1. The President having taken the Chair, the Committee on Credentials shall present its report certifying a quorum is present for the transaction of business.

2. A quorum is being defined as (a) one-half of the clergy in good standing having cure in the Diocese and (b) one-half of the lay delegates, both orders properly registered and entitled to vote in the matters coming before the Diocesan Convention.

3. The Committee on Credentials shall make a Courtesy Resolution giving a seat and voice to those appropriate persons not otherwise seated on the Convention floor.

### **IV. AGENDA**

1. The Agenda for the Convention shall be presented by the Committee on the Dispatch of Business adopted by a two-thirds vote of the members present.

2. The President may modify the Agenda in order to ensure the orderly and timely presentation of Commission Committee Reports; however, the time of elections and the debate of resolutions may not be changed without prior notice, and by a two-thirds vote of the members present.

3. During Convention, the President may appoint such committees as he may deem necessary to expedite the disposition of business.

## **V. MOTIONS IN ORDER OF PRECEDENCE**

1. The following motions shall have priority in the order listed. The mover --

- cannot interrupt a member who has the floor;
- must be recognized; and
- the motion must be seconded.

Motions are subject to the following further rules:

### a. To Adjourn or to Recess

- (1) Not debatable, if unqualified.
- (2) Not amendable.
- (3) Cannot be laid on a table.
- (4) May not be renewed after progress.
- (5) Majority vote.
- (6) The motion to adjourn shall always be in order, except that it shall not be offered when another member has the floor.

### b. To Lay on Table or to Table

- (1) Not debatable.
- (2) Not amendable.
- (3) Cannot be laid on table.
- (4) May be renewed after progress.
- (5) Majority Vote.

### c. To Extend Debate

- (1) Not debatable.
- (2) Amendable, as to time, if a time specified.
- (3) Cannot be laid on table.
- (4) May be renewed after progress.
- (5) Two-thirds majority vote.

(6) When applied to a Substitute, covers main Question also, unless otherwise specified.

(7) At time fixed for vote to be taken, no motion shall be in order except to adjourn.

#### d. To Amend or to Substitute

(1) All amendments to resolutions must be delivered to the Secretary of Convention in writing prior to the vote.

(2) Amendments and Substitutions are debatable only when main question is debatable.

(3) One Amendment may be made to each independent or separable portion of a Resolution; and the right to amend extends only to one Amendment of that Amendment and to a Substitute and one Amendment thereto.

(4) A Substitute and its Amendment may be laid on table, but cannot be otherwise voted on until the original matter is perfected.

(5) May not be renewed.

(6) Majority vote.

(7) Amendments and Substitutes must be germane.

(8) Amendments and Substitutes may be withdrawn by maker, with consent of his seconder, before decision is had thereon.

(9) If Amendment and Substitute is laid on table the effect is the same as if it had not been offered.

(10) Neither the Substitute nor its Amendment shall be voted on (except to lay on table) until the original matter is perfected, and when the Original Question and Substitute are both perfected, the vote comes first on the adoption of the Substitute, or the Substitute as amended.

(11) When a Substitute is pending, the motion to postpone indefinitely shall not be in order; but unless otherwise therein provided, the motions 1) to postpone to a certain time, 2) to commit or to recommit, 3) to take a vote immediately or at a certain time, or 4) to extend limits of debate, shall cover both the Substitute and the main Question.

(12) No action on an Amendment or Substitute changes the status of the original Question. The original Resolution, as so amended, then remains the Question before the House.

## **VI. MOTIONS WITHOUT ORDER OF PRECEDENCE**

1. The following motions have no order of priority, but are subject to the following rules:

### a. Appeal from Decision of Chair.

(1) Must be made immediately after decision.

Mover need not be recognized, but requires a second.

(2) Debatable for two minutes by each speaker, each speaking once.

(3) Not amendable.

(4) May be laid on table.

(5) Majority vote. A tie vote sustains Chair.

(6) Cannot be renewed.

### b. To Take from Table.

(1) Mover must be recognized and requires a second.

(2) Not debatable.

(3) Not amendable.

(4) Cannot be laid on table.

(5) Majority vote.

(6) May be renewed after progress.

### c. To Suspend the Rules of Take Up Business Out of Order

(1) Mover must be recognized and requires a second.

(2) Debatable: two minutes to each speaker.

(3) Not amendable.

(4) Cannot be laid on table.

(5) Two-thirds majority vote.

(6) Cannot be reconsidered or renewed.

d. To Divide the Question

(1) May be made without being recognized and even though another member has the floor. When the voting is by Orders, the request for division must be made by the entire Clerical or Lay representation from any delegation.

(2) Not debatable.

(3) Cannot be amended.

(4) Cannot be laid on table.

(5) Majority vote, if vote required.

(6) Can be reconsidered.

(7) If the Question under debate contains several distinct propositions, which are independent of each other, at the request of any member the same shall be divided and a separate vote shall be taken, but the motion to strike out and to insert shall be indivisible.

(8) If the propositions relate to the same subject, and yet each part can stand alone, they may be divided only on a regular motion and vote.

## **VII. RECONSIDERATION**

1. Neither a Question once determined, nor any Question of like import, shall be drawn again into debate or presented for action again during the same convention, except upon the adoption of a motion to reconsider the action previously taken on such Question.

2. All motions to reconsider shall be made and seconded on the day the vote is taken on the matter sought to be reconsidered, or on the next succeeding day on which the Convention shall be in session.

3. The effect of a motion to reconsider, if carried, is to restore the matter reconsidered to its status immediately prior to the original vote upon it.

## **VIII. DECORUM AND DEBATE**

1. When the President shall be in the Chair, no member shall address the Convention or make any motion until after recognition by the President except to make a parliamentary inquiry, a point of order, or motion not requiring recognition.
2. No member shall address the President while any other member has the floor; except to present a parliamentary inquiry, a point of order, or a question of privilege.
3. When any member is about to speak or to deliver any matter to the Convention, he shall, with due respect, address himself to the President, state his name and his Parish or Mission, and confine himself strictly to the point of debate.
4. All questions of order shall be decided by the President, without debate, but any member may appeal from such decision, a) On such appeal the vote shall be upon the Question, "Shall the decision of the Chair be sustained?"
5. While the President is putting any questions, the members shall continue in their seats and not hold any private discourse.
6. Every member present shall vote when a question is put, unless excused by the Diocesan Convention, and, on a vote by orders, the name of Presiding Officer shall be called last.

## **IX. RULES OF DEBATE**

1. The Commission or Committee Chair or Mover of the Resolution shall have 5 minutes to speak with respect to a report or resolution, and 5 minutes to respond to questions of information or clarification.
2. The entire debate of a report or resolution thereafter shall be limited to 20 minutes.

3. Each speaker shall be limited to 2 minutes and no speaker shall speak more than once on the same question, except by leave of the Convention.

4. To the extent practicable the President shall recognize speakers of the opposite views in alternate succession.

5. In the event the time for debate has been used, the time may be extended for an additional 5 minutes by a two-thirds vote in order to perfect the resolution.

## **X. RULES OF ELECTION**

1. All nominations by the Nominating Committee to Diocesan Offices requiring Convention approval will be in the hands of delegates at or before the last Pre-Convention Meeting. Other nominations may be made and seconded on the floor of convention.

2. In order to facilitate elections taking a minimum of ballots, the election procedure shall be as follows:

### **a. Single Vacancy Election**

(1) Upon the first ballot, the nominee receiving a majority of the votes cast will be elected.

(2) If the vacancy is not filled by a majority vote on the first ballot, those persons receiving votes on 25% or less of the ballots cast will be removed from the next ballot.

(3) On the second ballot, the nominee receiving a majority of the votes cast shall be elected.

(4) If the vacancy is not filled after the second ballot, the nominee receiving the largest number of votes on the third ballot will be elected.

### **b. Multiple Vacancy Election**

(1) Each voter may cast one or more votes, up to the number of vacancies in the particular election.

(2) Each voter may only cast one vote for a particular nominee.

(3) Upon the first ballot, nominees receiving a majority of the votes will be elected. For example, if there are 100 ballots, a nominee must receive 51 votes to be elected.

(4) If all vacancies are not filled by a majority vote on the first ballot, the nominees receiving 25% or less of the ballots cast will be removed from the second ballot. For example, if there are 100 ballots, any nominee receiving 25 or less ballots will be removed from the next ballot.

(5) If all vacancies are not filled after the second ballot, the nominees receiving the greatest number of votes on the third ballot will be elected.

## **XI. RESOLUTIONS**

Resolutions may be submitted by any delegate to Convention, must be approved by the vestry or mission board of the submitting delegate's congregation and seconded by a delegate of another congregation whose vestry or mission board has approved such resolution. Resolutions may also be submitted by the Diocesan Council, any committee or commission of the Diocese or any board established by the Canons. Resolutions are to be submitted to the Resolutions Commission sixty days before Convention and handled according to the procedures of the Resolutions Commission; however, a resolution which does not comply with the requirements of this rule may be considered by the convention on an affirmative vote of the majority of the members present.

## **XII. MISCELLANEOUS**

1. Clergymen of the Episcopal Church not entitled to seats and candidates for Holy Order of the Diocese shall be admitted to the sitting of the Diocesan Convention and their names entered on the Journal on reporting themselves to the Secretary, but without the right to take part in the proceedings.

2. The report of all agencies shall be in writing and shall be entered in the minutes unless otherwise ordered.

3. No member shall absent himself from the sessions of the Diocesan Convention unless he has leave or be unable to attend.

4. The above shall be the Rules of Order of all future Diocesan Conventions unless altered or rescinded.



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