

# STANDING RULES OF THE ASSEMBLY

- All business will be conducted under Robert's Rules of Order, 12th edition.
- Any new or additional business of this Assembly may be added to the agenda by a motion of any voting member prior to the adoption of the agenda at the beginning of the Assembly. The motion must be adopted by a 2/3 vote of the assembly. The agenda shall not be changed during the Assembly, once adopted.
- Resolutions/memorials that were submitted to the bishop's office no later than April 16, 2021 were included in these materials. All resolutions/memorials shall be referred to the Committee on Reference and Counsel. The committee shall report to the Assembly, giving their recommendations for disposal of the matter at hand.
- All motions for the assembly's consideration shall be submitted on the "Records of Motions" form available from the Secretary.
- With the consent of the assembly, the Chair shall have the authority to call items of business before the assembly in whatever order seems most expedient for the conduct of the Assembly's business.
- The Nominating Committee will nominate at least one person, and strive to nominate at least two persons, for each elective position for which the Assembly is responsible. Nominations may be made from the floor for each elective position. All floor nominations should be made with the consent of the nominee and must be accompanied by the Candidate Form (300 copies) ready for distribution to the voting members at the time of the nomination. The Nominating Committee will endeavor to give guidance concerning the maintenance or fulfillment of the "inclusiveness" guidelines.
- Election to any position requires a majority of votes of those voting. In cases where more than two nominees are on the first ballot and there is no election, the second ballot shall contain the candidates securing the two highest numbers of votes on the first ballot.
- A majority of voting members shall constitute a quorum.
- No proxy or absentee voting shall be permitted.
- Synod constitution S10.04. states "Any proposal to appropriate funds, whether by amendment to the budget or otherwise, which is presented to a meeting of the Synod Assembly without the approval of the Synod Council shall require a two-thirds vote for adoption."

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# STANDING RULES OF THE ASSEMBLY -cont.

- In a debate, all speakers shall attempt to be concise and to the point. Speakers shall limit their speeches to two minutes. No one is entitled to the floor a second time to debate the same motion as long as any other person who has not spoken on the motion desires the floor. A person who has spoken twice on a particular question shall normally have exhausted the right to debate further on that question for that day.
- The Chair shall determine when voting shall be by voice and when it shall be done by use of electronic voting cards or other methods.
- The bounds of the Assembly for voting purposes shall be established at the beginning of the Assembly.
- Only those with proper credentials shall be given voice and vote at the Assembly.
- Upon recommendation of the Committee on Reference and Counsel, the Assembly may seat advisory members who shall have voice but no vote.
- Synodically Authorized Lay Ministers (hereafter SALM) in attendance shall be voting members, and will be counted as lay persons for the purposes of satisfying the requirements of S7.21. SALMs will not be counted as lay voting members from their congregation for the purposes of determining the number of lay voting members of their congregation. Registration fees, travel, housing, meal and other expenses incurred in attending the Synod Assembly are the responsibility of the congregation served by the SALM.
- One churchwide representative shall be a voting member of the assembly.
- Minutes of the business session will not be reproduced for each voting member at the time of the Assembly. A complete copy of the Assembly minutes will be available on the synod website, [www.gulfcoastsynod.org](http://www.gulfcoastsynod.org), shortly following the close of the Assembly.