

## Parliamentary Procedure Annual Conference 2021

### 1. Calling the Conference to Order.

The Presiding Officer shall call the Conference to Order and preside over the Session, or, in case of inability, as provided in the current *Discipline*.

### 2. Authority of the Presiding Officer

a. Points of Order. The Presiding Officer shall decide points of order raised by a member and shall rule on points of order not raised by the members, as the Presiding Officer deems necessary, to conform to these Rules of Order, subject in both cases to an appeal to the Conference by any member without debate, except that the Presiding Officer and the appellant, in the order here named, shall each have three minutes for a statement in support of their respective positions. A tie vote in the case of appeal shall sustain the Presiding Officer. Any member who raised a point of order shall cite by number the rule adjudged to have been violated.

b. Recess a Session of the Annual Conference. The Presiding Officer shall have the right to recess a session of the Annual Conference at any time at the Presiding Officer's discretion and to reconvene at such time as the Presiding Officer shall announce. The Presiding Officer shall also have the right to stipulate that the session shall reconvene with only members, authorized personnel and authorized guests permitted to attend such a session following recess.

### 3. Quorum.

A quorum shall consist of those members present and voting at any session of the Conference.

### 4. Order of Business.

The order of business of the daily sessions shall be prepared by the Conference Sessions Committee and published prior to the beginning of Annual Conference. The Conference Sessions Committee is authorized to make adjustments as necessary during the sessions. The Conference Sessions Committee shall be responsible for seeing that all appropriate matters and other legislative matters are presented to the Conference.

5. Consent Calendar. Provision shall be made for a Consent Calendar (hereinafter "CC"), which shall contain all reports published prior to the beginning of Annual Conference, whether programmatic or administrative. Any report may be lifted from the CC by request of ten (10) members or the Conference Chancellor(s) before the CC is presented to the Conference for adoption. A list of all reports assigned to the CC shall be published prior to the beginning of Annual Conference, with the letters "CC" printed in bold type beside the titles of the reports. No action item, resolution or petition shall be included on the consent calendar.

### 6. Attendance of All Members and Seating of Alternate Lay Members.

No clergy or lay members, unless hindered by sickness or otherwise, shall be absent from the sessions of the Conference without reporting to the Secretary and their District Superintendent. An alternate lay member, in the absence of the lay member, may be seated with all the privileges and duties of the lay member. At no time shall the lay member and alternate lay member vote at the same time during business sessions.

### 7. Persons Without Right to Make or Second Motions.

A person seated in the Conference with the right to speak, but without vote, does not have the right to make a motion or second motions.

### 8. Directions for Securing the Floor.

A member desiring to speak to the Conference shall enter the reason for addressing the Conference using the provided method, including the kind of speech the member wishes to make (see examples below). Moderators will then enter the member's desire to speak into a queue visible to the Presiding Officer. The Presiding Officer shall recognize members, giving due attention to parliamentary procedure, the order in which requests to speak were submitted, the relevance of a desire to speak, and

ensuring that the diversity of the Conference is represented by those who are recognized. When recognized, a member should begin with the member's name, church, and district.

- a) Examples of speeches: A request to speak should begin with the kind of speech the member wishes to make and include a brief reason for speaking or other relevant information, such as in the following:
  - a. **Motion:** *followed by the content of the motion*
  - b. **Amendment:** *followed by the amendment text, no matter how long or short*
  - c. **Speech for/Speech against:** *followed by the motion/amendment/action the member is for or against*
  - d. **Move/Call the previous question:** *followed by the motion/amendment/action for which the member wishes to call the question*
  - e. **Point of Order:** *followed by the relevant rule*
  - f. **Point of Personal Privilege:** *followed by the subject of the personal privilege*
  - g. **Point of Information:** *followed by the question the member has regarding the matter under discussion*
  - h. **Other:** *followed by a concern or matter not clearly covered by parliamentary procedure*
- b) Alternative means of securing the floor: The Presiding Officer shall indicate other available means of securing the floor based on the needs of the Conference and/or the Presiding Officer's discretion.

9. Interrupting the Speaker.

The Presiding Officer shall decide whether a point of order, point of information, or other entry in the queue merits interrupting the speaker.

10. Speaking More than Once; Length of Speech.

- a. No member shall speak:
  - i. longer than two minutes, unless the time shall be extended or reduced by the Conference.
  - ii. a second time on the same question if a member who has not spoken desires the floor.
  - iii. more than twice on the same subject under the same motion.
- b. Any extension or reduction of time shall be by motion passed by a majority vote of the Conference members present and voting.

11. Speaking For and Against.

When a motion is under consideration, the Presiding Officer shall ascertain, when recognizing a member of the Conference, on which side the member proposes to speak. The Presiding Officer shall not assign the floor to any member proposing to speak on the same side of the pending question as the speaker immediately preceding, if any member desires to speak on the other side thereof. Except for undebatable motions, no question shall be decided without opportunity being given for at least two speeches for and against such question. After four speeches for and against, the question shall be put automatically.

12. Point of Order.

A member wishing to raise a point of order shall enter or say **Point of Order**, followed by the relevant section of the Conference Rules. The Presiding Officer shall give priority in the queue to the Point of Order. If a member is speaking, the Presiding Officer shall direct the member to yield the floor. The Presiding Officer shall then recognize the member raising the point of order (see ¶8), who will briefly state the point, citing by number the rule adjudged to have been violated. The member shall not presume to decide the question or argue the point. The Presiding Officer shall decide a point of order without debate. At the discretion of the Presiding Officer, the Presiding Officer may submit the question to the Conference for advice or decision. When the Presiding Officer rules on the point, debate is closed, but the decision may be appealed to the body of the Conference.

13. Motions and Amendments in Writing. All motions and amendments shall be submitted in writing. For members participating through the website or app, all motions and amendments shall be entered there (see ¶8). For members participating by dial-in telephone, all motions and amendments shall be submitted to the Secretary as soon as possible, by email to [bwcsecretary@bwcumc.org](mailto:bwcsecretary@bwcumc.org). For members in person, all motions and amendments shall be submitted using one of the above methods or delivered in writing to the Conference Secretary.
14. Voting Procedure. Voting shall be by the method provided by GNTV, as directed by the Presiding Officer.
15. Division of Question.

Before a vote is taken, any member shall have the right to a call for a division of the question, if it is subject to such division as the member indicates. If no member objects, the division shall be made; but if there is objection, the Presiding Officer shall put the question of division to vote.
16. Motion for Adoption of Reports Unnecessary.

Whenever a report of a board, committee, commission or council is published prior to the beginning of Annual Conference, it shall be deemed in proper order for consideration by the Conference without the formality of a motion to adopt and a second thereto.
17. Undebatable Motions.

The following motions shall be acted upon without debate:

  - a. To adjourn, when unqualified, except to adjourn the Conference finally.
  - b. To suspend the rules.
  - c. To lay upon the table.
  - d. To take from the table.
  - e. To call for the previous question.
  - f. To reconsider a non-debatable motion.
  - g. To limit or extend the limits of debate.
18. Rights of the Main Question.

The main motion may be opened to debate under the following motions: to adopt, to commit or refer, to substitute, to postpone, and to reconsider. No new motion, resolution or subject shall be entertained until the one under consideration shall have been disposed of as provided in ¶15. The foregoing does not apply to secondary motions, if otherwise allowable in the existing parliamentary situation.
19. Precedence of Secondary Motions. If any one or more of the following motions shall be made when one or more other motions are pending, the order of their precedence in relation to one another shall be the same as the order of their listing below:
  - a. To fix the time when the Conference shall adjourn. (This motion is subject to amendment, or it may be laid upon the table.)
  - b. To adjourn.
  - c. To take recess.
  - d. To lay upon the table.
  - e. To order the previous question.
  - f. To limit or extend the limits of debate.
  - g. To postpone to a given time.
  - h. To commit or refer.
  - i. To amend or to amend by substitution .
  - j. To postpone indefinitely.
20. Amendments.

Every original main motion may be amended. The amendment may also be amended, but the “amendment to an amendment” (an amendment of the second degree) cannot be amended. A substitute shall be considered an amendment.

21. Procedure for Amending by Substitution.

When a resolution or committee report is properly before the Conference for consideration and action, even if amendments thereto are pending, a substitute may be offered by any member moving that the same be substituted for the report, resolution or amendment under consideration. This substitute shall be an alternative to what is before the Conference. The Conference shall then proceed first to perfect the original report or resolution, including consideration and action upon any amendments which may be offered to it. The same perfecting process shall then be followed with respect to the substitute. The question shall then be put first on the motion to substitute, which if it prevails becomes the main motion. If the substitute fails, the main motion is before the Conference. The motion for the previous question shall not be in order on the adoption of the main motion or the substitute until opportunity has been given for at least two speeches on each side of the main motion or the substitute.

22. Tabling Related Motions.

No motion that has another motion adhering to it can be laid upon the table by itself. If laid upon the table, it carries with it everything that adheres to it.

23. Referring Reports.

It shall be in order for the Conference to refer a part of a report or resolution that is before the Conference or any amendment offered thereto.

24. Previous Question.

Any member who moves the previous question (that is, that debate cease and the vote be now taken on the motion or motions pending) shall also indicate to what it is intended to apply, if any secondary motion or motions are also pending. If said member does not so indicate, it shall be regarded as applying only to the immediately pending question. This motion shall be taken without debate and shall require a two-thirds vote of members present and voting for its adoption; if it is adopted, the vote shall be taken on the motion or motions to which it applies without further debate except as provided in ¶¶12 and 18. [See also ¶29.b.iii]

25. Improper Motion After Speech.

It shall not be in order for a member immediately after debating a pending question and before relinquishing the floor to make a motion whose adoption would limit or stop debate.

26. Reconsideration.

A motion to reconsider an action of the Conference shall be in order at any time if offered by a member who voted with the prevailing side. If the motion proposed to reconsider is undebatable, the motion to reconsider may not be debated.

27. Minority Report.

A minority report shall be considered as a substitute for the report of any board, commission, committee, or council, provided that the minority report shall have been published prior to the beginning of Annual Conference, or distributed at least one day prior to its consideration. A minority report shall be signed by at least one-fifth of the members of said board, commission, committee or council. A minority report shall be considered as a substitute for the majority report pursuant to ¶22, as would any other substitute. A member selected by the signers of the minority report to present the same shall have the same rights and privileges in relation thereto which belong to the presenter of the majority report. In closing debate on the minority report, the member presenting the minority report shall speak first and the majority presenter last.

28. Exceptions to Majority Vote.

A majority of members present and voting shall decide all questions with the following exceptions:

a. One-third of members present and voting shall suffice to sustain a call for:

A vote count in the event the decision of the Presiding Officer is doubted. [See ¶15]

b. Two-thirds of members present and voting shall be required to:

- i. Sustain a motion to suspend the rules [See ¶32]
- ii. Amend the rules [See ¶33]
- iii. Sustain the motion for the previous question [See ¶25]

29. Proposals Requiring Funding.

Any proposals requiring funding shall be referred to the Council on Finance and Administration for consideration and recommendation before final action is taken by the Conference. Recommendations and motions which come before the Council on Finance and Administration shall carry reasonable cost estimates of the total cost of the project, plus a statement as to the source of funds, in addition to the proposed benefits. Rationale: The Council on Finance and Administration presents a bottom-line budget. If there are any additions, there must be corresponding deletions.

30. Effective Date of Legislation.

All legislation of the Conference shall become effective on January 1 following the session of the Conference at which it was enacted, except:

- a. Persons elected by the report of the Nominating Committee shall take office immediately following the Conference session.
- b. Legislation specifying its own effective date.

31. Suspension of Rules.

The operation of any of the provisions of the Rules of the Session may be suspended at any time by two-thirds of the members present and voting. [See ¶29.b.i]

32. Amending Rules, Procedures, and Guidelines.

Amendments to the Rules of the Session shall first be referred to the Rules Committee for a recommendation of concurrence or non-concurrence to the Conference. Rules may be changed or amended by a two-thirds vote of the Conference members present and voting, provided the suggested change or amendment shall be presented in writing and lay over one day; however, amendments to the Rules of the Session may be considered immediately when presented to plenary session, provided such amendments have been published prior to the beginning of Annual Conference [See ¶29.b.ii].

33. Robert's Rules of Order, Supplemental Authority.

In any parliamentary situation not clearly covered by the Rules of the Session, the Conference shall be governed in its actions by the current edition of Robert's Rules of Order.