

Standing Rules of the Assembly

I. General

- a. To the extent consistent with these rules and procedures, Robert's Rules of Order, latest edition, shall govern the Assembly (Synod Constitution S7.32.)
- b. A majority of those voting members certified by the Credentials Committee shall constitute a quorum.
- c. Any Assembly business not completed by the voting members at the time of adjournment shall automatically be referred to the Synod Council for disposition.

II. Agenda

- a. Approval and Modification of Agenda
 - i. The proposed agenda shall be presented to the Assembly for possible modification and approval as soon as practical on the first day of the Assembly.
- b. Once adopted, the agenda may be modified by a majority vote.
- c. With the consent of the Assembly, the Chair shall have the authority to call items of the business before the Assembly in whatever order the Chair considers most expedient for the conduct of the Assembly business.

III. Voting

- a. Voting shall be conducted according to Robert's Rules of Order.
- b. Voting members are responsible for using a personal computer, tablet, or smart phone, and require a personal email address unique to them to access the electronic platform being used to conduct the proceedings, which include voting. If an electronic device is not available please contact ecsw@ecsw.org and a device will be made available.
- c. Voting members on the Assembly floor may also take place via vote via voice vote, visual vote, and by ballot vote as requested by the chair.
- d. Only those certified by the Credentials Committee shall be voting members.
- e. Floor Nominations
 - i. Nominations from the floor may be made for any office by any voting member prior to the close of business at Plenary Session 1.
 - ii. Any person so nominated shall have given their prior consent to be nominated and shall have expressed a willingness and commitment to serve if elected.
 - iii. All such nominees shall submit a written summary of their qualifications at the time of the nomination by 4:00 pm

f. Preliminary Ballot

- i. For any office for which a floor nomination has been made, a preliminary ballot shall be created, and shall contain the names of all nominees for such office.
- ii. If no candidate is elected on the preliminary ballot, the two candidates receiving the largest number of votes cast for the office on the preliminary ballot shall appear on the final ballot.

g. Only Those Present May Vote

- i. Ballots will be accepted only from those voting members who are seated on the assembly floor.
- ii. No proxy or absentee voting shall be permitted.

h. Majority Vote Required

- i. To be elected to any office, a candidate must receive a majority of the votes cast for such office on the final ballot.

IV. Voice, Motions, and Resolutions

a. Motions

- i. All substantive motions and resolutions to be brought before the Assembly shall be presented in writing to the Secretary at least thirty days in advance of the first day of the Assembly.
- ii. Substantive motions and resolutions received after the foregoing deadline may be brought before the Assembly, but only at the conclusion of all other Assembly business and only as time may permit.
- iii. All motions originating during floor discussion or debate shall be submitted in writing by the mover to the Secretary after the motion is seconded and before action is taken.
- iv. All substantive motions and resolutions, regardless of when presented, shall be referred to the Resolutions Committee.

b. Voice of Guests

- i. Registered representatives of institutions and agencies supported by the synod and members of synod committees who are not voting members may, at the discretion of the Chair, be granted voice to serve as a resource to the assembly. (*Synod Constitution S7.23.*)

c. Resolution Procedure

- i. The Resolution Committee shall report all resolutions.
- ii. Resolutions not brought to the floor of the assembly will be referred to the Synod Council.
- iii. The deadline for resolutions is March 1st, 2024.
- iv. Any resolution moved and seconded shall be considered, debated, and voted upon, unless the Assembly votes to table the resolution or refer it to the Resolutions Committee. No substitute motions shall be recognized by the Chair, except for properly moved and seconded amendments which alter the resolution but are not equivalent to a motion to defeat.
- v. A resolution shall be deemed to be moved by its author. If seconded, the resolution shall first be addressed by the Resolutions Committee, which shall make known its recommendation. In no instance shall the recommendation of the Resolutions Committee constitute in itself a motion or an amendment to the resolution; rather, action shall be taken only on the resolution itself.

V. Speaking from the Floor

- a. All voting members who wish to obtain the floor must go to a floor microphone to address the Chair. Once given the floor, the voting member shall begin their remarks by stating their name, congregation, agency or institution, and town or city.
- b. No speaker shall speak more than twice on the same question at the same plenary session nor longer than two minutes per speech. A second time to speak on one subject shall be granted only after all other voting members desiring to speak on the subject have had the opportunity to do so.
- c. During discussion, a speaker on one side of the question shall be followed by a speaker on the other side. To facilitate alternating speeches, and when requested by the chair, assembly members awaiting recognition at the microphones shall display one of the green, red, or white cards found in their registration packets.
 - i. The green card is to be used to identify a member who will speak in favor of the pending matter on the floor.
 - ii. A red card is to be used to identify a member who wishes to speak against the pending matter.

- iii. A white card is to be used to identify a member who wishes to offer an amendment to the pending matter, or some other motion that would be in order.
- d. Speaking to the Budget
 - i. Any amendment to the proposed budget for 2025 that would increase a budget area must include a proposal for decreasing another area by the same amount so that the budget total remains unchanged; *and in accordance with S10.04.*, shall require $\frac{2}{3}$ vote.

VI. The Chair

- a. In the event the bishop is unable to preside over any portion of the Synod Assembly, the Vice President or the bishop's designee shall assume the Chair.
- b. The bishop may remain the Chair during the oral presentation of the bishop report to the Synod Assembly.

VII. Decorum

- a. Printed Material
 - i. No printed or written material may be distributed to the Assembly without the prior permission of the Assembly Manager or their designee.
- b. Displays, Exhibits and Sales
 - i. Authorization for setting up displays and exhibits, and for placing posters, placards, and the like, must be obtained in advance from the Assembly Manager or their designee. Such authorization may be granted only to entities which are directly affiliated with the Synod or the ELCA or are direct beneficiaries of the synodical or churchwide budget.
 - ii. The sale of goods or services shall not be permitted.
- c. Seating Area
 - i. All voting members attending in-person shall sit within the area established by the Assembly Manager or their designee, and no person other than a voting member shall enter or remain within the area so established.
 - ii. Exceptions to this rule may be made by the Assembly Manager.
- d. Conduct

- i. The Assembly shall refrain from applause, shouting, commotion, or any other disruptive conduct during debate or report.