

## **Proposed 2020 Assembly Rules of Procedure**

South Central Synod of Wisconsin

- A. Agenda**
- B. Quorum**
- C. Floor Procedures**
- D. Voting**
- E. Election of the Bishop**
- F. Elections for all positions other than bishop**
- G. Resolutions**
- H. Seating**
- I. Miscellaneous**

### **A. Agenda**

1. The business of the assembly shall be conducted during working sessions on the day of Saturday, August 1, 2020. 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. One half of the number of members of the Synod Assembly registered at a regular meeting of the Synod Assembly shall constitute a quorum for that meeting and any special meeting of the Synod Assembly meeting thereafter until the next regular meeting.

### **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 of the synod staff; representatives of synod partners in ministry; representatives from ELCA synodical, regional, and churchwide offices; and representatives of synod congregations not yet organized. Congregations 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. 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. 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.
6. The chair may recognize individual(s) to provide pertinent background information regarding a resolution. Such speakers shall be limited to four (4) minutes.
7. A member who has obtained the floor and spoken on the pending question(s) may not move the previous question(s) but must rejoin the queue and be called upon to make that motion.

#### **D. Voting**

1. 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 in accordance with the synod constitution (S7.21.c). Each congregation is allotted lay voting members as follows, according to baptized membership: Two voting members for congregations up to 1000 baptized members, 3 voting members for congregations between 1000 and 2000 members, 4 voting members for congregations between 2000 and 3000 baptized members, and so on.
  - b. All ministers under call on the rostered ministers under call of the synod (S7.24).
  - c. Ten percent (10%) of retired rostered ministers of this synod elected as voting members at a caucus called by the bishop (S7.22).
  - d. The officers of this synod and lay members of the synod council not otherwise serving as voting members (S7.28).
  - e. Youth and Young Adult Voting Members: In addition to the aforementioned allotment of voting members, in June of 2010 the Synod Council passed a continuing resolution allowing congregations to register additional Youth and Young Adult Lay Voting Members. To be eligible for a youth or young adult voting member registration, the individual shall not have obtained the age of 30 years old at the time of registration. Up to 175 baptized members = 1 youth or young adult voting member of either gender 176 or more baptized members = 2 youth or young adult voting members (one male/one female)
  - f. Synodically Authorized Worshiping Communities: A Synodically Authorized Worshiping Community may register one lay voting member - any gender.
2. 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.

## **E. Election of the Bishop**

1. The bishop shall be elected by the synod assembly according to the process adopted for 2020 by the Synod Council. The Bishop Call Committee shall receive nominations from Conference Nominating Caucuses, and after doing the work of a Call Committee, shall report its slate of 4-6 nominees to the Synod Assembly for election. There will be no further nominations.
2. The first ballot will include the names of the nominees put forward by the Bishop Call Committee. Prior to the vote, each nominee is given 5 minutes to address the assembly. Three-fourths (75%) of the votes cast are necessary for election.
3. The second ballot will contain the names of the three persons receiving the highest number of votes on the first ballot. (If there are 6 names presented by the Call Committee, the four persons receiving the highest number of votes will be listed on the second ballot. Prior to the vote, there will be a Question-and-Answer session involving the nominees whose names will appear on the second ballot. 60% of the votes cast are necessary for election.
4. The third ballot will contain the names of the two persons receiving the highest number of votes on the second ballot. Prior to the vote, each nominee may address the assembly for 5 minutes. A simple majority of the votes cast is needed for election.

## **F. Elections for all positions other than bishop**

1. If written ballots are used, write-in candidates may be recorded on the first ballot only.
2. Nominations will be taken from the floor on the first ballot only. Under the extraordinary circumstances of the 2020 assembly, only those nominations presented by the nominating committee will be on the ballot; there will be no nominations from the floor.
3. 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.
4. For a single-person election, any person receiving a majority of the votes on the first ballot cast shall be elected. If no person receives a majority of the votes cast on the first ballot, the names of the two persons receiving the largest number of votes cast on the first ballot shall be placed on the second ballot, and the recipient of the largest number of votes cast on the second ballot shall be elected.
5. All representational principles of the ELCA and the SCSW will govern the tickets as determined by the Elections Committee. (Refer to S6.04)
6. 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. 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.

## **G. Resolutions**

1. 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. All resolutions to come before the Synod Assembly must first be submitted to the Committee on Reference and Counsel before they may be considered by the Assembly
2. Resolutions or Memorials may be submitted by the Synod Council and other constitutional units, conferences, committees, ministry teams and Task Forces of the synod as recognized by the Synod Assembly; congregations of the synod; or three or more voting members of congregations of the synod.
3. Deadline for resolutions is February 28, 2020. Resolutions may be submitted by downloading the template from the synod website, completing and returning it to Mr. Gus Knitt, chair of the Reference and Counsel Committee (email [knitt1957@netscape.net](mailto:knitt1957@netscape.net)).
4. Any resolution submitted after the deadline will only be considered if it can be demonstrated that there is a compelling reason justifying the inability to have the resolution submitted by the deadline. Late resolutions must also go first to the Reference and Counsel Committee; the committee will make a judgement as to whether there is sufficient compelling reason for a late submission. If so, an assembly motion to suspend the rules for the purpose of considering the resolution must first pass the assembly by a 2/3rds vote before the resolution is allowed to be considered.
5. The responsibility of the Reference and Counsel Committee is to assist the assembly to do its work on resolutions. To that end, the committee:
  - Checks for factual accuracy.
  - Reviews and edits the resolutions submitted to provide the clearest possible wording.
  - Considers consistency with established churchwide and synodical actions and policies; and
  - Makes recommendations to the assembly for action on proposed actions. The committee may:
    - Recommend approval for those actions that are consistent with, support, and extend the policy and ministry directions of the church.
    - Recommend disapproval for those proposed actions that are inconsistent with practice or would inhibit the work of the church.
    - Make no recommendation in the case of resolutions which seek to ask for change or establish new policies or directions. In these cases, the committee seeks to lay the matter before the assembly as clearly as possible, so that the assembly can make its own determination.

6. 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.
7. Those submitting resolutions should be prepared to have a representative speak to the Synod Assembly to provide background information not prudent to include in the document.
8. Each resolution or memorial may request action from only one entity, i.e., a document may not ask both a churchwide assembly and the synod to address an issue.
9. If a resolution calls for additional costs or staff time, the author(s) of the resolution must estimate the cost and must indicate the source of the additional funds apart from the synod budget. The resolution, if passed, shall not be put into action until such funding is secured.
10. 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.

#### **H. 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.

#### **I. Miscellaneous**

1. All handouts not included in preassembly materials to voting members and visitors at the Assembly must be approved by the Assembly manager or Reference and Counsel Committee.
2. 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.