

RULES OF PROCEDURE

- I. To make parliamentary procedure effective and interesting in a convention where many are not acquainted, the following courtesies and adherence to good parliamentary procedure will be appreciated.
 - A. To obtain the floor, please
 1. Go to the appropriate floor microphone (For/Against)
 2. Address the chair
 3. Identify yourself by giving your
 - a. Name
 - b. Congregation, agency, or institution
 - c. Town or city
 4. Speak slowly, loudly, clearly
 - B. The right to speak on the convention floor includes
 1. Lay voting members representing their congregation
 2. Ordained ministers on the clergy roster
 3. Active associates in ministry on the clergy roster
 4. Members of the Synod Council
 - C. The right to vote includes
 1. Lay voting members of congregations who have been accredited to the Assembly by proper registration
 2. Ordained ministers under call on the clergy roster who have been accredited to the Assembly by proper registration
 3. Retired ordained clergy who have requested and received accreditation
 4. Active associates in ministry who have been accredited to the Assembly by proper registration
 5. The officers of this synod and members of the Synod Council not otherwise elected

(Continued on side 2)

II. Supplementary Rules

- A. Speeches: Unless otherwise determined by a majority of the Assembly, all speeches during discussion shall be limited to two (2) minutes.
- B. Point of Order: Any member may submit a point of order or procedure to the chair and may, if necessary, interrupt a speaker for that purpose.
- C. Withdrawal of a Motion: Any motion or amendment may be withdrawn by permission of the Assembly.
- D. The chair may interrupt proceedings at any time to receive reports of voting or call for balloting.
- E. The rules contained in The New Robert's Rule of Order shall govern the Assembly in all cases to which they are applicable and in which they are not inconsistent with these Rules of Procedure. The word "day" shall be constructed as "meeting."
- F. Motions shall be submitted in writing on the form provided.
- G. Proxy and/or absentee voting is not permitted.
- H. A majority of registered voting members shall constitute a quorum.
- I. Unless otherwise provided for in the Southern Ohio Synod Constitution and Bylaws, on the second ballot for any election, the voting will be limited to two persons for each open position receiving the highest number of votes on the previous ballot.
- J. Unless otherwise provided for in the Southern Ohio Synod Constitution and Bylaws, on the third ballot for any elections, a plurality shall be sufficient for election.
- K. Resolutions presenting new business to the Assembly shall be submitted to the Synod Office no later than March 15 each year for consideration at the Synod Assembly. Each resolution shall promptly be referred to the Reference and Counsel Committee. Any resolution submitted to the Synod Assembly after the written deadline may be introduced at the assembly provided that the Reference and Counsel Committee has reviewed the resolution and a two-thirds vote of the assembly permits. Resolutions which fail to meet these conditions may be referred to the Synod Council.
- L. The Reference and Counsel Committee shall be appointed no later than thirty days before the commencement of the Assembly. The committee shall receive and review resolutions submitted to the Synod Assembly. The committee shall put resolutions in proper form and order. Other substantive alterations may be made only with the sponsor's consent. The committee is required to report all resolutions referred to it by the deadline with one of the following responses: (1) no recommendation, (2) recommend passage; (3) recommend defeat; (4) recommend referral. The committee shall recommend a time in the agenda to place resolutions before the assembly.
- M. The Reference and Council Committee shall receive requests for distribution of material at the Assembly and grant approval or disapproval.
- N. The Reference and Council Committee shall receive requests for time on the agenda for synod groups or persons not presently on it.
- O. Voting by the assembly may be carried out by means of an electronic voting system, except when the Chair deems otherwise.