

STANDING RULES – ANNUAL MEETING 2021
SOUTHWEST CONFERENCE, UNITED CHURCH OF CHRIST

[approved by SWC Executive Board on 3-11-21]

Procedures for communicating resolutions from churches, individual delegates, or other interested parties which are to be considered by the Annual Meeting are as follows:

Resolutions must be submitted to the Conference Minister, in writing or via email, no later than 3 days before the meeting of the Board preceding the Annual Meeting for approval for submission at the Annual Meeting. The Notice of the Annual Meeting will contain the date that resolutions must be received by the Executive Board. The Executive Board has the authority to change or combine resolutions with the permission of the submitter.

Voting delegates may introduce motions at the Annual Meeting without prior notice when no other business is pending or at designated times for new business. New business items may be directed via email to the Moderator and Secretary for recommendation on scheduling. New business items should include the names of all those proposing the motion and anyone seconding.

Delegates to the 2021 Annual Meeting will be gathered using Zoom webconference. Non-delegate guests may watch proceedings via YouTube Live or other online platforms. All business sessions that include official business will be recorded. Voting will be accomplished using various Zoom tools such as polling feature or raise hand function or by general consensus (no delegate expressing objection). Choice of voting method is at the discretion of the Moderator. Recording of votes will be assigned to conference staff and/or volunteers. All voting will be verified with results available after verification.

Delegates and guests with voice must use their full name and church when addressing the Annual Meeting.

The Annual Meeting parliamentarian is approved by delegates in the Consent Agenda. Any delegate may make a Point of Order, a motion regarding procedure

which may interrupt the business before the Annual Meeting. Points of Order may be addressed and resolved by the Moderator or other Presiding Chair (standing committee chair, Moderator-Elect, etc). The Moderator will confer with the parliamentarian at their sole discretion.

Delegates wishing to address the Annual Meeting may address the Moderator by using the raise hand function. When speaking to a motion on the floor, delegates must indicate their position: pro, con, or point of order.

The Consent Agenda, which includes motions such as (but not limited to) those pertaining to setting agenda, approving standing rules and minutes, appointing a parliamentarian and business committee, granting of voice without vote to special guests, will be approved by delegates with the “raise hand” function in Zoom meeting. Results will be announced as soon as they are available during the opening plenary session. Adoption shall be by majority vote of those delegates present and voting.

The agenda may be changed by a two-thirds ($2/3$) majority of delegates present and voting.

Rules and procedures for resolution hearings:

- In general, the process of annual meeting hearings will follow the practices of General Synod.
- Attendance at hearings will be limited to 25 delegates and will be assigned randomly.
- During hearings, the portion of the resolution known as the "text of the motion" (Whereas...; Be it resolved...) is subject to debate and amendment by delegates. Summaries, Biblical, Theological, Ethical Rational/Grounding, along with supplemental information cannot be amended at the Annual Meeting.

Rules for floor debate:

- Speakers are to address and be acknowledged by the Moderator.
- Speakers are to identify themselves by name and church.

- Speakers are to alternate between those in favor of the motion and those who oppose the motion. In the event that there are no speakers in favor of a motion, the Moderator will limit speakers in opposition to two delegates. In the event that there are no speakers opposing a motion, the Moderator will limit speakers in support to two delegates.
- Speakers may not move to close debate immediately after speaking.
- Speakers may not speak more than twice to the same motion.
- Speakers both in support and in opposition are limited to one minute unless answering a question or offering an explanation. Speakers should address their remarks to the motion and refrain from personal reflection or excess commentary. Moderator will monitor the time limit or may assign this duty to any delegate, staff, or guest.
- Debate on amendments shall not exceed ten minutes. Any amendment that changes the intent of the original motion will be declared out of order by the Moderator or Parliamentarian.
- Calls for the Question and any motion to limit or extend debate can be made by delegates. These motions require a second, are not debatable, and require 2/3 majority vote.
- Respectable decorum during debate requires no verbal or physical responses to a delegate's speech during debate. When a motion passes or fails, there shall be no verbal or physical responses.

The suspension, amendment or rescinding of these rules will be by a two-thirds (2/3) majority vote of the delegates present and voting.

Any unfinished business shall be referred to the Executive Board.