

2013 SYNOD ASSEMBLY RULES OF ORGANIZATION AND PROCEDURES

SESSIONS

All sessions of the Synod Assembly shall begin promptly at the place and hour specified.

REGISTRATION

BOTH voting members and visitors must register for the Assembly. This entitles each registrant to a Synod Assembly agenda, materials, nametag, and a seat in the Plenary Session Hall.

VOTING MEMBERS

Voting Members of the Synod Assembly shall be designated by the congregations, and otherwise determined in accord with +S7.21; S7.22; S7.22.01; S7.22.02; S7.23; S7.24 and +S7.25 of the Constitution of the Central / Southern Illinois Synod, ELCA. Any individual otherwise qualified to be a Voting Member of the Assembly shall not be permitted seat, vote or voice until after completing registration.

VOTING MEMBER CREDENTIALING

All Voting Members of the Synod Assembly must also present themselves to the pre-registration table for Voting Members, and receive a registration packet, before being seated at the Assembly. This registration step entitles each Voting Member to an electronic voting device and a set of green, red, and black voting cards.

QUORUM

A majority of voting members shall constitute a quorum.

ORDER OF BUSINESS

The adoption of the Synod Assembly agenda, with necessary changes, shall become the order of business for the Assembly.

DECORUM AND ETIQUETTE

Respect, dignity, civility, and courtesy shall be guidelines for the tone and content of all Assembly discussion. Behavior outside these guidelines which continues after warning shall be grounds for the assembly chair to restrict any further privilege of the floor.

PRIVILEGE OF THE FLOOR

Privilege of the floor shall be granted only in accord with S7.23 of the Constitution of the Central / Southern Illinois Synod, ELCA. Privilege of the floor for Voting Members shall include seat, voice, and vote. Privilege of the floor for non-voting members or guests shall include seat only, unless otherwise designated by the Synod Assembly or the Synod Council. No Voting Member shall speak more than three (3) times on the same subject during a session, nor longer than two (2) minutes at one time. A second or third time to speak on one subject may be granted only after all other Voting Members desiring to speak on the subject have had the opportunity to do so. Any Voting Member desiring the floor shall rise, approach one of the authorized microphones and when recognized by the Assembly Chair, state his/her name and the name and location of his/her congregation.

VOTING PROCEDURE

To be eligible to vote, a Voting Member must be seated in the assembly. No proxy or absentee voting is permitted.

Voting will be by written ballot, electronic voting, voice, or by show of voting cards as follows:

Affirmative voteGREEN card

Negative voteRED card

AbstainBLACK card

ELECTIONS

All elections shall be by written ballot or electronic voting. A person making a nomination from the floor must be certain that the nominee will accept the position if elected and be prepared to provide biographical information. The wearing of promotional buttons or slogans, the distribution of material or the carrying of placards to promote one nominee over another is not permitted at any time. To be elected to any position (except the Office of Bishop which shall be done by ecclesiastical ballot) a majority of legal votes cast for the position shall be required.

AGENDA AND ADDITIONS TO AGENDA

With the consent of the assembly, the chair may call items of business before the Assembly in whatever order he or she considers most expedient. Voting members shall approve the agenda at the first session of the Assembly. The approved agenda will govern matters coming before the Assembly.

If any voting member desires to add any item of new business to the agenda of the Assembly, he or she shall present such items of new business to the Chair who shall immediately refer it to the Committee on Reference and Counsel, which may:

- A. Advise the Assembly that the item should be approved; or
- B. Advise the Assembly that the item be defeated.

REPORTS

Except by prearrangement as a part of the Synod Assembly agenda or by additional time granted by the Assembly Chair, no oral report to the Assembly should exceed five (5) minutes in length.

GOVERNING PARLIAMENTARY LAW

In matters pertaining to Parliamentary Law or procedure, *Robert's Rules of Order Newly Revised*, latest edition, shall govern, except where inconsistent with the Constitution and By-laws of the Central-Southern Illinois Synod, ELCA or these Rules of Organization and Procedures for the Synod Assembly.

SUBSTANTIVE MOTIONS OR RESOLUTIONS

1. Substantive motions or resolutions, or amendments to either, shall be in written form and distributed as follows: one copy to the Chair, one copy to the Secretary, and one copy retained by the presenter.
2. A resolution, which is germane to the matter before the Assembly, may be offered by any voting member during the consideration of the matter by the Assembly. The Chair may:
 - A. Allow consideration of the resolution at that time;
 - B. Defer consideration of the resolution to a later time during the Assembly; or
 - C. Refer the resolution to the Committee on Reference and Counsel (or the matter being considered by the Assembly) which may:
 - Advise approval;
 - Advise disapproval;
 - Advise further consideration of the resolution by the Committee subsequent to the Assembly;
 - Recommend a substitute resolution to the Assembly;
 - Advise the assembly that the item should be tabled;
 - Advise the assembly that the item can be committed to a committee; and /or
 - Advise the assembly to postpone the item to a time certain.
3. Any resolution not germane to any matter before the Assembly or on the Assembly agenda shall be submitted by a voting member to the Synod Secretary in writing no later than 15 days before the Assembly. Each resolution shall be supported in writing by one other voting member. The Synod Secretary shall refer such resolutions to the Committee on Reference and Counsel.
4. Any resolution not germane to any matter before the Assembly or on the Assembly agenda which because of circumstances which develop during the Assembly cannot be submitted before the Assembly shall be submitted to the Synod Secretary in writing and supported in writing by one other voting member. Such resolutions shall be referred to the Committee on Reference and Counsel.
5. By-laws, not in conflict with the synod constitution, may be adopted or amended at any regular meeting of the Synod Assembly by resolution presented in writing by the Synod Council or by at least fifteen (15) voting members. The Synod Secretary shall immediately refer any amendment submitted by the voting member to the Committee on Reference and Counsel.
6. Whenever a resolution is submitted to the Committee on Reference and Counsel, that committee, on behalf of the Assembly, may:
 - A. Assist the author in drafting appropriate language for the resolution;
 - B. Advise approval for consideration by the Assembly;
 - C. Advise disapproval for consideration by the Assembly;
 - D. Advise referral to a synod committee or to any appropriate review group for consideration; or
 - E. Recommend a substitute motion to the Assembly.
7. Resolutions not acted upon at the time of the adjournment of the Assembly shall be referred to the Synod Council for action.

POLICY ON DISTRIBUTION OF MATERIALS AT THE SYNOD ASSEMBLY

Materials produced by the synod staff, boards, and committees may be distributed to voting members and visitors as long as such materials are relevant to the overall work of the synod. Synod staff, boards, and committees may distribute materials produced by other organizations as long as such materials are directly related to the work of the synod or its boards and committees.

Agencies and institutions that are directly related to the Central / Southern Illinois Synod may, with the approval of the bishop and/or Synod Council, distribute materials that interpret their work and their relationship with the synod.

Other organizations or individuals who want to distribute materials must receive advance approval from the bishop. Such materials must be submitted to the bishop for review prior to distribution. Approval will be granted on a case-by-case basis. Material approved for distribution shall further the mission of the Central / Southern Illinois Synod and its congregations.

The purpose of this policy is to foster the effective working of the voting members of the assembly in conducting the work of the synod, to encourage support of the Evangelical Lutheran Church in America and to insure fairness in response to a variety of requests.