

Proposed Rules of Procedure for the Saint Paul Area Synod Assembly

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A. Agenda

1. The business of the assembly shall be conducted during working sessions on the days of Friday and Saturday, May 21-22, 2010. The chair shall have authority to call items of business before the assembly in whatever order is most expedient for conducting assembly business. Resolutions or other business not addressed by the synod assembly shall be forwarded to the synod council.
2. The agenda shall be presented and adopted at the beginning of the first plenary session. If any voting member desires to add any item of new business to the agenda after the initial adoption of the agenda by the assembly, the voting member shall present such item of business to the chair. A two-thirds vote shall be required to add the item of new business to the agenda.

B. Quorum

1. Fifty percent (50%) of voting members who have confirmed registration upon arrival at the assembly shall constitute a quorum as required by the synod constitution (S7.14).

C. Floor Procedures

1. Registered voting members and advisory members shall have equal privilege of addressing the assembly. Advisory members will have voice but no vote on matters before the assembly. They shall include: rostered persons not under call (retired, on leave from call, and in study) except for those selected as voting members; lay members of committees, leadership teams, task forces and work groups; lay members of synod assembly committees; lay members elected by this synod to be voting members of an upcoming churchwide assembly, lay members of the synod staff; representatives of synod partners in ministry; and representatives from ELCA synodical, regional, and churchwide offices. Congregations, congregations under development, and synodically authorized worshiping communities may request from the synod council such privilege for persons not on the ELCA clergy roster serving in pastoral roles in the congregation prior to the registration deadline. If granted, such persons pay the normal registration fees.
2. Upon a motion from a voting member, a registered visitor may be granted the privilege of voice by a two-thirds vote of the synod assembly.
3. Once recognized by the chair, each speaker will state his or her name and congregational membership. No person may speak more than once on an item of business until all others who wish to speak have had opportunity to do so.

4. Except for the making of a motion, all speaking to an item by each voting or advisory member is limited to two (2) minutes. Time will be kept by a member of the reference and counsel committee. The chair will rotate speaking privileges among floor microphones and between proponents (green card) and opponents (red card) of a measure. A white card will indicate procedural questions. Debate will terminate when three speakers have been heard on each side, unless otherwise determined by a majority vote of the assembly. All speaking to the assembly shall be done from one of the floor microphones, and the order of the speakers will be determined by their order in line at the microphone.
5. If a voting member recognized by the chair desires to make a motion, the motion is to be made first, before the voting member speaks to it. Once a motion is made, if there is a second, the voting member at the microphone may then speak in support of the motion made.
6. The chair may recognize an individual(s) to provide pertinent background information regarding a resolution. Such speakers shall be limited to four (4) minutes.
7. Discussion on any item of business shall be limited to twenty (20) minutes. This rule may be overturned by a two-thirds vote of the voting members.

D. Voting

1. Voting shall be by use of voice, voting card, or by a division of the house upon request. In determining the outcome of a vote, only the yes and no votes shall be counted in determining the total number of votes required for adoption. Abstentions may be recorded, but do not count in the vote total.
2. Those in attendance at the synod assembly entitled to vote upon all matters before the assembly shall include:
 - a) Lay voting members chosen by member congregations, congregations under development, or synodically authorized worshipping communities in accordance with the synod constitution (S7.21.c).
 - b) All ordained ministers, associates in ministry, deaconesses, and diaconal ministers under call on the rosters of the synod (S7.24).
 - c) Ten percent (10%) of retired clergy on the roster of this synod elected as voting members at a caucus called by the bishop (S7.22).
 - d) The officers of this synod (S7.21.d) and lay members of the synod council not otherwise serving as voting members (S7.27).
3. All voting members shall confirm registration upon arrival at the assembly. No voting member shall be able to vote unless duly registered with the credentials committee.
4. Each congregation is allotted lay voting members as follows, according to baptized membership: one voting member for congregations having fewer than 175 baptized members. Two voting members for congregations of 175-500 members, with an additional voting member for every 500 baptized members or major fraction thereof (i.e., 501-749 = 2 voting members; 750-1249 = 3 voting members; 1250-1749 = 4 voting members, etc.).
5. Each congregation shall pre-register lay voting members with equal numbers of males and females; the odd-numbered voting member, however, may be either male or female.
6. A pre-registered alternate voting member may be seated as voting member for one or more complete plenary sessions. Certification of the change must be registered with the assembly office by the pastor or congregational president. A relinquished voting privilege may not be reclaimed.
7. An alternate not listed on the registration rolls must have a letter of authorization from his or her congregational officer or pastor in order to be registered as an official voting member.

E. Election of a Bishop

1. The bishop shall be elected by the synod assembly according to the synod constitution (S9.04). The first ballot will include all persons nominated through conference assemblies, with provision for writing in of additional candidates. Three-fourths ($\frac{3}{4}$) of the votes cast are necessary for election on the first ballot.
2. The second ballot will be limited to seven (7) persons, plus ties, who receive the greatest number of votes on the first ballot and who have not withdrawn their names. Three-fourths ($\frac{3}{4}$) of the votes cast are necessary for election on the second ballot. Prior to the second ballot, printed biographical information on the seven candidates will be distributed and there will be a question and answer session between the seven candidates and members of the assembly.
3. The third ballot will be limited to five (5) persons, plus ties, who receive the greatest number of votes on the second ballot. Two-thirds ($\frac{2}{3}$) of the votes cast are necessary for election on the third ballot. Prior to the third ballot, the five candidates will each present five-minute speeches.
4. The fourth ballot is limited to three (3) persons, plus ties, who receive the greatest number of votes on the third ballot. Sixty percent (60 percent) of the votes cast is necessary for election.
5. Subsequent ballots are limited to two (2) persons and require a majority vote.
6. An ELCA official will be present to chair the election portion of the assembly.
7. Minnesota law (State Statute 148A) requires that a background check concerning incidents of sexual misconduct be made for clergy assuming new positions. The Saint Paul Area Synod affirms this law and will comply with respect to the individual elected as bishop. Following the election, the synod will contact all entities who have employed the bishop-elect since June 1, 2003 to request any information concerning the occurrence (either prior to or subsequent to June 1, 2003) of sexual contact between the bishop-elect and any person who has been counseled by the bishop-elect.

F. Election of Nominees for ELCA Church Council

1. The governing documents of the churchwide organization (19.02.; 19.21.C05.) stipulate that the Minneapolis Area and Saint Paul Area Synods rotate representation on the ELCA Church Council. The Secretary of the ELCA notifies the synod of the specified position to be filled, and the synod presents two nominees selected at synod assembly for election by the Churchwide Assembly.
2. The synod nominating committee will present a slate of nominees and distribute biographical information prior to the assembly. Prior to balloting, nominations from the floor will be accepted and should be accompanied by the candidate's assent and biographical information. Each assembly voting member shall be instructed to vote for two candidates on the first ballot. (A ballot with two votes cast for one person shall be considered invalid; a ballot may have only one vote for one candidate and be considered valid.) Should subsequent ballots be held after one of the two slots has been filled, assembly voting members shall vote for one person for the remaining slot. A majority of ballots cast is necessary for election. Should no candidate receive a majority, a second ballot containing twice the number of nominees for the slots remaining shall be taken, with voting members once again instructed to vote for two candidates. Balloting shall continue until two persons have received a majority of the number of ballots cast.
3. The names of the two candidates will be forwarded to the Secretary of the ELCA for election by the Churchwide Assembly.

G. Election of Churchwide Assembly Voting Members

1. At-large voting members to the 2011 ELCA Churchwide Assembly to be elected by the synod assembly shall be nominated during the nominating committee's report at the first plenary session. For this election, the only required data shall be name, lay/clergy, male/female, congregational membership and whether the nominee is a person of color or person whose primary language is other than English (PCL).
2. The nineteen (19) voting members of the 2011 ELCA Churchwide Assembly nominated by conference assemblies shall be ratified by the synod assembly. The ELCA constitution requires that all Churchwide

Assembly voting members be elected by the synod assembly, and therefore the 19 persons selected by the conference assembly will be presented for ratification. The synod's governing documents (S6.03.01) give the right of nomination to these positions solely to the conference assembly; therefore no additional nominations for these 19 positions are permitted by the synod assembly. Those elected as conference representatives to the Churchwide Assembly must be active members of a congregation in that conference at the time of the Churchwide Assembly. Should their status change, an alternate from the conference shall be named.

3. The seven (7) at-large voting members shall be elected at-large by the 2010 synod assembly. Following the conference assembly on February 21, 2010, the synod nominating committee shall propose a slate of nominees that will meet the requirements of S6.04.
4. According to ELCA bylaw 13.41.11, the bishop is an ex-officio member of the Churchwide Assembly and need not be elected by the synod assembly.
5. According to Saint Paul Area Synod bylaw S6.03.03, the vice president shall serve as an at-large voting member of the Churchwide Assembly, if available to serve.
6. According to Saint Paul Area Synod bylaw S6.03.04, only one voting member, either clergy or lay, may be elected from any synod congregation with the exception of the congregation where the bishop is a member and the congregation where the vice president is a member. If, during the course of the Churchwide Assembly, a voting member should need to leave for an emergency, and there are no other possibilities for replacing that voting member, the bishop may appoint a second member of a congregation, including the spouse of a regularly-elected voting member.

E. Elections

1. Nominations from the floor for non-conference elections will be accepted by the nominating committee until the completion of its report on May 21, 2010. A person willing to serve shall be nominated by one seated voting member and seconded by at least one additional seated voting member. The following information must be provided: name, address, telephone number, email, congregation, conference, status (clergy/lay), and position for which being nominated.
2. Elections shall be by written ballot. Unless otherwise stated, all elections must be by a majority of the legal votes cast. In all elections, including the officers other than the bishop, the names of the persons receiving the highest number of votes, but not elected by a majority of the votes cast on a preceding ballot, shall be entered on the next ballot. For each vacancy unfilled, the second ballot shall be one-half of the number of persons on the first ballot. If no one receives a majority of the votes cast on the second ballot, the third ballot shall be limited to the two persons (plus ties) who receive the greatest number of votes on the second ballot. (S9.08)
3. Invalid ballots-which shall not be counted-are those ballots that:
 - a) Are illegible;
 - b) Contain more marks than the ballot permits;
 - c) Contain a write-in vote, except where a write-in vote is specifically permitted.
4. Ballots shall be distributed and collected only by assembly pages and/or members of the elections committee.

F. Resolutions

1. All proposed resolutions other than those originating with the synod council can be directed to the assembly only through the reference and counsel committee in accordance with the procedures outlined in the pre-assembly materials. The reference and counsel committee may seek to provide for engagement with the concerns/issues identified by the resolution in a manner that does not include a vote. Such engagement may be in the form of group presentation/discussion, action-strategy sessions, or other means. Any voting member wishing to bring to a vote a resolution that has been otherwise provided for by the reference and counsel committee may move to suspend the rules for the purpose of considering the resolution for vote. Such a motion shall require a two-thirds vote.
2. Resolutions are deemed to have been moved for adoption and require no second to become the business of the assembly. The reference and counsel committee shall present resolutions to the assembly with recommendation and may include appropriate background information. The reference and counsel committee may submit its own

amendment or a substitute motion to the assembly as an alternative to any proposed resolution. The reference and counsel committee may also seek to combine resolutions addressing the same topic into one resolution to facilitate the assembly's consideration of multiple resolutions. Such committee-drafted resolution(s) shall be submitted only after discussion with the originator of the resolution(s). An amendment or substitute motion moved by the reference and counsel committee for adoption requires no second.

3. A voting member wishing to present an amendment or substitute motion shall present the exact wording in writing to the secretary of the synod prior to moving the amendment, using forms available from assembly pages.
4. The deadline for submitting resolutions is Friday, April 2, 2010.
5. Resolutions submitted after this deadline must be considered first by the reference and counsel committee, and then (with or without their support) will come before the assembly only by means of a motion to suspend the rules for the purpose of considering the late resolution. The reference and counsel committee will consider the reason for late submission in giving its recommendation.
6. Resolutions not addressed by the synod assembly shall be forwarded to the synod council.
7. Changes to the provisions of the constitution shall be submitted to the reference and counsel committee in the form of a resolution over the signatures and printed names of at least eighty (80) voting members. Such resolutions shall require a two-thirds vote to pass at two consecutive synod assemblies as required by S18.13.a.
8. Changes to the bylaws of the constitution shall be submitted to the reference and counsel committee in the form of a resolution. Such resolutions shall require a two-thirds vote to pass as required by S18.21.
9. Changes to the continuing resolutions (as included in the synod constitution) shall be submitted to the reference and counsel committee in the form of a resolution. Such resolutions shall require a majority vote to pass. (S18.31).
10. The synod constitution may be amended by a simple majority vote to reflect amendments made to the *Model Constitution for Synods* by the Churchwide Assembly. (S18.12)

G. Seating

1. Seating on the floor of the assembly shall be designated for voting members, advisors, and visitors. Only those persons officially registered and wearing proper credentials shall be allowed a seat in each of these designated sections.

H. Miscellaneous

1. Smoking shall be prohibited in all assembly facilities in accordance with Saint Paul Area Synod Assembly Resolution 87-06A.
2. Any proposal increasing any line item in the proposed 2011 budget shall indicate from which line or lines an equal amount is to be subtracted.
3. No printed materials of any kind may be distributed or posted within the assembly hall or dining areas except by assembly pages, and only following authorization granted by the assembly manager as authorized by the reference and counsel committee.
4. Cell phones, BlackBerrys, laptops, and other wireless electronic communication devices must be on silent mode in the assembly hall. Calls are not allowed in the assembly hall or meeting rooms.
5. A motion to adjourn shall be debatable.
6. All matters not governed by rules of this assembly or by specific assembly action shall be governed by *Robert's Rules of Order, Newly Revised*.

Table of Parliamentary Terms

Motion	Debatable	Necessary Vote	Amendable	Effect
REGULAR				
Item of Business	Yes	Majority	Yes	Presents an item of business in a form for proper assembly decision
PROCEDURAL				
Lay on the Table	No	Majority	No	Permits consideration of more urgent business
Call for the Question	No	Two-thirds	No	Ends the debate
Limit or extend time for debate	No	Two-thirds	Yes	As stated (May be reconsidered)
Postpone Definitely	Yes	Majority	Yes	To delay to a definite later time, in the next meeting
Refer	Yes	Majority	Yes	Postpones action by the body until report of the committee
Amend or substitute	Yes	Majority	Yes	Refines wording or meaning of main motion
Rise to question of order	No	No vote	No	Obtains information
Call for division	No	No vote	No	Secures a counted vote
Raise of question of privilege	No	No vote	No	Expresses rights of individual members
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