



## STANDING RULES FOR 2021 SYNOD ASSEMBLY

### I. Voting Members of Assembly

- A. Voting members must register and log in with their password to the meeting site to participate in the work of the Synod Assembly.
- B. Voting members shall maintain Internet and audio access throughout the meeting whenever present, but shall sign out upon any departure before adjournment.
- C. Visitors may only view the proceedings through streaming on Youtube.

### II. Quorum

One-half of the voting members registered and reported as checked in by the Credentials Committee shall constitute a quorum. Subsequent to the Credentials Report, the continued presence of a quorum shall be determined by the online list of voting members.

### III. Technical Matters

- A. Each voting member is responsible for providing required technology: i.e. access to the internet via a smartphone, tablet, or computer. Each voting member must download the Zoom app.
- B. Each voting member is responsible for his or her audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
- C. Signing in to the Synod Assembly on Zoom grants consent to have a participant's connection be muted or unmuted at the direction of the chair.
- D. The chair may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.

### IV. Resolutions and Matters before the Assembly

- A. Resolutions and main motions not concerned with the business at hand must be submitted to the Committee of Reference and Counsel along with a Resolution Submittal Form by email to [info@fbsynod.org](mailto:info@fbsynod.org) no later than 1:00 p.m., October 15. Due to the time limitations of the virtual assembly, memorials to the 2022 ELCA Churchwide assembly will not be considered at the 2021 Synod Assembly. Memorials must be submitted to the 2022 Synod Assembly. Other resolutions submitted to the Committee of Reference and Counsel at the 2021 Synod Assembly will be referred to the Synod Council for action in accord with the powers granted by Standing Rule VI.A.2.
- B. Resolutions may be submitted to the Committee of Reference and Counsel by a congregation, conference, synodical committee, or 25 voting members of the Synod Assembly.
- C. Reports included in the Synod Assembly pre-mailings, assembly packets, or by electronic means shall be received by the Assembly by virtue of that fact without vote.
- D. Any voting member desiring to be recognized by the Chair shall use the "Raise Hand" icon. When the Chair acknowledges the voting member, the speaker must identify themselves with their names and home congregations. They may then speak in debate or offer a permitted motion.
- E. Any Voting member desiring to second a motion shall use the "Yes" icon when the Chair asks if there is a second.
- F. Any Voting member desiring to object to unanimous consent shall use the "No" icon when the Chair says "If there is no objection . . ."

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- G. Amendments made from the floor over five words must be in written form, include the name of the maker, and be presented to the chair using the chat with host function.
- H. Debate on any one particular topic will be limited to ten minutes, with the possibility of extension of that time if so desired by the Assembly.
- I. Each speaker on a topic will be permitted up to one minute. Unless there is new thought content, speakers are to refrain from repeating the opinions already offered by others.
- J. No speaker will be allowed the privilege of the floor for a second time on a single topic of debate until all speakers on that same topic have had the opportunity to express their position.
- K. One speaker may not yield time to another.
- L. A member who has spoken on the pending question(s) may not move the previous question.
- M. 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.
- N. During debate, expressions of approval or disapproval are never appropriate.
- O. Voting on motions shall be done by using the "Yes/No" icons. Such a vote will be deemed a standing vote.
- P. The preamble or whereas clauses of a resolution are not debatable or amendable.

### V. Elections

- A. In accord with Continuing Resolution C9.03.A21. nominations from the floor must have been submitted to the Synod Office by registered voting members no later than October 4, 2021. No additional nominations from the floor may be made at the Synod Assembly.
- B. Elections shall be done on Zoom using Google Forms Ballots. Voting members must enter the Ballot Password and their randomly assigned four-digit Voter ID Code. Use of these ballots is deemed to fulfill all requirements for election by ballot.
- C. Write-in ballots will not be allowed.
- D. The Chair may allow for the report of the Elections Committee and the taking of a ballot whenever the Committee is ready to report even if this is earlier or later than times scheduled in the agenda. A ballot shall take precedence over any other order of business.
- E. Only information concerning nominees on official Biographical Data Forms developed and distributed or made available electronically by the Nominating Committee will be permitted. No use of special handouts or display concerning nominees communicated physically or electronically shall be permitted. No nominating speeches shall be permitted.
- F. On the first ballot in the general election, names will appear in an order determined by draw by the chair of the Elections Committee. On the subsequent ballots, the names will be listed according to the number of votes received.
- G. In accord with the Synod Constitution (S9.08), in all elections except for the bishop, the names of the persons receiving the two highest numbers of votes, but not elected by a majority of the votes cast on a preceding ballot, shall be entered on the next ballot. In cases in which votes are cast in one segment of the ballot for multiple positions on a committee, board, or Synod Council, the number of names entered on the next ballot shall be two for each remaining position to be filled. The names shall be the persons receiving the highest numbers of votes, but not elected by a majority of the votes cast on a preceding ballot.
- H. A single ballot shall be cast by the Secretary for each position where there is only one name for the particular position.

### VI. Committee of Reference and Counsel

- A. Regarding resolutions, the Committee of Reference and Counsel may:
  - 1. Report and recommend action on resolutions to the Synod Assembly;
  - 2. Refer resolutions to the Synod Council or other committees for consideration;
  - 3. Decline to refer resolutions not properly submitted and duly notify the assembly;

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4. Decline to refer, by a two-thirds vote, inappropriate resolutions and duly notify the assembly. The assembly may override this decision by adopting a motion to consider the declined resolution by majority vote. The motion to consider under this rule is not debatable.
  5. Present resolutions that may serve as a composite of several resolutions on a similar subject;
  6. Contact those submitting resolutions to seek clarity or advise of disposition of resolutions.
  7. Assure that resolutions of this assembly directed to the churchwide expression of the ELCA conform to the required language and procedures of that expression.
  8. Assure that the resolutions of this assembly conform to the Constitution, Bylaws, Continuing Resolutions, Standing Rules, and Parliamentary Authority of the Synod; that the language of resolutions is clear; that statements of fact are accurate; and that the preambles are relevant to the resolutions.
- B. Other duties of the Committee of Reference and Counsel include:
1. To recommend any necessary special orders;
  2. To grant or deny permission to distribute physically or electronically matter not issued from the Synod Secretary;
  3. To give such assistance to the Bishop as the Bishop may desire.

### VII. Other Matters

- A. Guidelines concerning resolutions, credentials, nominations and elections that were mailed or made available on the synod's web site to assembly voting members prior to the Assembly, distributed at the assembly, or delivered by electronic means are in effect and govern the Assembly. Changes in guidelines made to provide for a virtual assembly shall supersede any previous guidelines made for an in-person assembly.
- B. Procedural questions not covered by these rules shall be decided on the basis of *Robert's Rules of Order*, latest edition.
- C. The minutes of this Assembly shall be approved by the Synod Council Executive Committee.

### VIII. Ministry Spending Plan (Budget) Procedures

- A. The Ministry Spending Plan shall be adopted by a vote on a resolution from the Synod Council.
- B. The motion to adopt the Ministry Spending Plan shall be made by the Treasurer of the Synod or the Treasurer's designee.
- C. Proposed amendments to the Ministry Spending Plan must be submitted to the Secretary of the Synod in writing by email to [info@fbsynod.org](mailto:info@fbsynod.org) no later than 1:00 p.m., October 15. **Each amendment must be supported in writing by the signatures of twenty-five (25) voting members.** The Secretary shall refer such proposed amendments to the Treasurer. During the consideration of the Ministry Spending Plan by the assembly, the Treasurer or a member of the Executive Committee shall report on the implication of each proposed amendment.
- D. Any amendment to the Ministry Spending Plan that increases a program expense or adds an additional program expense must include a corresponding decrease of the same amount in some other program expense or an increase in revenues to offset the proposed expense.
- E. Any amendment to the Ministry Spending Plan that proposes an increase in revenues shall require a two-thirds vote.
- F. In accord with S10.04 of the Synod Constitution, any amendment to the Ministry Spending Plan that appropriates funds without the approval of the Synod Council shall require a two-thirds vote.

**Table of Parliamentary Procedure**

<u>MOTION</u>	<u>NECESSARY</u>			<u>EFFECT</u>
	<u>DEBATABLE</u>	<u>VOTE</u>	<u>AMENDABLE</u>	
<b>REGULAR:</b>				
Item of Business (Main)	Yes	Majority	Yes	Presents an item of business in a form for proper convention decision.
<b>PROCEDURAL:</b>				
Lay on the Table	No	Majority	No	Permits consideration of more urgent business.
Call for the Previous Question	No	2/3	No	Ends the debate.
Limit or Extend Time for debate	No	2/3	Yes	As stated (May be reconsidered.)
Postpone to a Certain Time	Yes	Majority	Yes	To delay to a definite later time.
Refer	Yes	Majority	Yes	Postpones action by the body until report of committee
Amend or Substitute	Yes	Majority	Yes	Refines wording or meaning of main motion.
Point of Order	No	No vote	No	Obtains information.
Call for Division	No	No vote	No	Secures a standing vote.
Point of Privilege	No	No vote	No	Expresses rights of individual member.
Take from the table	No	Majority	No	Returns a prior motion for consideration.
Reconsider	Yes	Majority	No	Must be from member of prevailing side on previously considered motion.