

Rules of Order of the Convention

SECTION 1. DEFINITIONS.

In these Rules of Order of the Convention:

(1) CONSTITUTION AND CANONS DEFINITIONS.-- The definitions under section 101 of the Constitution of the Diocese and section 101 of the Canons of the Diocese shall apply to the Rules of Order of the Convention.

(2) PRESIDENT.-- The term "President" means the President of the Convention.

(3) ROBERT'S RULES OF ORDER.—The term "Robert's Rules of Order" means the most recent edition of Robert's Rules of Order.

SEC. 2. RELATIONSHIP TO LAWS OR OTHER RULES.

(a) CONSTITUTION AND CANONS.— At any meeting of the Convention the Rules of Order of the Convention and Robert's Rules of Order are subject to the Constitution and the Canons.

(b) RULES OF ORDER.— The Rules of Order of the Convention and Robert's Rules of Order shall apply to any meeting of the Convention. To the extent that any provision of Robert's Rules of Order is inconsistent with any provision of the Rules of Order of the Convention, the provision of the Rules of Order of the Convention shall govern.

SEC. 3. ORGANIZATION AND OPENING OF A MEETING OF THE CONVENTION.

(a) REGISTRATION.— All participants of the Convention shall register at a place designated by the Secretary.

(b) DIVINE SERVICE.— Each daily session of a meeting of the Convention shall be opened with Divine Service.

(c) ASSEMBLING OF THE CONVENTION.—

(1) PRESIDENT PRESENT.— If the President is present upon the assembling of the Convention before the call to order, the President shall request—

(A) all the participants of the Convention to be seated; and

(B) a determination of a quorum.

(2) PRESIDENT NOT PRESENT.—

(A) IN GENERAL.-- If the President is not present upon the assembling of the Convention before the call to order—

(i) the Convention shall elect a priest or bishop as the presiding officer in accordance with section 803 of the Constitution; and

(ii) that presiding officer shall request a determination of a quorum.

(B) **PRESIDING OFFICER.**-- If a presiding officer is elected under subparagraph (A), subsections (e) and (f) of this section and sections 5, 8, and 10 shall apply by substituting the term "presiding officer" for the term "President" each place that term appears.

(d) **QUORUM.**— Upon the request for the determination of a quorum the Secretary of the preceding meeting of the Convention, or a designee of the Secretary, shall announce the total number of participants of the Convention of each order who are registered and determine whether a quorum is present.

(e) **CALL TO ORDER.**-- If a quorum is present, the President shall announce the presence of a quorum, declare the Convention is organized and ready for business, and call the meeting of the Convention to order.

(d) **SEATING.**-- When the meeting of the Convention is called to order, every participant of the Convention shall immediately be seated.

(f) **CHALLENGES TO CERTIFICATION OF PARTICIPANTS.**— A challenge to the certification of any participant of the Convention (including a challenge to the right of that participant to seat, voice, or vote) may be made in accordance with section 204 or 304 of the Canons. The President shall make the determination of any challenge.

SEC. 4. APPOINTMENTS.

(a) **COORDINATOR FOR THE DISPATCH OF BUSINESS.**-- The President shall appoint a Coordinator for the Dispatch of Business who shall hold office until the next meeting of the Convention.

(b) **SECRETARY.**—The President shall appoint a Secretary in accordance with section 901 of the Constitution.

(c) **ASSISTANTS.**-- The President shall appoint a First Assistant Secretary (in accordance with section 1103 of the Canons), tellers, pages and any other assistants as may be necessary. The President may appoint a Second Assistant Secretary (in accordance with section 1103 of the Canons).

(d) **OTHER APPOINTMENTS.**-- The President shall appoint the members of committees and commissions of the Convention and any other appointments at the time as provided in the agenda for the meeting.

SEC. 5. SPEAKING TO THE CONVENTION.

(a) **ADDRESSING THE PRESIDENT.**-- When any participant is about to speak or deliver any matter to the Convention, the member shall rise, and with due respect, address the President.

(b) **RECOGNITION.**-- If 2 or more participants rise at the same time to speak the President shall decide who shall speak. A participant may not speak until recognized by the President.

(c) **PRIMARY SPONSOR.**-- The first participant to speak on a resolution shall be the primary sponsor or the designee of the primary sponsor.

(d) **LIMITATION ON SPEAKING.**-- No participant may speak more than twice in the same debate nor longer than 3 minutes at one time without leave of the

Convention, except that the primary sponsor or designee may speak for up to 5 minutes the first time, and up to 3 minutes the second time.

SEC. 6. MOTIONS.

(a) **REQUIREMENTS TO DEBATE MOTION.**-- A motion may not be debated until that motion has been seconded and presented to the Secretary in writing in any form and in any manner as the Secretary may require.

(b) **PRECEDENCE OF MOTIONS.**—When a motion is made and seconded, no other motion shall be received except a motion (in the following order of precedence) to—

- (1) adjourn;
- (2) lay on the table;
- (3) postpone to a certain time;
- (4) postpone indefinitely; or
- (5) commit or to amend.

(c) **ACTIONS ON CERTAIN MOTIONS.**-- If a motion to lay on the table an amendment is passed, the matter before the Convention shall be proceeded with as if no such amendment had been offered. A motion to lay on the table or a motion to adjourn shall be decided without debate. The motion to adjourn shall always be in order if the mover has the floor.

SEC. 7. AMENDMENTS TO PROPOSED AMENDMENTS.

(a) **ONLY AMENDMENTS IN 2 DEGREES PERMITTED.**-- If a proposed amendment is under consideration, a motion to amend the proposed amendment may be offered. It shall not be in order to offer an amendment to the amendment to the proposed amendment under consideration, but a substitute for both amendments (i.e. the first proposed amendment and the second amendment amending the first proposed amendment) may be received, which if adopted, shall operate as an amendment to the original proposition.

(b) **NO PROPOSITION ON DIFFERENT SUBJECT PERMITTED.**-- No proposition on a subject different from the subject under consideration shall be received as an amendment or substitute.

(c) **REQUIREMENTS TO DEBATE AMENDMENT.**-- No amendment or substitute amendment shall be debated until that amendment has been seconded and presented to the Secretary in writing in any form and in any manner as the Secretary may require.

(d) **DIVISION OF PROPOSITIONS.**-- If a question contains several distinct propositions the same shall be divided at the request of any participant and a vote taken separately, except that a motion to strike and insert shall be undividable.

SEC. 8. QUESTIONS OF ORDER.

(a) DECISIONS.-- Any question of order shall be decided by the President without debate, but any participant may appeal from that decision, and on that appeal no member may speak more than once, without express leave of the Convention.

(b) PARTICIPANT SEATED UNTIL DECISION MADE.-- When any participant rises to a point of order, the member who has the floor shall be seated until the point of order is decided by the President.

(c) DETERMINATION AND RECONSIDERATION.—

(1) DETERMINATION.— Except as provided under paragraph (2), any vote shall be a final vote of the Convention and the question may not be debated again during the meeting.

(2) RECONSIDERATION.— A vote may be reconsidered if a motion to reconsider is —

(A) made by a member of the Convention who voted with the majority on the vote to which the motion applies;

(B) seconded by another member of the Convention who also voted with the majority; and

(C) passed by not fewer than 67 percent of all members of the Convention present and voting as a single body.

SEC. 9. REPORTS.

(a) IN GENERAL.-- No question shall be taken on any report unless upon a motion to print or recommit it; but reports shall, as a course, lie upon the table.

(b) WRITTEN PROPOSALS REQUIRED.-- If a committee determines any action of the Convention is desirable, the committee shall present in writing such resolutions, acts, or canons, as the committee proposes for adoption by the Convention; which only shall be subject to the action of the Convention.

(c) COMPLIANCE.-- The Convention will not act upon any proposed resolution, act, or canon that is not in compliance with this section.

SEC. 10. ELECTIONS.

(a) NOMINATIONS.—

(1) IN GENERAL.—Nominations for elections (other than an election of a bishop) shall be made in accordance with section 402 of the Canons. Nominations may be made from the floor, or by other prescribed method, but shall be confined to announcement only of the name of the candidate and shall not be seconded. Additional nominations may be made until all nominations are closed.

(2) ELECTIONS OF A BISHOP.-- Nominations for an election of a bishop shall be made in accordance with section 502 of the Canons.

(b) ELECTION BY BALLOT.-- All elections shall be conducted by ballot unless otherwise ordered.

(c) VOTES RECORDED BY ORDERS.-- The votes of the clerical members of the Convention and the lay members of the Convention shall be received and counted

separately, but the vote shall be regarded as a vote of a single body, unless a vote by orders is required.

(d) LIST OF NOMINEES.-- The Secretary shall prepare a list of all nominations for each elective office, indicating the number of individuals to be voted for in each office.

(e) VERIFICATION OF VOTERS.-- When a joint ballot is taken, the tellers shall first verify that each voter is a certified member of the Convention with the right to vote, and then allow each voter to cast a vote.

(f) REPORT OF THE TELLERS.-- After the votes have been received and tallied, the Head Teller shall combine the votes of the clerical members of the Convention and the lay members of the Convention into one joint report and present to the Convention--

(1) the total number of votes in each order and the number needed to elect in each order and in total; and

(2) the number of votes in each order and in total for each individual voted for on the ballot.

(g) STATEMENT OF RESULTS.— After the report under subsection (f) is presented, the President shall state the result of the joint ballot to the Convention.

(h) DISTRIBUTION OF MATERIALS RESTRICTED.—Except as otherwise ordered by the Convention, no books, pamphlets, or other printed matter shall be distributed at any meeting of the Convention, or be placed in the seats of the members without the express permission of the President; but this prohibition shall not apply to the report of a Committee, or to any other document presented to or accepted by the Convention, or printed by the authority of the Convention.

SEC. 11. SUSPENSION OF RULES OR CHANGE IN AGENDA.

The Convention may suspend any of the Rules of Order on a motion passed by not fewer than 67 percent of all members of the Convention present and voting as a single body. The Convention may change the agenda on a motion passed by more than 50 percent of all members of the Convention present and voting as a single body.

SEC. 12. ALTERNATE LAY MEMBERS.

Any application of an alternate lay member of the Convention to a seat in place of the principal shall be presented to the Secretary. If the Secretary determines that an alternate is entitled to a seat in accordance with section 303 of the Canons, the Secretary shall announce that substitution to the Convention. If no objection is raised following the announcement, the alternate shall take his seat.

SEC. 13. RESOLUTIONS.

(a) AMENDMENTS TO THE CANONS.-- Any proposal to amend the Canons shall be submitted in accordance with section 7002 of the Canons. This section shall apply to any resolution other than a proposal to amend the Canons.

(b) **INDIVIDUALS WHO MAY SUBMIT A RESOLUTION.**-- Any member of the Convention may submit a resolution.

(c) **PERIOD FOR SUBMISSION.**— A resolution shall be submitted in writing to the Secretary not later than 60 days before any meeting of the Convention at which the resolution is to be considered.

(d) **TRANSMISSION TO COMMITTEE.**-- The Secretary shall transmit the resolution to the appropriate committee of jurisdiction.

(e) **DISCRETION TO DIRECT THE SECRETARY TO TRANSMIT.**— The committee of jurisdiction may direct the Secretary to transmit the resolution to each participant of the Convention.

(f) **COPIES OF RESOLUTION.**-- Any member of the Convention who submits a resolution to the Secretary before the 60-day period described under subsection (c) shall provide sufficient copies of the resolution to distribute to the participants of the Convention attending the meeting of the Convention. The Committee on Resolutions shall transmit to each Regional Assembly and to each participant of the Convention a copy of all resolutions, accompanied by its report on each resolution, not later than 30 days before the meeting of the Convention.

(g) **LIMITATION ON RESOLUTIONS NOT SUBMITTED IN ADVANCED.**--

(1) **IN GENERAL.**-- Any resolution that is not submitted to the Secretary before the 60-day period described under subsection (c) may not be considered by the Convention, unless—

(A) the sponsor or individual submitting the resolution shows cause as to the reasons that the resolution could not be submitted before that 60-day period; and

(B) the Convention agrees to the consideration of the resolution by not fewer than 67 percent of all members of the Convention present and voting as a single body.

(2) **RESOLUTIONS OF COURTESY.**— Paragraph (1) shall not apply to any resolution of courtesy.

(h) **RESOLUTIONS IMPACTING THE BUDGET.**— If a resolution has a potential impact on the budget of the Diocese and is agreed to be considered by the Convention under subsection (g)(1), the resolution shall be forwarded to the Committee on Finance by the Secretary and the Committee on Finance shall report its findings to the Convention before consideration of the resolution by the Convention.

(i) **COST NEUTRAL RECOMMENDATIONS.**-- Any resolution described under subsection (h) or any motion that requires funding not specifically provided for in the budget submitted to the Convention for consideration, shall contain a recommendation for a corresponding decrease in the funding of another item which is included in the budget so that the impact of the resolution or motion is cost neutral.

SEC. 14. AMENDMENT AND APPLICATION OF RULES.

These Rules of Order of the Convention may be amended by the Convention and shall apply to each meeting of the Convention.

SEC. 15. JOURNAL OF PROCEEDINGS.

The Journal of Proceedings shall be submitted to the President for approval by the President before publication.