**Procedures for Participation in the 3 Room Forums—Voting Members and Visitors**

These are the procedures for good order and decorum that we will be following for the portion of the election process involving the final three nominees.

1. Please look at your name tag. It should have a colored dot. If it does not have one, please see someone at the registration desk immediately. The dot indicates what room you will go to when instructed. Those rooms are:
	1. Red: Palms
	2. Blue: Cypress 1 & 2
	3. Green: Cypress 4 & 5

 Ushers will guide you. The Cypress Rooms will have balloons of the same color just outside the door.

1. When directed, please move to your assigned room and take a seat. You will be in this room for the duration of this process. The 3 nominees will rotate between the 3 rooms; the audience will remain seated.
2. It is very important that you move to the room promptly when directed. The rooms will be full and we are trying to respect everyone’s time.
3. Each room will have a moderator, identified below, and a timekeeper. Moderators will be charged with keeping good order and ensuring a smooth flow of questions. Timekeepers will be assisting the moderator.
	1. Red: Vice President Cheryl Stuart
	2. Blue: Treasurer Jerry Johnson
	3. Green: Secretary Rusty May
4. A nominee will come into the room, likely accompanied by their “election shepherd” who has been assigned to guide them through the process and keep them moving between rooms in a timely manner. The moderator will introduce the nominee. Each nominee will be in each room for approximately 25 minutes. At the end of each 25 minute time period, the nominees will rotate rooms. Voting members will have the chance to hear from each of the nominees in this way.
5. If you wish to ask a question, please PRINT your first and last name and congregation and city LEGIBLY on a slip of paper provided in your room. There will be a “vessel” in which to put these slips of paper. Please only fill out your name ONCE.
6. Please take a “Bishop Question Form” and write down your question and keep it with you. You must be able to ask your question in **30 seconds** or less. This is the time to ask a question, not preach, testify or tell a story! Nominees will have **2 minutes** to answer the questions, and will be given a warning when they have 30 seconds remaining by the timekeeper, using yellow and red cards. Timekeepers will also advise when there are 5 minutes remaining in a session.
7. The first 2 questions will be asked by the moderator, and will be the same for each nominee. This also will give the voting members time to refine their questions.
8. Names will be drawn from the “vessel” by the moderator. Once your name is drawn and you have asked your question, your name will be removed from the vessel. This will allow as many people as possible the chance to have at least one nominee address your question.
9. If your name is chosen, please stand and read your question using the microphone provided. Follow up questions will not be generally allowed, unless the nominee seeks clarification of a word, term or phrase. The moderator may assist in making clarifications to move the process along.
10. Please do not applaud or verbally demonstrate disagreement with an answer. Such outbursts are counterproductive to the goal of allowing more people to ask questions. At the conclusion of each nominee’s session, it is appropriate to thank them for their willingness to stand for election and take your questions by applause.
11. Once the entire 3 sessions are over, you are asked to move directly and promptly back to the Assembly hall and take your seats. We will be moving immediately back into a Plenary Session and expect to be casting the next ballot shortly thereafter.

Other questions:

Can visitors attend these sessions? Yes, but only in the RED Section – Palms, in the back of the room. Space is not available in the other two rooms. They may not, however, submit questions. The Blue and Green Rooms have room limits (per Fire Marshall) and we can not allow folks other than those assigned.

Thank you for your participation in this part of the election process.