

## **Annual Gathering Business**

### **Annual Gathering Plenary Session Rules and Operating Procedures**

1. All proceedings, unless otherwise provided, are governed by Roberts Rules of Order, as Amended (see Notes on reverse).
2. An agenda shall be adopted at the first business meeting of the Conference. It may be modified to a minor degree by the Moderator to expedite the handling of business.
3. Every member in good standing of a United Church of Christ has the privilege of the floor, but only official delegates may make motions or vote. (See below for categories of official delegates.) During debate, the Moderator shall attempt to alternate between 'pro' and 'con' speakers.
4. Each Motion, except a very simple one, **MUST BE SUBMITTED IN WRITING** to the secretary at the time it is made.
5. Speakers addressing the meeting shall be limited to **FOUR MINUTES** on a first speech, and **TWO MINUTES** if they wish to speak a second time to the same matter of business.

#### **Voting Delegates**

1. The voting membership of the Ohio Conference consists of:
2. Ordained ministers holding standing in its Associations
3. Commissioned ministers holding standing in its Associations
4. Licensed ministers who have been granted vote by their Associations.
5. Association-at-large youth delegates, 24 years and under, five elected by each Association
6. Current officers and Directors of the Ohio Conference
7. Chairpersons of all Ohio Conference elected or appointed standing committees and the Division for Outdoor Ministries
8. Lay delegates elected by and representing the local churches holding standing in its Associations
9. Past Moderators of the Ohio Conference with membership in a local church that holds standing in an Association of the Ohio Conference
10. Covenanted Ministry Board members who serve on the Ohio Conference Board of Directors.

## Notes from Roberts Rules of Order

**Extend or Limit Debate**, motion to

- Undebatable; cannot be amended
- Requires two-thirds vote

**The Previous Question** (close debate)

- Undebatable; cannot be amended
- Requires two-thirds vote

**Order of the Day**, motion for

- Undebatable; cannot be amended
- Does not require a second
- In order even if another has the floor
- 2/3 in negative to refuse to proceed

**Methods of Postponing Discussion:**

**1. To Table** (lay on the table)

- Undebatable; cannot be amended
- Majority vote carries
- Can be brought back (taken from the table) after one piece of business concluded

**2. To Postpone Definitely** (to a definite time)

- Debate on its merits only; can be amended
- Requires majority

**3. To Postpone Indefinitely**

- Debate can go into the main question
- Requires only a majority

**Amendment** may change the original motion by ...

1. 'Adding' words or paragraphs
2. 'Striking out' words or paragraphs
3. 'Striking out certain words and inserting others'
4. 'Substituting' a different motion on the same subject
5. 'Dividing the question' into two or more questions as specified by the mover, so as to get a separate vote on any particular point or points
6. 'Filling blanks'—this method allows consideration of a large choice of candidates' names, or dollar amounts, or alternate dates in series, without the trouble of constant amendments.

**An Amendment to an Amendment**

Cannot be amended

**Substitute Motion** - Same as amendment

**Motions which are not debatable and cannot be amended:**

1. To fix adjournment time
2. To adjourn (when unqualified)
3. For the Order of the Day
4. To Lay on the Table
5. The previous question (2/3 vote)

**Motions which are debatable and can be amended:**

1. To postpone to a certain time
2. To commit or refer
3. To amend
4. To postpone indefinitely