

## **June 4-5, 2021 Southern Ohio Synod Assembly Rules of Procedure<sup>1</sup>**

1. The following courtesies and adherence to good parliamentary procedure shall be the standard during this Assembly, which will be conducted via teleconference, with an opportunity for simultaneous aural communication, using the Zoom webinar platform:
  - a. When not speaking, members shall be muted.
  - b. A member may obtain the floor by clicking the “raise hand” icon in the Zoom platform and being recognized by the chair. Once recognized the speaker may be unmuted.
  - c. A member should do the following when speaking:
    - i. Identify themselves by giving name; congregation, agency or institution; and town or city.
    - ii. Speak clearly and concisely.
2. Unless otherwise determined by a majority vote of the Assembly, all speeches during discussion shall be limited to two (2) minutes.
  - a. Speakers may speak a second time on the same issue, but only after all others desiring to speak have been given an opportunity to do so.
  - b. If a speaker agrees with the points made by a previous speaker, state this rather than repeating the same points.
3. Ordained ministers from a church with which a relationship of full communion has been declared and established by the Churchwide Assembly of the ELCA, currently serving under contract in a congregation of the Southern Ohio Synod, shall be granted voice and vote at the Assembly.
4. In accordance with the ELCA Bylaw 10.41.04, and consistent with †S7.21. of the Synod’s Constitution, Synod-authorized worshipping communities and their developer in the Synod shall be granted voice and vote at the Assembly.
5. Voting members shall not absent themselves from any meeting of the Assembly without valid excuse.
6. All nominations and amendments shall be submitted via email to: [kuemura@southernohiosynod.org](mailto:kuemura@southernohiosynod.org) no later than the end of Session 1, June 4, 2021. Nominations must be accompanied by a nomination form, including the nominee’s permission, and submitted prior to the Nomination’s Report.
7. The chair shall have the authority to call items of business in the order the chair considers to be most expedient to the conduct of the Assembly’s business.
8. The chair shall have the authority to adjust the Assembly meeting agenda meeting times, as necessary.

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<sup>1</sup> The Constitution of the Southern Ohio Synod, S7.32., permits special rules of procedure to be adopted at the Synod Assembly and specifies that Robert’s Rules of Order, latest edition, shall govern parliamentary procedure for the Assembly in all things not specifically governed by such special rules or by the Constitution or Bylaws. Such action may be taken by majority vote.

9. Except for items introduced by the Reference and Council Committee or items previously tabled, items of business, which are not on the agenda, may be introduced at the Session 2 of the Assembly, on June 5, 2021, by a two-thirds vote.
10. All voting will be by unanimous consent (no objections)<sup>2</sup>, or, if there are objections, by utilizing the Vevox application. All election ballots shall be cast utilizing the Vevox application.

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<sup>2</sup> See Robert's Rules of Order Newly Revised, 12<sup>th</sup> edition at 4:58.