

<b>HANDLING MOTION AS CHAIR</b>	
<b>Stating the Motion</b>	
<b>CHAIR: It is moved and seconded that ... [repeating motion]</b>	
<b>No Objections</b>	
<b>CHAIR: Are there any objections? (Pause) Without objection, the motion is adopted.</b>	
<b>Putting the Motion to a Vote</b>	
<b>When no one seeks the floor to debate</b>	<b>Are you ready for the question?</b> [If no one then seeks the floor, proceed to take the vote.]
<b>OR when the motion is — undebatable or debate has been closed</b>	[Proceed to take the vote WITHOUT asking “Are you ready for the question?”]
<b>Voice Vote</b>	
<b>VOTING BY VOICE [Stand]</b>	<b>The question is on the adoption of the motion that [repeat or clearly identify the motion]. Those in favor of the motion, say <i>aye</i>. [PAUSE] Those opposed, say <i>no</i>. [PAUSE] The ayes have it and the motion is adopted. OR The noes have it and the motion is lost.</b>
<b>Other Methods of Voting</b>	
<b>Rising Vote</b>	
<b>CHAIR: [Stand]</b>	<b>The question is on the adoption of the motion that [repeat or clearly identify the motion]. Those in favor of the motion will rise. [PAUSE] Be seated.</b>

	<b>Those opposed will rise. [PAUSE] Be seated.</b>
<b>If majority vote</b>	<b>The affirmative has it and the motion is adopted. OR The negative has it and the motion is lost.</b>
<b>OR if 2/3 vote</b>	<b>There are two thirds in the affirmative and the motion is adopted. OR There are less than two thirds in the affirmative and the motion is lost.</b>
<b>Counted Rising Vote</b>	
<b>CHAIR: [Stand]</b>	<b>The question is on the adoption of the motion that [repeat or clearly identify the motion]. Those in favor of the motion will rise and remain standing until counted. [PAUSE] Be seated. Those opposed will rise and remain standing until counted. [PAUSE] Be seated. There are _ in the affirmative and _ in the negative.</b>
<b>If majority vote</b>	<b>The affirmative has it and the motion is adopted. OR The negative has it and the motion is lost.</b>
<b>OR if 2/3 vote</b>	<b>There are two thirds in the affirmative and the motion is adopted. OR There are less than two thirds in the affirmative and the motion is lost.</b>
<b>Show of Hands Vote</b>	
<b>CHAIR: [Stand]</b>	<b>The question is on the adoption of the motion that [repeat or clearly identify the motion]. Those in favor of the motion will raise the right hand. [PAUSE] Lower hands. Those opposed will raise the right hand. [PAUSE] Lower hands.</b>
<b>If majority vote</b>	<b>The affirmative has it and the motion is adopted. OR The negative has it and the motion is lost.</b>
<b>OR if 2/3</b>	<b>There are two thirds in the affirmative and the</b>

<b>vote</b>	<b>motion is adopted. OR There are less than two thirds in the affirmative and the motion is lost.</b>
<b>Counted Show of Hands Vote</b>	
<b>CHAIR:</b> [Stand]	<b>The question is on the adoption of the motion that [repeat or clearly identify the motion]. Those in favor of the motion will raise the right hand and keep it raised until counted. [PAUSE] Lower hands. Those opposed will raise the right hand and keep it raised until counted. [PAUSE] Lower hands. There are _ in the affirmative and _ in the negative.</b>
<b>If majority vote</b>	<b>The affirmative has it and the motion is adopted. OR The negative has it and the motion is lost.</b>
<b>OR if 2/3 vote</b>	<b>There are two thirds in the affirmative and the motion is adopted. OR There are less than two thirds in the affirmative and the motion is lost.</b>
<b>When Chair's Vote Affects Result of Counted Vote (Rising or Show of Hands)</b>	
<b>CHAIR:</b>	<b>There are _ in the affirmative and _ in the negative.</b>
<b>If majority vote</b>	<b>The chair votes in the affirmative, making _ in the affirmative and _ in the negative, so that the affirmative has it and the motion is adopted. OR The chair votes in the negative, making _ in the affirmative and _ in the negative, so that the negative has it and the motion is lost.</b>
<b>OR if 2/3 vote</b>	<b>The chair votes in the affirmative, making _ in the affirmative and _ in the negative, so that there are two thirds in the affirmative and the motion is adopted. OR</b>

	<p><b>The chair votes in the negative, making _ in the affirmative and _ in the negative, so that there are less than two thirds in the affirmative and the motion is lost.</b></p>
<p><b>Responding to Common Motions and Circumstances</b></p>	
<p><b>Parliamentary Inquiry</b></p>	<p>MEMBER: A parliamentary inquiry, please.  <b>CHAIR: The member will state his (her) inquiry.</b>  MEMBER: [EXAMPLE:] Is a motion to adjourn now in order?  <b>CHAIR: [Answer the question.]</b></p>
<p><b>Point of Information</b></p>	<p>MEMBER: Mr. President, I rise to a point of information.  <b>CHAIR: The member will state his (her) point.</b>  MEMBER: money  [EXAMPLE:] The motion calls for a lot of money to be spent. Will the Treasurer tell us how much the Society has in the bank?  <b>CHAIR: in [Answer the question, or recognize to speak the person who can answer, e.g.:] The Treasurer will please state the balance the treasury.</b></p>
<p><b>Point of Order</b></p>	<p>MEMBER: Point of order!  <b>CHAIR: The member will state his (her) point of order.</b>  MEMBER: I make the point of order that ...  <b>CHAIR:[Stand]</b>  <b>The chair rules that the point of order is/ is not well taken. [Explain reasons.]</b></p>
<p><b>Appeal</b></p>	<p>MEMBER: I appeal from the decision of the chair. (Second.)  <b>CHAIR: The decision of the chair is appealed from. [State clearly the exact question at issue and the reasons for your decision.] The question is, “Shall the decision of the be</b></p>

	<p><b>sustained?”</b></p> <p>DEBATE [If the appeal is debatable (see Table D), members may speak only once, but you may speak twice, the second time in rebuttal at the debate’s close:]</p> <p>[Stand while debating]</p> <p><b>As the rules permit, the chair will speak first. .... [After others debate:] The chair intends to speak in rebuttal. Are there others who wish to speak first? [Pause; if no response, your rebuttal.]</b></p> <p>PUTTING THE MOTION TO A VOTE</p> <p><b>The question is, “Shall the decision of the chair be sustained?” Those in favor of sustaining the chair’s decision, say <i>aye</i>. Those opposed to sustaining this decision, say <i>no</i>. [Majority in <i>negative</i> required to overturn your decision.]</b></p>
<p><b>Previous Question</b></p>	<p>MEMBER: I move the previous question.  <b>CHAIR: It is moved and seconded to order the previous question. Ordering the previous question will cut off any further debate. Those in favor of the previous question will rise.</b>  [PAUSE] <b>Be seated. Those opposed will rise.</b>  [PAUSE]  <b>Be seated.</b></p> <p><b>If two thirds</b>  <b>There are two thirds in the affirmative and the previous question is ordered. The question is now on the adoption of the motion [state in full</b></p>

	<p>the motion on which the previous question has now been ordered, and immediately take the vote on it].</p> <p><b>OR, if less than two thirds</b></p> <p><b>There are less than two thirds in the affirmative and the motion for the previous question is lost. The question is now on [state the immediately pending motion]. [Debate may now resume.]</b></p>
<p><b>Recess</b></p>	<p><b>CHAIR: The meeting stands recessed for 15 minutes.</b>  RESUME  <b>CHAIR:</b>  [Stand]  <b>The meeting will come to order. The time of recess has expired. The question is on [state pending motion].</b></p>

<b>Motion</b>	<b>Debate?</b>	<b>Amend?</b>	<b>Vote</b>
Adjourn	No	No	Majority
Amend	Yes	Yes	Majority
Amend Something Previously Adopted	Yes	Yes	(a) Maj with Notice (b) 2/3; or (c) Maj of entire membership
Appeal	Normally	No	Majority in negative required to reverse chair's decision
Commit	Yes	Yes	Majority
Debate, Close (Previous Question)	No	No	2/3
Debate, Limit or Extend Limits of Debate	No	Yes	2/3
Main Motion	Yes	Yes	Majority
Postpone	Yes	Yes	Majority
Previous Question	No	No	2/3
Recess	No	Yes	Majority
Reconsider	If motion to be reconsidered is debatable	No	Majority
Rescind	Yes	Yes	(a) Maj with notice (b) 2/3 (c) Maj of entire membership
Refer (Commit)	Yes	Yes	Majority
Suspend the Rules	No	No	2/3
Voting, motions relating to	No	Yes	Majority

## **Rules Governing an Assembly (from highest to lowest in authority)**

1. **Law**: rules prescribed by applicable law
2. **Corporate charter**: for incorporated groups
3. **Bylaws or Constitution**: basic rules relating principally to itself as an organization
4. **Rules of order**: written rules of parliamentary procedure
  - Special rules of order**: specific to organization
  - Parliamentary authority**: general book of rules
5. **Standing rules**: administrative details
6. **Custom**

## **BCO 18 – Candidates for the Gospel Ministry**

**18-3.** The applicant shall appear before the Presbytery in person, and shall be examined by the Presbytery on experiential religion and on his motives for seeking the ministry.

If the testimonials and the examination prove satisfactory, the Presbytery shall receive him under its care after the following manner:

The moderator shall propose to the applicant these questions:

**1. Do you promise in reliance upon the grace of God to maintain a becoming Christian character, and to be diligent and faithful in making full preparation for the sacred ministry?**

**2. Do you promise to submit yourself to the proper supervision of the Presbytery in matters that concern your preparation for the ministry?**

If these questions be answered in the affirmative, the moderator, or someone appointed by him, shall give the candidate a brief charge; and the proceeding shall close with prayer.

The name of the applicant is then to be recorded on the Presbytery's roll of candidates for the ministry.

## BCO 19 – Licensure

### 19-2. Examination for Licensure.

The examination for licensure shall be as follows:

- a. Give a statement of his Christian experience and inward call to preach the Gospel in written form and/or orally before the Presbytery (at the discretion of the Presbytery):
- b. Be tested with a written and/or oral examination by the Presbytery (at the discretion of the Presbytery) for his:
  1. basic knowledge of Biblical doctrine as outlined in the *Confession of Faith* and *Larger and Shorter Catechisms* of the Presbyterian Church in America.
  2. practical knowledge of Bible content.
  3. basic knowledge of the government of the Presbyterian Church in America as defined in *The Book of Church Order*.
- c. Be examined orally before Presbytery for his views in the areas outlined in part b above.
- d. Provide his written sermon on an assigned passage of Scripture embodying both explanation and application, and present orally his sermon or exhortation before Presbytery or before a committee of Presbytery.

No Presbytery shall omit any of these parts of examination except in extraordinary cases; and whenever a Presbytery shall omit any of these parts, it shall always make a record of the reasons therefor, and of the trial parts omitted.

### 19-3. Questions for Licensure.

If the Presbytery be satisfied with the trials of the applicant, it shall then proceed to license him in the following manner:

The moderator shall propose to him the following questions, namely:

**1. Do you believe the Scriptures of the Old and New Testaments, as originally given, to be the inerrant Word of God, the only infallible rule of faith and practice?**

**2. Do you sincerely receive and adopt the *Confession of Faith* and the *Catechisms* of this Church as containing the system of doctrine taught in the Holy Scripture?**

**3. Do you promise to strive for the purity, peace, unity and edification of the Church?**

**4. Do you promise to submit yourself, in the Lord, to the government of this Presbytery, or of any other into the bounds of which you may be called?**

**19-4.** The applicant having answered these questions in the affirmative, the moderator shall offer a prayer suitable for the occasion, and shall address the applicant as follows:

**In the name of the Lord Jesus Christ, and by that authority which He has given to the Church for its edification, we do license you to preach the Gospel in this Presbytery wherever God in His providence may call you; and for this purpose may the blessing of God rest upon you, and the Spirit of Christ fill your heart. Amen.**

Record shall be made of the licensure in the following or like form:

**At \_\_\_\_\_, the \_\_\_\_\_ day of \_\_\_\_\_, the \_\_\_\_\_ Presbytery, having received testimonials commending \_\_\_\_\_, proceeded to submit him to the prescribed examination for licensure, which was met to the approval of the Presbytery. Having satisfactorily answered the questions for licensure, \_\_\_\_\_ was licensed by the Presbytery to preach the Gospel within the bounds of this Presbytery.**

FORM OF GOVERNMENT 19-5

**19-5.** When any licentiate shall have occasion to remove from the bounds of his Presbytery into those of another, the latter Presbytery may, at its discretion, on his producing proper testimonials from the former, repeat any

portion of the previous Presbytery's examination it desires. The Presbytery into whose bounds the licentiate is moving, however, must at least examine the man concerning:

- a. his Christian experience,
- b. his call to preach the Gospel,
- c. his views in theology,
- d. Bible content,
- e. church government.

This Presbytery then may license him to preach within its bounds.

**19-6.** The license to preach the Gospel shall expire at the end of four years. The Presbytery may, if it thinks proper, renew it without further examination.

The licentiate must apply for renewal prior to expiration. If the license expires, the stated clerk shall report the expiration to the Presbytery and to the individual's Session, and such action shall be recorded in the minutes.

The procedures of *BCO* 19-2 must be followed for re-licensure and such fact shall be recorded in the minutes. The license may be terminated at any time by a simple majority vote of the issuing Presbytery. The Presbytery shall always record its reasons for this action in its minutes.

## **BCO 19 – Internship**

**19-7.** The Holy Scriptures require that some trial be previously made of those who are to be ordained to the ministry of the Word, both concerning their gifts and concerning their ability to rule as teaching elders, in order that this sacred office may not be degraded by being committed to weak or unworthy men, and that the Church may have an opportunity to form a better judgment respecting the gifts of those to whom this sacred office is to be committed.

To provide for such a period of trial, a candidate for ordination must serve an internship. This period of internship shall be at least one year in length, and may be longer at the discretion of the Presbytery so as to give sufficient time for the Presbytery to judge the candidate's qualifications and service. This period of internship may occur during or after the candidate's formal theological education. When it occurs during his formal theological education, it may include an intern year in addition to his time of academic training or it may run concurrent with his academic training.

The nature of the internship shall be determined by the Presbytery, but it should involve the candidate in full scope of the duties of any regular ministerial calling approved by the Presbytery. It is to be both a time of practical instruction and testing by the Presbytery, and may be in any work which the Presbytery deems to be a suitable ministry to test the intern's gifts.

The intern should be closely supervised by the Presbytery throughout this trial period.

**19-8.** An applicant for internship must be a candidate and may be a licentiate in the Presbytery in which he is seeking to become an intern. He may, however, become a candidate, and an intern at the same meeting of Presbytery. If an applicant for internship is already a candidate in another Presbytery, that Presbytery should dismiss him as a candidate to the Presbytery in which he is seeking to become an intern.

**19-9.** Examination for Internship.

Before the applicant begins his period of internship, he shall give to the Presbytery a written and/or an oral statement (at the discretion of the Presbytery) of his inward call to the ministry of the Word.

**19-10.** When an applicant is approved for internship, the moderator of the Presbytery shall offer a prayer suitable for the occasion, and shall address the applicant, if present, as follows:

**In the name of the Lord Jesus Christ, and by that authority which He has given to the Church for its edification, we do declare you to be an intern of this Presbytery as a means of testing your gifts for the holy ministry wherever God in His providence may call you; and for this purpose may the blessing of God rest upon you, and the Spirit of Christ fill your heart. Amen.**

Record shall be made of the internship in the following or like form, namely:

**At \_\_\_\_\_, the \_\_\_\_\_ day of \_\_\_\_\_, the \_\_\_\_\_ Presbytery, having received testimonials commending \_\_\_\_\_, having received him as a candidate for the ministry, has placed him under internship at his request in order to test his gifts for the holy ministry.**

**19-11.** When any intern shall have occasion, while his internship is in progress, to remove from the bounds of his own Presbytery into those of another, the latter Presbytery may, at its discretion, on his producing proper testimonials from the former, take up his internship at the point at which it was left, and conduct it to a conclusion in the same manner as if it had been commenced by itself. Presbytery may repeat any portion of the previous Presbytery's examination it desires.

When God gives the intern the providential opportunity to serve the Church and to receive part of his training within the bounds of a Presbytery other than the one in which he has been declared an intern, the Presbyteries involved may develop a cooperative agreement to assure the proper training of the intern. In such cases the home Presbytery retains the final responsibility for and authority over the internship, but may rely to any extent considered necessary and proper in the circumstances, on the

assistance of the sister Presbytery. When regular preaching of the Word is involved, care must be taken to comply with *BCO* 19-1.

**19-12.** Presbyteries should require interns to devote themselves diligently to the trial of their gifts; and no one should be ordained to the work of the ministry of the Word until he has demonstrated the ability both to edify and to rule in the Church. Reports on every intern in the Presbytery should be presented at each stated meeting of the Presbytery by the committee of Presbytery charged with the oversight of interns, and these reports shall become a part of the minutes of Presbytery. The Presbytery shall also require every intern himself to make a report to it at least once a year describing his ministerial experiences. If the intern is still in school, the Presbytery shall secure from his instructors an annual report upon his deportment, diligence, and progress in study.