



South-Central Synod of Wisconsin
Evangelical Lutheran Church in America
God's work. Our hands.

RULES OF ORGANIZATION AND PROCEDURE 2018 SYNOD ASSEMBLY

Note: The following rules are proposed in accordance with S7.32.A12. Provisions of governing documents pertaining to each Synod Assembly are described in the Constitution of the Synod, particularly Chapter 7 and chapter 9.

GENERAL PROCEDURES

- 1) **AGENDA.** The Synod Assembly shall approve the agenda prior to commencement of any formal consideration of business. The agenda may include items to be adopted by common consent prior to any reports. Any member of the Assembly may extract an item for later discussion from the bloc present. Items not extracted will be adopted by common consent.
- 2) **OFFICIAL VISITORS.** The synod bishop or the Synod Council may invite visitors to address the Synod Assembly. They shall not have vote.
- 3) **ACCESS TO SEATING.** A person will be admitted to restricted seating areas only upon display of proper credentials.
- 4) **OBTAINING THE FLOOR.** In plenary sessions of the Synod Assembly, the voting members have prior right to obtain the floor, unless the chair determines that it is in the best interests of the assembly to call upon another individual with voice.
- 5) **SPEECH LENGTH.** Unless otherwise determined by a majority vote of the assembly, all speeches during discussion shall be limited to two minutes. A signal shall be given one minute before the speaker's time ends. A second signal shall be given one minute later, and the speaker shall then refrain from speaking further.
- 6) **ALTERNATING VIEWPOINTS.** Insofar as is possible during discussion, a speaker on one side of the question shall be followed by a speaker on the other side. To facilitate alternating speeches, assembly members awaiting recognition at the floor microphones shall approach the microphone holding their green card for a position of "in favor" of the question or red card for a position of "in opposition" to the question.
- 7) **THE QUESTION WILL BE CALLED** when 3 speakers on the same side of the question have spoken & there are no further speakers on the opposing side.
- 8) **MOTION TO RESCIND OR AMEND SOMETHING PREVIOUSLY ADOPTED AT THIS ASSEMBLY.** A two-thirds vote of the voting members present and voting shall be required to rescind or to amend something previously adopted during this Synod Assembly.
- 9) **SUSPENDING OR REVISING THE RULES.** After the adoption of the Rules of Organization and Procedure and any amendments thereto offered prior to the adoption of the Rules, any further amendment to, revision in, or suspension of, the Rules shall always require for adoption a two-thirds vote of the members present and voting.

- 10) MOVING THE PREVIOUS QUESTION. A member who has obtained the floor and spoken on the pending question(s) may not move the previous question(s) without an intervening speaker.
- 11) APPLAUSE. In the give-and-take of debate on issues before the Synod Assembly, members of the assembly and visitors shall refrain from applause.
- 12) DEPARTING FROM AGENDA. The chair shall have the authority to call items of business before the assembly in whatever order he or she considers most expedient for the conduct of the assembly's business. A member of the assembly may move to alter the agenda. Adoption of such a motion shall require a two-thirds vote of the voting members present and voting.
- 13) UNFINISHED BUSINESS AND MINUTES. Upon adjournment of the Synod Assembly all remaining unfinished items of business shall be referred to the Synod Council of the South-Central Synod of Wisconsin, as well as the review of minutes of this Assembly.
- 14) VARIOUS METHODS OF VOTING. As directed by the chair, voting may be by voice, by show of hands, by standing, by written ballot, or through electronic means.
- 15) DIVISION OF THE HOUSE. When a division of the house is ordered, the vote shall be by raising of cards, by standing vote, or by written ballot as directed by the chair. No division of the house is in order when a vote has been taken by concrete means as indicated above.
- 16) ABSTENTIONS. Abstentions are not recognized and do not count as a vote cast.
- 17) FLOOR HANDOUTS TO BE APPROVED. All handouts not included in preassembly materials to voting members and visitors at the Assembly must be approved by the Executive Committee.

RULES GOVERNING RESOLUTIONS

- 18) COMMITTEE ESTABLISHED. A Committee on Reference & Counsel shall be appointed by the Bishop within two weeks of the deadline for filing proposed resolutions for the Synod Assembly with the Synod Office.
- 19) SOURCE OF RESOLUTIONS.
 - a) Resolutions may be submitted by: the Synod Council and other constitutional units, conferences, clusters, coalitions, committees, ministry teams of the Synod as recognized by the Synod Assembly; Lutheran partnerships with which the Synod works or which it funds; congregations of the Synod; or three or more voting members of congregations of the Synod.
 - b) Only voting members of the assembly (three minimum) may introduce resolutions following the Call to Order of the assembly.
- 20) THE DEADLINE FOR SUBMISSION OF RESOLUTIONS to the reference & counsel committee for inclusion in the assembly book shall be 60 days prior to the opening of the assembly. Resolutions submitted after the deadline may be referred to the appropriate committee or reported as information to the assembly.

- 21) RESOLUTIONS must be timely and/or germane to the matters before the assembly or on the assembly agenda. The Reference & Counsel committee may choose to decline to bring before the assembly resolutions similar to ones brought before the assembly within the last 2 years. Resolutions may be brought to the floor of the Assembly by a two-thirds vote of the Assembly present and voting.
- 22) FISCAL ESTIMATE REQUIRED. If a resolution calls for additional costs or staff time, the author(s) of the resolution must estimate the cost.
- 23) RESOLUTIONS AND MOTIONS TO BE SUBMITTED TO SECRETARY. Any proposed resolution or amendment to a resolution shall be written legibly and/or typed and be given and/or e-mailed (preferred) to the Secretary when introduced (secretary@scsw-elca.org), or to the temporary synod office established at the site of the meeting. These must include the author's name, address and congregation.
- 24) AUTHORITY GIVEN TO REFERENCE AND COUNSEL. All resolutions and memorials brought to the floor of the Assembly by the Reference and Counsel Committee shall be considered properly moved and seconded.
- a) When the Reference and Counsel Committee recommends approval or makes no recommendation, the resolution or memorial will be the main motion on the floor.
 - b) When the Reference and Counsel Committee recommends rejection, referral or a substitute motion, the recommendation will be the pending question on the Assembly floor.
 - c) When the Reference and Counsel Committee declines to bring a resolution to the floor of the Assembly, the submitter(s) of the resolution shall be notified and the Assembly may, by a majority vote of those present and voting, bring the resolution to the floor for action.
- 25) PROPOSED FLOOR AMENDMENTS. On any action, the counsel of the committee may be sought by the Presiding Officer; it is appropriate for the committee to offer recommended language to expedite the work of the assembly. Such language may be utilized by the assembly with unanimous consent of the body or, if objection is heard, by the majority vote of the body.

RULES GOVERNING ELECTIONS

- 26) BALLOTS. If written ballots are used, write-in candidates may be recorded on the first ballot only.
- 27) NOMINATIONS. Nominations will be taken from the floor before the first ballot only. No further nominations will be received after the chair has closed nominations.
- 28) PLACEMENT OF NAMES ON BALLOT. Names will be placed on first ballots in random order as determined by lot, and on subsequent ballots in the order of votes on the previous ballot.
- 29) REPORTING OF RESULTS OF ELECTIONS. The result of each ballot in every election shall be announced in detail to the assembly.

- 30) In all elections by the Synod Assembly, other than for the bishop, a majority of the legal votes cast shall be necessary for election.
- 31) In all elections, except for the bishop, the names of the persons receiving the highest number of legal votes, but not elected by a majority of the legal votes cast on a preceding ballot, shall be entered on the next ballot to the number of two for each vacancy unfilled. On any ballot when only two names appear, a majority of the legal votes cast shall be necessary for election.
- 32) REPRESENTATIONAL PRINCIPLE. All representational principles of the ELCA and the SCSW will govern the tickets as determined by the Elections Committee. (Refer to S6.04)
- 33) MEANS OF ELECTION FOR SYNOD COUNCIL, CONSULTATION COMMITTEE, CHURCHWIDE ASSEMBLY DELEGATION, AND DISCIPLINE COMMITTEE ON COMMON BALLOTS. When more than one candidate is to be elected to a position, the number of candidates, equal to the number of seats to be elected, who receive the most votes shall be elected, provided those candidates have received votes on a majority of the ballots cast. If any number of seats remains unelected after the casting of votes on the first ballot, the names of those persons not elected, who received the largest number of votes on the first ballot, shall be placed on the second ballot. The total number of persons listed on the second and subsequent ballot(s) shall be up to twice the number of seats yet to be elected. The recipient(s) of the largest number of votes cast on the second and subsequent ballot(s) shall be elected provided they have received a majority of the votes cast. Each member of the Synod Assembly shall be permitted to vote for the number of nominees equal to the number of unfilled positions on subsequent ballots.
- a) The first ticket for any position shall include any nominees that meet the representational principle requirements for a) Youth or Young Adult, or b) Person of Color/Language Other Than English on a ballot for the office for which they are nominated.
 - b) Balloting shall continue until such time as the number of seats to be filled by a) Youth or Young Adults or b) Persons of Color/Language Other Than English for the body are filled or nominees that satisfy these principles are exhausted. Persons placed on these tickets, if not elected, remain nominated for the role sought, and may be elected to positions not reserved for such persons, provided that they meet the criteria otherwise applicable for the position (i.e. lay or clergy, male or female).
 - c) After the election of the persons of color/language other than English and persons less than 30 years of age as described above, a first ballot shall be taken for the remaining positions available according to the required balance (clergy male, clergy female, lay female and lay male). All properly nominated candidates shall appear on the first ballot, with each voting member of the Synod Assembly permitted to vote for the number of open positions in the categories of clergy and lay.
 - d) All ties shall be resolved by lot.