

## ***Rules of Order***

# The 23<sup>rd</sup> Annual Convention of the Diocese of East Tennessee *Gathered as a Eucharistic Assembly*

## **Rules of Order**

### **I. ORDER OF BUSINESS**

- **Rule 1.01:** The Order of Business shall be as follows:

### **Opening Session – Friday, Feb. 9, 2007**

- 11 a.m. **Registration**
- 11:30 – 12:30 p.m. **Hearings**
  - Budget Hearing (Garden Room C)
  - General Resolutions Hearing (Garden Room D )
- 1 p.m. **Organization**
  - A. Call to Order
  - B. Report of the Committee on Credentials
    - Number registered:  
Clergy \_\_\_\_\_ Lay Delegates \_\_\_\_\_ Total \_\_\_\_\_  
Alternates \_\_\_\_\_ Others \_\_\_\_\_ Grand Total \_\_\_\_\_

### **The Liturgy of Welcome**

### **The Bishop's Address**

Table Discussions on the Bishop's Address

### *First Millennium Moment*

- C. Elections
  - 1. Secretary
  - 2. Assistant Secretaries
  - 3. Treasurer
  - 4. Assistant Treasurers
  - 5. Chancellor
  - 6. Vice Chancellors
  - 7. Registrar
- D. Appointments
  - 1. Parliamentarian
  - 2. Assistant Parliamentarian
- E. Resolution regarding Rules of Order and the Order of Business
- F. Resolution of Invitation

- G. Introduction of New Clergy and Seminarians
- H. Introduction of Convention Committee Chairs and Co-Chairs
- I. Presentation of Special Guests
- J. Appointments by the Bishop
  - 1. Convention Committees (see Sect. 2.01, p. 9)
  - 2. Other Committees (see Sect. 2.02, p. 9)

- K. Elections to Boards and Commissions
  - 1. Commission on Ministry
  - 2. Episcopal Endowment Corporation
  - 3. Grace Point Board of Managers
  - 4. Any other elective officers, trustees and committees

*Second Millennium Moment*

- L. Report of the Committee on General Resolutions
- M. Treasurer’s Report – Mr. Don Sproles
- N. Reports of the Officers, Boards, Commissions, Committees
  - 1. Appalachian Ministry Resource Team – Mr. Bill Fryar
  - 2. Commission on Ministry – The Rev. Suzanne Smitherman
  - 3. Companion Diocese Committee – The Rev. Jocelyn Bell
  - 4. Constitution and Canons Committee – The Hon. Marie Williams
  - 5. Ministry Development – Mr. Rick Govan

*Third Millennium Moment*

- 6. Registrar – Dr. Nelle Bellamy
- 7. Standing Committee – The Rev. George Choyce
- 8. Stewardship Commission – The Rev. Joe Ballard, Mr. Herb Berl
- 9. Youth Action Council – Mr. Alex Haralson

(Other reports to be conveyed to delegates by inclusion in Journal of Proceedings of Convention)

- 3:30 p.m. O. Last Call for Resolutions
- P. Last Call for Nominations (except Bishop and Council – clergy)

**Presentation by ECSET**

**Invitation to the Health Fair**

**Liturgy for Healing**

**Recess**

- 4:00 – 7:00 p.m. **Health Fair**
- 6:00 p.m. **Social Hour and Exhibits**
- 7:00 p.m. **Dinner and Entertainment**

## Morning Session – Saturday, Feb. 10, 2007

7:30 a.m. **Registration opens**

7:30-8:00 a.m. **Hearings**

Budget Hearing (Garden Room C)

General Resolutions Hearing (Garden Room)

8:30 a.m. **Convention reconvenes**

A. Report of the Committee on Credentials

Number registered:

Clergy \_\_\_\_\_ Lay Delegates \_\_\_\_\_ Total \_\_\_\_\_

Alternates \_\_\_\_\_ Others \_\_\_\_\_ Grand Total \_\_\_\_\_

**Liturgy for Morning**

*Fourth Millennium Moment*

B. Elections

• **Rule 1.02:** During balloting, the Convention may take up business, which may be interrupted for the reports of tellers and additional ballots.

C. Presentation and Adoption of the 2007 Budget

D. Report of the Committee on General Resolutions

*Fifth Millennium Moment*

9:30 a.m. **Presiding Bishop's Address**

Questions and Answers with the Presiding Bishop

*Sixth Millennium Moment*

**Liturgy of Prayers for Peace and Justice**

11 a.m. **Recess** (Check out of rooms)

11:30 a.m. **Lunch** (Upper level, Mountainview Room)

## **Afternoon Session – Saturday, Feb. 10, 2007**

12:15 p.m. **Convention Reconvenes**

A. Report of the Committee on Credentials

Number registered:

Clergy \_\_\_\_\_ Lay Delegates \_\_\_\_\_ Total \_\_\_\_\_

Alternates \_\_\_\_\_ Others \_\_\_\_\_ Grand Total \_\_\_\_\_

*Seventh Millennium Moment*

B. Reports of Officers, Boards, Commissions, Committees (cont.)

1. Report of the Grace Point Board - Mr. Mike Keene

**Elections Report** and additional ballots, if needed

2. Report of the Chaplain to Retired Clergy

*Eighth Millennium Moment*

3. Report of the Committee on Memorials, Greetings and  
Resolutions of Appreciation

C. Invitation to 2008 Convention

**Commissioning of newly elected**

**Liturgy of the Table**

**Bread Distributed**

**Dismissal (Charge to go forth)**

**Adjournment**

## II. CONVENTION COMMITTEES

*Rule 2.01:* The Bishop shall appoint the following Convention Committees:

### **On Credentials**

The Rev. Harry Bahlow, Chair  
Mr. Bruce Ragan  
The Rev. Janice Robbins

### **On Elections**

Ms. Monty Ross, Chair		
The Rev. George Choyce	Mr. Phillip Harris	The Rev. Jay Mills
The Rev. Thom Rasnick	Dr. Bob Strimer	The Rev. Maggie Zeller

### **On General Resolutions**

Dr. Tom Ladd, Chair		
Mr. Bill Farnham	The Rev. Betty Latham	The Rev. Lee Schaefer

### **On Memorials, Greetings and Resolutions of Appreciation**

The Rev. Kathryn Mathewson, Chair  
Dr. Tupper Morehead

*Rule 2.02:* The Bishop shall appoint the following committees as prescribed by the Canons or as otherwise required:

### **On Constitution and Canons (3-year terms)**

The Hon. Marie Williams, Chair		
<u>Term expiring 2008</u>	<u>Term expiring 2009</u>	<u>Term expiring 2010</u>
The Hon. Marie Williams	The Hon. Neil Thomas	The Rev. Gene Smitherman
The Rev. Gary Callahan	The Rev. Dr. Craig Kallio	Mr. Edward Boehm, Esq.
The Rev. Dr. Richard Brown		

### **The Church Pension Fund Committee (appointed annually)**

Ms. Mary Berl	Mr. Tom Hale	The Rev. Al Minor
Mr. Don Sproles	The Rev. SuZanne Seavey	

### **DuBose Conference Center Board of Directors (no unexpired terms)**

*Rule 2.03:* Such Committees as are instructed by the Bishop shall convene in advance of the opening of Convention to consider matters referred to them.

*Rule 2.04:* Reports of all Committees shall be in writing. All reports recommending action by the Convention shall be accompanied by Resolutions for such action.

### **III. RESOLUTIONS**

- Rule 3.01:* Resolutions are submitted as the Canons may prescribe.
- Rule 3.02:* All Resolutions and amendments proposed thereto shall be in writing and shall contain the name, parish, and city of the proponent. Failing to meet the deadline as set forth in Title I, Canon 3, Sec. 10 the delegate or organization presenting a Resolution may introduce such Resolutions at the Convention no later than 3:45 p.m. on Friday. Except for Resolutions contained in the reports of Committees, no Resolution offered after this time shall be considered except upon the affirmative vote of three-fourths (3/4) of the delegates present and voting. The delegate or organization presenting a late Resolution is responsible for having 300 copies of the Resolution reproduced on blue paper for distribution to the Convention.
- Rule 3.03:* The Bishop shall refer all Resolutions to appropriate Convention Committees for consideration, recommendation and report to the Convention provided, however, upon a vote of two-thirds (2/3) of the delegates present, a Resolution may be considered immediately.
- Rule 3.04:* Where two or more Resolutions deal basically with the same subject, they shall be referred to the same General Resolutions Committee. The Committee shall make every effort to consolidate them or otherwise assure their compatibility and should also make every effort to obtain the concurrence of the proponents concerned.
- Rule 3.05:* Each Convention Committee to which a Resolution has been referred, after providing for a public hearing thereon, shall consider the form and substance of the Resolution and in making its report shall recommend (a) for adoption, (b) for adoption with amendment, (c) for adoption of a substitute drafted by the Committee, (d) for rejection, or (e) for discharge from further consideration because the subject matter been included in another Resolution. The Committee's recommendation to the Convention shall be in the form of a motion to adopt the Committee's recommendation. The Committee Chair or other representative shall state the reasons for the Committee's recommendation. Thereafter, the proponent of the original Resolution, which is the subject of the Committee's recommendation, shall be recognized first if the proponent so desires. Amendments may be offered, including an amendment to substitute the proponent's original Resolution for that recommended by the Committee.

### **IV. MOTIONS IN ORDER OF PRECEDENCE**

- Rule 4.01:* The following motions shall have priority in the order listed. The mover cannot interrupt a member who has the floor, must be recognized, and the motion must be seconded.

They are subject to the following further rules:

- (a) To Adjourn or to Recess
  - (1) Not debatable, if unqualified
  - (2) Not amendable
  - (3) Cannot be laid on Table

- (4) Majority vote
- (5) The motion to adjourn shall always be in order except that it shall not be offered when another member has the floor
- (b) To Adjourn to Time Certain
  - (1) Debatable, as to the time
  - (2) Amendable, as to the time
  - (3) Cannot be laid on table
- (c) To Lay on Table or To Table
  - (1) Not debatable
  - (2) Not amendable
  - (3) Cannot be laid on Table
  - (4) Majority vote
- (d) To Vote Immediately or at Time Certain or to Extend Debate
  - (1) Not debatable
  - (2) Amendable, as to time, if a time specified
  - (3) Cannot be laid on table
  - (4) Two-thirds majority vote
- (e) To Postpone to Time Certain
  - (1) Debatable
  - (2) Amendable as to time
  - (3) May be laid on Table
  - (4) Majority vote
- (f) To Commit or recommit to any Committee
  - (1) Debatable, except as to a Convention Committee
  - (2) Amendable as to the Committee to which to be sent
  - (3) May be laid on Table
  - (4) Majority vote
- (g) To Amend or To Substitute
  - (1) Amendments and Substitutes are debatable only when Main Question is debatable
  - (2) One Amendment may be made to each independent or separable portion of a Resolution; and the right to amend extends only to one Amendment of that Amendment and to a Substitute and one Amendment thereto
  - (3) A Substitute and its Amendment may be laid on table, but cannot be otherwise voted on until original matter is perfected
  - (4) Majority vote
  - (5) Neither the Substitute nor its Amendment shall be voted on (except to lay on the table) until the original matter is perfected.

## **V. MOTIONS WITHOUT ORDER OF PRECEDENCE**

*Rule 5.01:* The following motions have no order or priority but are subject to the following rules:

- (a) Appeal from Decision of Chair
  - (1) Debatable
  - (2) Not amendable
  - (3) May be laid on table
  - (4) Majority vote. A tie vote sustains Chair
  - (5) Must be made immediately after decision

- (b) To Take from Table
  - (1) Not debatable
  - (2) Not amendable
  - (3) Cannot be laid on table
  - (4) Majority vote
- (c) To Recall from Committee
  - (1) Debatable
  - (2) Amendable
  - (3) May be laid on table
  - (4) Two-thirds majority vote
- (d) To Create Special Order of Day for a Particular Time
  - (1) Debatable
  - (2) Amendable as to time
  - (3) Cannot be laid on the table
  - (4) Two-thirds majority vote
- (e) Call for the order of the Day
  - (1) Mover may interrupt a member who has the floor and is not required to be recognized or to have a second
  - (2) Not debatable
  - (3) Not amendable
  - (4) Cannot be laid on table
  - (5) No vote required, but two-thirds majority vote is necessary to suspend general or special order
- (f) To Suspend the Rules or Take Up Business Out of Order
  - (1) Debatable
  - (2) Not amendable
  - (3) Cannot be laid on the table
  - (4) Two-thirds majority vote
- (g) To Divide the Question
  - (1) Not debatable
  - (2) Can be amended
  - (3) Cannot be laid on the table
  - (4) Majority vote, if vote required
  - (5) May be made without being recognized and even though another member has the floor
  - (6) If the Question under debate contains several distinct propositions, which are independent of each other, at the request of any members the same shall be divided and a separate vote shall be taken but the motion to strike out and to insert shall be indivisible.
  - (7) The propositions relate to the same subject, and yet each part can stand alone, they may be divided only a regular motion and vote.

## **VI. RECONSIDERATION**

*Rule 6.01:* Neither a Question once determined, nor one of like import, shall again be brought before the Convention, except on motion to reconsider made by one who voted in the majority and seconded by another who voted in the majority.

*Rule 6.02:* Motions to reconsider are subject to the following further rules:

- (1) Debatable when motion to be reconsidered is debatable
- (2) Not amendable
- (3) May be tabled
- (4) Two-thirds majority vote
- (5) No question can be twice considered unless it was materially amended after its first reconsideration

## **VII. DECORUM AND DEBATE**

*Rule 7.01:* No member shall be absent from the Convention unless, leave has been given by the Chair, or because of inability to attend.

*Rule 7.02:* No member shall address the Convention or make any motion until after recognition by the Bishop except to make a parliamentary inquiry, a point of order or a motion not requiring recognition.

*Rule 7.03:* When any Delegate is about to speak, the Chair shall be addressed, the name, parish of the Delegate stated; such address shall be confined strictly to the point of debate.

*Rule 7.04:* Except by leave of the Convention, no Delegate shall speak more than twice in the same debate nor longer than five minutes at one time.

## **VIII. VOTING**

*Rule 8.01:* Nominations for Standing Committee, members of the Bishop and Council, Trustees of the University of the South, members of the Ecclesiastical Trial Court and General Convention Deputies and Alternates, which are in writing and contain the nominee's name, parish, and city and not more than one hundred words of biographical information including past and present service of the nominee to the Church at all levels and received in the office of the Secretary thirty days prior to the opening of the Convention shall be included in the Convention brochure. Additional written nominations for these offices may be made in like manner by filing with the Secretary by 4:00 p.m. Friday provided, however, that additional nominations for clergy members of the Bishop and Council may be made from the floor at any time after the election of lay members and prior to voting on clergy members. Such nominations from the floor shall include the information required for written nominations. All written nominations shall be posted at the Convention. All such nominations shall contain the name, parish, and the city of the nominator who shall obtain the nominee's consent and willingness to serve prior to submitting nomination. Nominations may be made only by the Bishops of this Diocese, Clerical and Lay Delegates, Vestries, and any other person authorized by Canon.

*Rule 8.02:* Balloting for the offices set forth in 8.01 shall commence not earlier than by 4 p.m. on Friday.

*Rule 8.03:* In elections of Deputies to the General Convention and of Members of the Bishop and Council, a majority of the votes cast shall be necessary to election. In all other elections, including that of Alternate Deputies to the General Convention, a plurality shall suffice. If the Convention shall take up other business while ballots are being counted such business may be interrupted for the report of tellers and additional ballots.

*Rule 8.04:* Unless otherwise expressly provided any rules requiring a two-thirds majority shall be construed to mean the affirmative vote to two-thirds of the Delegates present and voting.

*Rule 8.05:* Ballots with more or less votes than there are positions to be filled shall be declared invalid.

## **IX. COMMITTEE OF THE WHOLE**

*Rule 9.01:* Whenever so ordered by a vote of a majority of the members present, the Convention may go into Committee of the Whole for the consideration of any matter.

## **X. UNANIMOUS CONSENT**

*Rule 10.01:* By unanimous consent, any action may be taken that is not in contravention of any provision of the Constitution or the Canons.

## **XI. GENERAL REGULATIONS**

*Rule 11.01:* Except with the express permission of the Bishop or when otherwise ordered by majority vote of the Convention, no books, pamphlets or other printed matter may be distributed on the floor of Convention, or be placed on the seats or desks of the Delegates; but this prohibition shall not apply to Resolutions, reports, and other documents prepared or distributed by the Secretary or to ballots for elections.

## **XII. ROBERT'S RULES OF ORDER**

*Rule 12.01:* Except when in conflict with the Constitution or Canons, or any Rules herein contained, the latest edition of Robert's Rules of Order shall govern the interpretation of Rules and procedures to be followed.

## **XIII. AMENDMENTS**

*Rule 13.01:* These Rules may be amended at any time by a two-thirds majority vote of the members present.