

M. PROCEDURAL RULES

PROCEDURAL RULES FOR THE COMBINED 2018 PLENARY SESSION OF THE ROCKY MOUNTAIN AND YELLOWSTONE ANNUAL CONFERENCES

The Saturday plenary sessions will be simultaneous combined plenary sessions of the Rocky Mountain and Yellowstone Annual Conferences.

We will be discussing the Plan of Union in one room, with members from both Annual Conference present and listening to each other. However, votes will be taken Conference by Conference using the electronic vote machines provided to everyone entitled to vote.

Both Conferences must approve the Plan of Union by simple majority vote before it is adopted. As in any Annual Conference Session, amendments from the floor will be in order. However, any amendment must be passed by a simple majority vote of both Conferences.

1. Rules of order.

Except as modified in these Procedural Rules, the most recent edition of *Robert's Rules of Order* shall be the guide and authority for parliamentary procedures in the conduct of all Session business. The 2016 *Book of Discipline* shall govern on any matter to which it speaks concerning procedural rules and parliamentary procedures.

- a. These Rules shall govern the organization and procedures for the combined 2018 plenary session of the Rocky Mountain and Yellowstone Annual Conferences.
- b. These Rules shall be amended from the floor of the Annual Conference session.
- c. Amendment of these Rules shall require a two-thirds vote of each Annual Conference.
- d. All lay and clergy members of the Rocky Mountain and Yellowstone Annual Conferences will be together in the same plenary session when the Plan of Union is brought to the floor. The Chair or Secretary(ies) shall set the bar with voting membership as determined by each respective Conference.
- e. Amendments to the Plan of Union will be considered by both Conferences at the same time. Voting on amendments shall occur simultaneously by both Conferences via electronic voting machines. A simple majority vote by both Conferences shall be necessary to approve any such amendment.
- f. At the plenary session on Saturday, June 9, 2018, the Plan of Union will be brought to the floor on two separate petitions. The first petition shall be a Declaration of Intent asking whether the two Conferences shall proceed to consider the Plan of Union during this combined Annual Conference Session. If the vote by both Conferences is affirmative on the Declaration of Intent, the Conferences shall proceed to consider a second petition presenting the Plan of Union, section by section, until perfected. The petition presenting the Plan of Union will be acted upon by both Conferences in a single vote at the end of the perfecting process. Both votes contemplated by this paragraph shall be simple majority votes. If the Declaration of Intent is not approved by both Conferences, the Chair shall recess and re-convene both Conferences as provided below.
- g. The process for amending the Plan of Union shall require that all amendments be reduced to writing prior to or immediately following the introduction of the amendment to the two Conferences and submitted to the Conference Secretary(ies). This will facilitate placing the amendment on screens visible to the two Conferences.
- h. The Chair may order the tabling or postponement of any amendment or motion in order to permit a sidebar discussion. The process of perfection may continue while the sidebar discussion(s) is in process. The persons involved in the sidebar shall report to the Chair following discussion, and the Chair may re-call the tabled amendment or motion at the next convenient time.

- i. The Plan of Union shall be considered prior to any action on any other legislative petition during the plenary session on Saturday, June 9, 2018. If the Plan of Union is approved by both Conferences as perfected, all other legislative petitions shall come before the Mountain Sky Annual Conference as duly-convened by the Chair. If the Plan of Union is not approved by both Conferences as perfected, all other legislative petitions shall come as originated before, respectively, the Rocky Mountain and Yellowstone Annual Conferences.
 - j. If both Conferences approve the Plan of Union as perfected, the Chair shall take necessary steps to close the Annual Conference Sessions of the Rocky Mountain and Yellowstone Annual Conferences, and to convene the opening session of the Mountain Sky Annual Conference. The new body shall then proceed with such legislative and other business as may properly come before the body.
 - k. If the Plan of Union is not approved as perfected, the Chair shall take necessary steps to declare both Annual sessions in recess. Both Annual Conference sessions shall be resumed as and where directed at that time for consideration of such legislative and other business as may properly come before each body. The Chair may designate a bishop, an elder or layperson to convene and chair either Annual Conference session so resumed. Each conference would determine/revive its own set of rules to process remaining business.
 - l. Amendments to budget proposals, whether made as part of the perfection of the Plan of Union or separately to the Rocky Mountain and Yellowstone Annual Conferences, shall be limited to an up-or-down vote on the overall budget. Amendments to line items of the budget shall not be permitted.
 - m. Any vote on a Nominations Committee report, whether made as part of the perfection of the Plan of Union or separately to the Rocky Mountain and Yellowstone Annual Conferences, shall be limited to an up-or-down vote with the understanding that nominations reports are living documents subject to the addition or deletion of individual names as and when arranged by the Nominations Committee.
 - n. For suspension or amendment of the rules and all privileged motions, a two-thirds majority vote of both conferences shall be required.
 - o. Main and subsidiary motions (including amendments) may be put to a vote by either or both Conferences at the discretion of the Chair.
 - p. The Agenda for the joint session on Saturday shall be the final distributed form at the beginning of the session.
 - q. In the interest of efficiency, the Chair may call upon any member or person at any time to report.
2. **Membership, Privilege of the Floor, Attendance and Voting.**
- a. All lay and clergy members of the Rocky Mountain and Yellowstone Annual Conferences have privilege of the floor and may address the combined session on any issue before the body. This privilege shall be extended as well to any members of the Mission Shaped Futures Team who are not otherwise members of their respective Annual Conferences and to anyone else presenting items on the Agenda.
 - b. Membership and formulas for lay/clergy equalization shall be those in effect for the 2017 sessions of the Rocky Mountain and Yellowstone Annual Conferences.
 - c. Roll will be taken by appropriate form at registration.
 - d. Pastoral absences and excuses for absence shall be handled in the established manner for the respective conferences. When a member desires to speak to a question, that member shall briefly state the question, but it shall not be in order for that member to proceed until the presiding officer shall have decided it to be a privileged question. Members who wish a Point of Personal Privilege shall complete a form received from and returned to the Secretary's desk, and shall wait to be recognized by the Presiding Officer before proceeding.
 - e. Those who wish to address the body shall move in an orderly manner to a microphone and wait to be called upon by the Chair. When addressing the body, members shall identify themselves by name, church or current appointment, and Conference.

- f. Voting privileges belong to all those authorized to vote by the 2016 Discipline and the standing rules or guiding policies of each respective Conference.
- g. If the electronic voting machines fail to accurately or efficiently record votes, the Chair may direct votes to be taken by voting cards or allow an alternative method of voting.

3. Conference Secretaries.

- a. Duly chosen Conference Secretaries of the Rocky Mountain and Yellowstone Conferences shall be considered the Secretarial Team for the combined session with the same rights and responsibilities as they hold in the individual conferences.
- b. All written reports and communications to the Conference shall be passed to the Conference Secretary(ies).
- c. Only printed materials authorized by Conference Secretary(ies) will be distributed by the Usher Corps on the floor of the Annual Conference Session.
- d. Proceedings of the combined session shall be recorded in a manner determined by the Secretarial Team and their staffs. The Team shall review and consolidate their records of the combined session to ensure consistency in the official records.
- e. After merging of the recorded proceedings, the Conference Secretaries shall follow the established procedures of the respective Conferences to store and distribute the official records of the Session of the combined plenary session.

4. Reports, Main Motions and Amendments.

- a. All reports and main motions must be submitted to the Secretarial Team or their designated representatives on paper or in an electronic format determined by the Secretarial Team.
- b. All proposed amendments and motions shall be committed to writing either when being moved or immediately afterward in order to be projected on screen for consideration by the body.

5. Debate.

- a. Members shall speak no more than twice on the same question. Debate on amendments shall be limited to three (3) speakers in favor and three (3) speakers against with a three (3) minute time limitation per speaker. In addition, the presenter of the motion, or person designated by the presenter, shall be entitled to no more than three minutes to close the debate. It shall be the privilege of the presiding officer to request the following procedure for debate: to recognize alternately someone for and someone against the issue, and, when possible, give balance to clergy members, lay members, and members from both Annual Conferences.

The Chair shall have the discretion to expand debate on any amendment. A motion to expand debate is also in order from the floor with a two-thirds majority required for passage.

- b. On every question open for discussion, at least one member from each conference shall be allowed to address the body.
- c. Limitation on debate. When the Chair determines the agenda to be behind schedule, the Chair may declare that debate on amendments shall be limited to 2 speeches for and 2 speeches against, not to exceed 2 minutes per speech, with the proviso that at least one member from each Annual Conference shall be allowed to address the body on each side of the question; this proviso may have the effect of extending the number of speeches for or against. This limitation shall include allowing any member to speak only once on a given item. If the Chair determines the agenda has returned to schedule, the Chair may declare the limit on debate to be lifted. At any time when this limitation is in effect, any member of the body may move to suspend the limitation for a particular question or series of questions. Such a motion is not debatable and requires a two-thirds majority.

6. Budget.

The vote on any proposed Conference budget shall be with respect to the bottom line or total budget, and not the line items of the budget.

7. General Parliamentary Procedures.

- a. The Bishop or presiding officer shall decide all questions of order, subject to an appeal to the Conference. In case of such an appeal the question is not debatable, except that the presiding officer may state the grounds for the decision and the appellant may state the grounds for the appeal.
- b. Only a member has the right to make a motion and to vote.
- c. A Call to Prayer shall always be in order.
- d. It shall not be in order for a member immediately after discussing a pending question and before relinquishing the floor, to make a motion, which, if adopted, would limit or stop debate.
- e. When a motion is made and seconded or a resolution introduced and seconded, or a report presented or read by the Secretary and then stated by the presiding officer, it shall be deemed in possession of the Annual Conference.
- f. The following motions are not debatable:
 - 1) Fix the time to adjourn. Note: This motion is amendable.
 - 2) Adjourn
 - 3) Recess
 - 4) Raise a question of privilege
 - 5) Call for the order of the day
 - 6) Lay on the table
 - 7) Previous question
 - 8) Limit or extend the limits of debate.
 - 9) Division of the assembly
 - 10) Suspend the rules
 - 11) Reconsider a non-debatable motion
 - 12) Take from the table
- g. No new motion or resolution shall be entered until the one under consideration has been disposed of, which may be done by adoption or rejection, but one or more of the following motions may be made, and they shall have precedence in the order in which they are given, namely:
 - 1) Fix the time to which to adjourn
 - 2) Adjourn
 - 3) Recess
 - 4) Lay on the table
 - 5) Order the previous question
 - 6) Postpone to a definite time
 - 7) Commit (or refer)
 - 8) Amend (by addition, deletion or substitution)
 - 9) Postpone indefinitely
- h. A main motion may have only one primary amendment and one secondary amendment at any one time.
- i. The motion "to move the previous question" is used to bring the assembly to an immediate vote on one or more pending questions. A two-thirds affirmative vote is required.
- j. The motion to adjourn is not debatable, and shall always be in order except:

- 1) When a member has the floor
- 2) When a question is put, or a vote is being taken or until decided
- 3) When the question is pending on sustaining the demand for the previous question
- 4) When the previous question has been called and sustained, and action under it is still pending
- 5) When a motion to adjourn has been negative and no business has intervened.