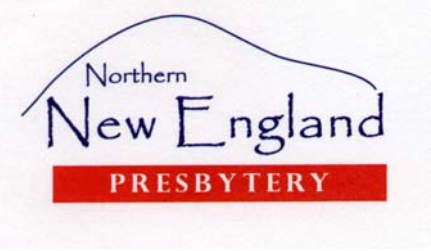


Parliamentary Procedures

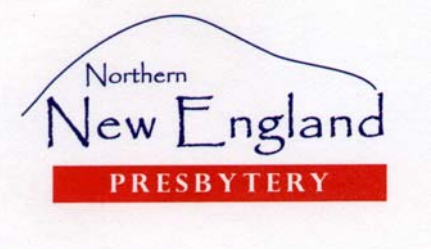
Cliff Creel, Stated Clerk





Parliamentary Principles

- Preserve rights and unity of body
 - Will of majority shall prevail
 - Rights of minority shall be protected
 - Parliamentary rules are subordinate to the Book of Order and By-laws.
-



Members Rights

- Right to know – due notice, approve minutes
 - Right to speak – rules of debate
 - Right to vote – definition of membership
 - Right to hold office – fair representation
 - Generally 2/3 majority is require to abridge any of these rights for a member.
-

Meetings

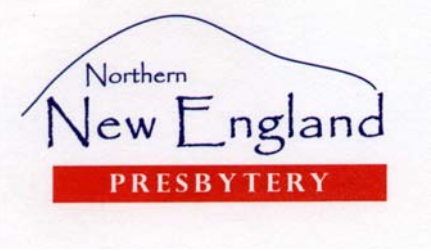
- Stated meeting – occurs at regular times (e.g. 1st Monday of each month)
 - Called meeting:
 - Purpose of meeting must be given.
 - Must give reasonable / required notice.
 - No business other than that stated in the call can be transacted. Any such illegal business is null and void.
-

Moderator Functions

- Call meeting to order
 - Keep on schedule to complete the agenda
 - Keep the group focused – avoid tangents
 - Acknowledge issues that are off topic and defer to later or a future meeting
 - Don't let 1 or 2 people dominate discussion
 - Draw out those who are quiet
 - End the meeting on time
-

Quorum / Majority

- Unless the bylaws specify otherwise, a quorum for Session is 1/3 of the Session elders plus the moderator, but not less than 2.
 - Unless the bylaws specify otherwise, a quorum for a congregational meeting is 1/10 of the active members, but not less than 3 members.
 - A quorum must be present to conduct business.
-



No Quorum

-
- Any business transacted is null and void – cannot be waived.
 - May do the following and only the following.
 - Set time for an adjourned meeting.
 - Adjourn.
 - Recess.
 - Take measures to obtain a quorum.

Agenda / Docket

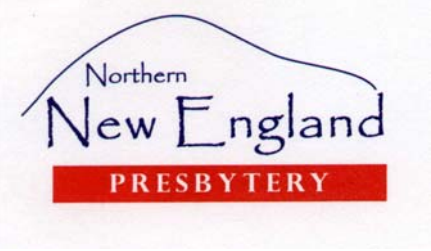
- Lists items to be handled at the meeting.
 - Don't list more than can be reasonably handled.
 - Dockets have start time of each item
 - Good help in keeping on schedule and planning meeting.
 - Agendas just list items to be considered.
-

Motions

- Motions should be short, concise statements of what action is to be approved, who will do it, how much it will cost and when it is to be done.
 - Do not put supporting explanations in motions, but rather in a separate statement.
 - Must be seconded unless coming from committee.
-

Formal Motion

- Whereas (give reason for motion)
 - And Whereas (give another reason)
 - And Whereas (give another reason)
 - Therefore, be it resolved that
 - (motion text)
 - Generally used for formal commendations, etc.
-



Informal Motion

- Moved that
 - Supporting material given separately, perhaps on same “motion sheet”.
-

Motion Text

- **Bad motion:** “The Worship committee moves that we hold a fund raiser for hymnals”.
- **Good motion:** “The Worship committee moves approval of a fund raiser to be held on Sunday, November 2, 2003 following worship. The fund raiser is to be managed by the Worship committee and consist of donations for a dedication plate in a hymnal at \$15 each. All proceeds to go to the purchase of hymnals.”

Discussion of Motion

- After motion is seconded, call for discussion.
 - Each only speak once as long as others want to speak that have not spoken.
 - In controversial issues, alternate between for and against motion
 - End discussion when no one else has anything to say or “previous question” is called. Don’t allow previous question to be called too early.
 - Some motions do not require a second and/or do not allow discussion.
-

Amendments

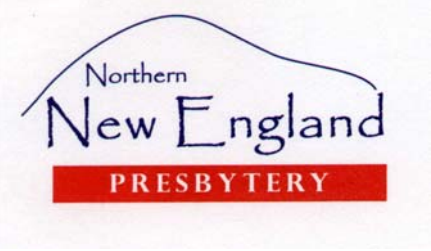
- An amendment changes a motion by adding, striking out or substituting some portion of the motion.
 - Amendment must be germane to main motion.
 - Amendments must be seconded.
 - Discuss amendment and then vote on whether to accept the amendment – then return to discussion of amended main motion
 - Some motions cannot be amended.
-

Amendment Types

- Insert word or paragraph – must be in one location.
 - Strike out words or paragraphs – must be consecutive.
 - Strike out and insert words or paragraphs – may strike out in one place and insert in same or different location.
-

Substitute Motion

- Move that B be substituted for the main motion A. Must be seconded.
 - Call for amendments to A; discuss; vote.
 - Call for amendments to B; discuss; vote.
 - Vote whether to substitute B for A.
 - Discuss A or B (whichever prevails) then vote.
 - If B prevails, it cannot be further amended.
-



Some Other Subsidiary Motions

- Lay on table (frequently misused)
- Postpone to certain time
- Previous Question
- Modify debate
- Commit or refer
- Amend
- Point of order

Voting

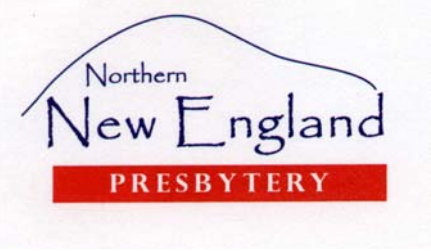
- Unless otherwise mandated, decisions are passed by a majority (more than $\frac{1}{2}$) of those present and voting.
 - Those that abstain are counted for a quorum but not for voting.
-

Absentee Votes

- Absentee votes are NEVER allowed in the church.
 - Voting can only be done by being present.
 - Someone not present cannot participate fully in debate.
 - Holy Spirit moves within the group to guide the right decision.
-

Super-majority

- Generally, those motions that diminish the rights of the minority require a super-majority to pass (usually 2/3).
 - Cannot use voice vote unless overwhelming.
 - Usually requires counting by standing or raising hand.
-



General Consent

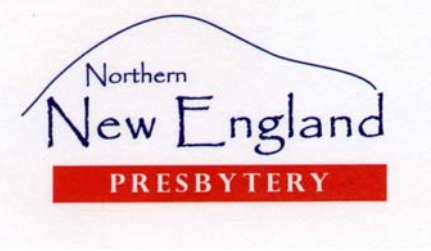
- Non-controversial matters may be accepted by consent.
 - Moderator says “If there is no objection, then”).
 - If anyone objects, then the matter is put to a vote.
-

Ballot

- Must use ballot voting when more than one person is nominated for a position.
 - A ballot vote can be moved, seconded and passed by majority vote.
 - At least 2 people should count ballots.
 - Abstaining, blank or ambiguous ballots are not counted.
-

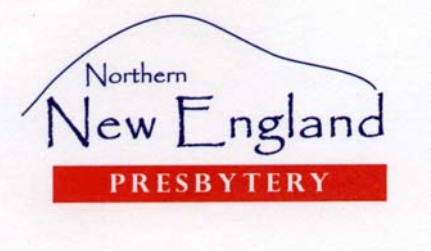
Email Voting

- Use for non-controversial matters
 - Use when decisions must be made prior to next meeting.
 - Must contact those without email.
 - Abandon if any one person expresses a significant objection to the process or votes against the motion.
-



Voting Example 1

- 12 Present
 - 1 abstains
 - Motion requires simple majority
 - 6 votes required to pass (11 / 2)
-

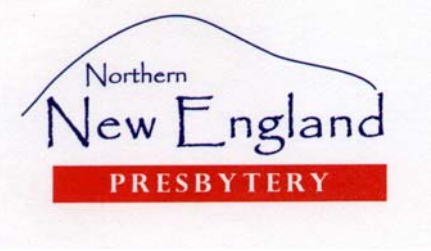


Voting Example 2

- 12 Present
 - 1 abstains
 - Motion requires 2/3 majority
 - 8 votes required to pass ($2 \times 11 / 3$)
-

Voting Example 3

- 9 members on Session.
 - 5 members are present at this meeting – a quorum
 - 2 abstain, so only 3 vote (2 for, 1 against)
 - The motion passes by a valid majority – you have a quorum and a majority of those present and voting voted yes, even though there were only 2 votes in favor of the motion out of an 8 member Session.
 - If controversial issue, consider a vote to reconsider and postpone to next meeting when more will be present.
-



Adjourn

-
- Motion to adjourn
 - May not be debated
 - Simple majority passes
 - Generally in order even when business is pending.