PARLIAMENTARY PROCEDURES

1. The chair, as Presiding Officer, rules on all matters relative to parliamentary law and procedures. Robert's Rules of Order, Newly Revised, is the parliamentary authority. The parliamentarian serves only in an advisory capacity to the Presiding Officer and Deputies. The chair is at liberty to reject the advice.
2. When the chair rules on an issue, an appeal can be made by a Deputy if done at the time of the ruling. Limited debate can take place. It takes a majority vote to overrule the chair.
3. Deputy participation in business sessions is governed by the standing Rules of Order.
4. A Deputy may introduce a subject for consideration (main motion) by stating, "*I move that*...". The chair restates the motion if it has been seconded and then asks for debate on the issue.
5. Only one main motion can be on the floor at the same time. However, this motion can be amended. An amendment (primary) is a motion to modify the wording of a motion. The motion to amend may be made by saying, "*I move to amend by (striking, inserting, striking and inserting, adding, or substituting)*." When amending an amendment (secondary), the Deputy says, "*I move to amend the amendment by*..." When amendments are offered and seconded, the issue for debate is on the amendment and not on the main motion. The chair rules on the appropriateness of debate on the issue. The secondary amendment is dealt with first, then the primary amendment, then the main motion.
6. When offering a substitute motion, the substitute needs to be seconded and stated by the chair. The chair then moves back to the original proposal to ask if Deputies wish to further refine it by other amendments. When discussion of the amendment is completed, the chair will then seek any amendments to the substituted motion. Upon completion of this process, the chair will take the vote on whether or not to substitute. This vote does not adopt the proposal but only determines if to substitute. It is still necessary to vote on the matter, using whichever form the assembly has chosen.
7. When no other Deputy rises to speak to a motion or amendment, the chair may say, "*Seeing no one else wishing to speak, I will call for a vote on this motion (amendment)*" and will then restate the motion and proceed with the vote. When debate has continued for a reasonable length of time, a Deputy may "*move the previous question*" (close debate). If seconded and approved by a two-thirds (2/3) vote, discussion is stopped and a vote on the proposed issue is taken.
8. The motion to "refer" is generally used to send a pending motion to a small group of selected persons so that the question may be studied and put in better condition for the assembly to consider. The motion is stated: "*I move to refer the motion on ... for further study*." This motion requires a second and a majority vote.
9. A motion to "table" an issue is used to lay it aside until retrieved at a later time.

When it is desired to take up the issue again, a motion is made to "*take the motion on ... from the table*." These motions are not debatable and require a majority vote.

10. A speaker may be interrupted by another Deputy for a point of parliamentary inquiry or a point of information. The chair decides whether the interruption is appropriate. Once the issue is clarified, the assembly resumes consideration of the interrupted issue.
11. Voting procedure is declared by the chair. Voice vote is most often used. The chair rules on whether a question was carried or defeated. If there is doubt about the outcome, the chair may call for a show of hands or a rising vote. If the vote is close, the chair may ask tellers to count and submit the vote to the chair, who will announce the count. A decision to vote by Orders shall comply with the Canons of the Diocese.
12. Rules of Order are used to provide the conduct of the business of the Diocesan Convention. Parliamentary procedure is a generally accepted means used to clarify the process and to ensure that decisions are made in an orderly, fair way. The chair is responsible for presiding over the business sessions. The parliamentarian's duty is to advise the chair when questions arise about procedure.

RULES OF ORDER

1. The procedures to be followed in the Convention will be governed by Robert's Rules of Order, except where those rules are inconsistent with these rules or the Canons of the Diocese.
2. Special committees of each convention will be appointed by the Bishop in the following manner:
    a. The Agenda and Arrangements Committee will be named at least six (6) months prior to a regular Convention. It will consist of the Rector, Chair of the Hospitality Committee, the Secretary of the Diocese, and three (3) other persons. One of the additional persons will have been involved in planning the previous Convention; one of the other two will be designated as Chair of the Committee.
    b. The Credentials and Admission of New Parishes Committee will be appointed from the Deputies to a Convention at least three (3) weeks prior to the opening of the Convention.
    c. The Nominating Committee, composed of persons who agree to serve for three-year terms each, will be appointed at least six (6) months prior to the opening of the Convention. Except with respect to the Offices of Secretary and Treasurer of the Diocese, the Nominating Committee will always nominate at least enough persons for each position to be filled. When there are unexpired terms to be filled, the nominees for the several positions who receive the highest number of votes will be elected for full terms and those nominees receiving lesser votes will fill the unexpired terms.

d. The Resolutions Committee will be appointed from Deputies to a Convention no less than thirty (30) days before the opening of Convention.

3. All resolutions proposed for submission to the Convention, whether submitted prior to the Convention or during the proceedings, will be referred to the Resolutions Committee for review as to form, proper references to prior actions at the current or other Conventions, compliance with the requirements of the Canons of the Diocese and By-Laws of Trustees and Council, and for the elimination of scandalous materials. Resolutions must be submitted to the Chair of the Resolutions Committee thirty (30) days prior to the opening of the Convention.

   The Committee may recommend for or against the adoption of a resolution, but may not prevent a resolution from coming before the Convention, when it has been duly moved and seconded. When several resolutions consider the same subject, the Committee may combine them into a single resolution with the consent of the presenters. The Resolutions Committee will write, or cause to be written, Courtesy Resolutions to be presented at the close of the last Business Session as well as resolutions pertaining to the disposition of Convention Offerings and the location of the next Annual Convention. No resolutions other than those submitted by either Committees of the Convention or Courtesy Resolutions will be allowed to be introduced without a waiver of the prefiling requirement. This will require a majority vote of the Convention. The person wishing to add a resolution to the Convention docket will be allowed a maximum of two (2) minutes to speak to the reason for including a late resolution.

4. The Secretary of the Diocese will mail printed Advance Reports to each of the Clergy and elected Deputies to the Convention twenty-one (21) days prior to each annual meeting.

5. The business of the day will be introduced with prayer.

6. Persons not otherwise entitled to seats in the Convention may be admitted to the sitting of the Convention and given a voice by the President, unless an objection from the Floor is sustained by a majority vote of the Convention.

7. The Order of Business of the Convention will consist of the following:

   a. After a Celebration of the Holy Eucharist, Morning or Evening Prayer, the Convention will be called to order by the President, or in his absence, the Chair of the Standing Committee.

   b. The President will ask the Secretary for a report of a quorum of Clergy.

   c. Following a report from the Committee on Credentials, the President will ask the Secretary for a report of a quorum of uncontested Lay Deputies. Once a quorum has been established, the Convention will consider any further recommendations from the Committee on Credentials.

   d. The President will ask the Secretary to report on the number of Youth Representatives.

   e. Motions will be entertained to adopt the Rules of Order, adopt an Agenda, fix the hours of elections, and special Orders of Business.

   f. The President will receive the written Reports of the Trustees and Council

and other Departments, Commissions, Committees, and Boards, providing an opportunity sometime during the Convention for clarification of these Reports.

g. The following elections will be held, when needed, upon nomination by either the Nominating Committee or the Bishop as specified in the Canons. If there are nominations from the Floor, the person so nominated must first have indicated a willingness to serve. One nominating speech of one (1) minute will be allowed for each nomination from the floor. Election will be by the highest number of votes received. Runoff voting will take place in the case of a tie vote. Prior to Diocesan Conventions at which Deputies and Alternates to the Triennial General Convention are elected, there will be a process, determined by Trustees and Council, to provide Diocesan Convention Deputies with necessary information on General Convention nominees to include biographical backgrounds and current opinions on matters of interest to the people of the Diocese so as to insure our best possible representation to the larger Church.

1. Standing Committee of the Diocese.
2. Deputies (8) and Alternates (4) to General Convention.
3. Trustees and Council (2 Clergy, 2 Laity).
4. Trustees of the Bishop Dudley Memorial Fund (3).
5. Trustee of the University of the South (1).
6. Members of the Disciplinary Board.
7. Diocesan Representative to Cathedral Chapter (1).
8. Secretary of the Diocese (term begins at the end of the Convention where elected).
9. Treasurer of the Diocese.
10. Nominations by the Bishop:
    (a) Commission on Ministry
    (b) Registrar
    (c) Historiographer
    (d) Chancellor
    (e) Vice Chancellor

h. The Committee on Canons will report and any changes in the Canons will be voted upon with a vote by Orders.

i. Trustees and Council will present a budget for the year and a balanced budget will be approved by the Convention.

j. The Resolutions Committee will present the various resolutions that have been submitted.

k. The Bishop may appoint the Chair of each Convention Committee for the next year.

l. Upon Motion to Adjourn, the Convention will be closed with a Blessing by the Bishop.

8. A Deputy may not speak to or debate more than twice the same question on the same day, nor longer than three (3) minutes, without permission granted by a majority vote without debate. In all cases, preference will be given to a

Deputy who has not spoken on the issue. The mover of the primary motion will have an opportunity to clarify the original intent of the motion before a vote is taken.

9. If requested by the Secretary, lengthy motions or amendments offered by a Deputy will be in writing, signed by the maker, and will be sent to the Chair before the question is voted upon.

10. In the event of an absence of a Deputy to the Convention, such Deputy's place will be taken by an Alternate from that Parish or Mission. At the time an Alter- nate takes the place of a Deputy, that fact will be registered with the Secretary of the Convention and that Alternate continues to serve as the Deputy for that Congregation unless a change has been registered with the Secretary. In no case will a Deputy return to voting status within the same session of being replaced by an Alternate. Alternates will not sit with their deputation unless registered to vote with the Secretary of Convention.

11. One (1) hour will elapse between the presentation of a motion that requires the expenditure of funds and when that motion is voted upon. Such items, as well as proposed changes in the budget, must indicate the source from which the money will be drawn. No matter involving the expenditure of funds will be