



## **2018 SYNOD ASSEMBLY**

### **RULES OF PROCEDURE**

01. To the extent consistent with the following rules of procedure, Robert's Rules of Order, latest edition, shall govern.

#### **Voice and Vote**

02. All persons under call, on leave from call, and retired on the roster of this Metropolitan Washington, D.C. Synod, in attendance at this assembly, shall have voice and vote at the proceedings of this assembly. All interim pastors serving congregations of this synod, at the time of the assembly, shall have voice and vote.
03. Alternate lay members shall be seated if the regular lay members are unable to serve.
04. Persons giving reports during this assembly's proceedings who are not members shall be given voice, no vote, during that portion of the assembly.
05. The parliamentarian appointed by the Synod Council shall be given voice, no vote (unless a member) during the proceedings of this assembly.
06. The Presiding Bishop, or her representative(s), and ecumenical representatives shall be given voice, no vote during the proceedings of this assembly.
07. Duly elected and serving members of the Synod Council shall have both voice and vote at the synod assembly, in accordance with S7.28 of the constitution of the synod.

#### **Quorum**

08. One-half (1/2) of the members of the Synod Assembly shall constitute a quorum.

#### **Proxy**

09. Proxy and absentee voting shall not be permitted in the transaction of any business of this synod.

#### **Items of Business**

10. With the consent of this assembly, the chair shall have the authority to call items of business before the assembly in whatever order is deemed by the chair most expedient for the conduct of assembly business. The chair shall limit discussions to items germane to the issues before the assembly.

## **Resolutions**

11. Resolutions to be considered by the assembly shall be submitted in writing to the Secretary of the Synod. In order to assure the resolution going to the floor of this assembly, such resolutions shall be submitted to the Secretary of the Synod prior to the promulgated deadline, which shall not be less than 30 days prior to the beginning of the assembly. The Secretary shall refer them to the Committee on Reference and Counsel. The Committee shall report to this assembly with its recommendations regarding the resolutions submitted, which shall constitute a motion to the floor of this assembly.
12. Any resolutions submitted after the deadline are not guaranteed a place on the agenda and must receive a two-thirds vote in order to be heard. Any resolution not receiving a two-thirds vote will be referred to the Synod Council for disposition.
13. Multimedia presentations will not be part of floor debate on resolutions.

## **Motions**

14. All main motions, to be made, shall be in writing and presented to the Secretary of the Synod immediately (Constitution and Bylaw amendments require five (5) signatures of members).
15. A member who has spoken on the pending question(s) may not move the previous question(s).
16. A motion to end debate by moving the previous question shall apply only to the immediately preceding motion. A motion to end debate on all matters on the floor or more than the immediately pending question is not in order.
17. When a substitute motion is made, secondary amendments may be offered first to the original motion. After all secondary amendments to the original motion have been disposed of, secondary amendments to the substitute motion may be offered. When all amendments to the substitute motion have been disposed of, the vote shall be taken on whether the substitute motion is to be substituted as the original motion or be rejected.
18. Debate shall be limited to two (2) minutes per person, per speech.

## **Elections**

19. Ballots shall be accepted only from those members who are seated within designated areas of the assembly hall. In cases where electronic voting is used, a voting device shall be issued only to, and may be used only by, voting members present at the assembly.

20. Nominations from the floor shall be accompanied by the copy-ready vita and the consent of the person to be nominated, both to be submitted to the secretary at the time of the nomination.
21. At this assembly, voting members to the 2019 Churchwide Assembly shall be elected. The synod has been allocated eight voting members, provided that at least one is a youth or young adult and at least one is a person of color or person whose primary language is other than English. Not more than 40% of the voting members may be ministers of Word and Sacrament. At least 60% of the voting members must be lay persons (including, for this purpose, ministers of Word and Service). The bishop and vice president of this synod are *ex officio* voting members of the 2019 Churchwide Assembly and are taken into consideration in applying the foregoing representational principles. Pursuant to the recommendation of the Synod Council, the election of voting members to the 2019 Churchwide Assembly shall be conducted so that exactly two of the elected voting members (in addition to the bishop of this synod) are ministers of Word and Sacrament. The remaining voting members shall be elected in a manner that will ensure compliance with all of the foregoing representational principles.

#### **Minutes**

22. Minutes of this assembly shall be available for review by the Synod Council by the September 30 immediately following the assembly.

#### **Applications for Displays**

23. Due to space constraints, displays will not be permitted at the 2018 Synod Assembly.