

# JOINT RULES OF ORDER

## I. Preamble

- A. **Supersede Regular Rules.** These Supplemental Special Rules of Order for Virtual Attendance at Annual Convention (hereinafter, "these Rules") shall supersede the regular Rules of Order, and to the extent they are in conflict with the regular Rules of Order, these Rules shall prevail.
- B. **Purpose.** The purpose of these Rules is to facilitate the calling and meeting of the Diocesan Convention of the Episcopal Dioceses of Eastern and Western Michigan in a situation where it is impractical to hold a face-to-face physical meeting of the Convention due to governmental restraints or as otherwise directed by the Ecclesiastical Authority of the Diocese.
- C. **Interpretation of Certain Constitutional and Canonical Terms.** For purposes of Conventions governed by these Rules, these terms shall have the following interpretation:
  - 1. "Convention": The meeting of clergy and laity of the Dioceses of Eastern Michigan and Western Michigan conducted wholly or in part via remote electronic participation by its members
  - 2. "seat": The ability to participate in the Convention via an electronic connection
  - 3. "voice": The right to make oral statements during the Convention
  - 4. "vote": The right to cast an electronic poll vote or file an electronic ballot during the Convention

## II. SPECIAL RULES FOR THIS CONVENTION

- A. The 26th Convention of the Diocese of Eastern Michigan and the 146th Convention of the Diocese of Western Michigan will meet jointly as one body with the exception that provision may be made for separate business meetings by each Diocese.
- B. The joint session and individual business sessions will be via an electronic format.
- C. All actions taken during the Convention using the electronic format will be official actions.

- D. Actions taken at any joint session will be the action of each Diocese individually and jointly.

### III. ORGANIZATION

- A. The Joint session shall be chaired alternately by the designated Chair for each Diocese. Any actions taken by the joint Convention regardless of who is the Chair is at the time will be the actions of each Diocese.
- B. Each session of the Convention shall be opened with suitable devotions.
- C. The entire delegation lay and clergy of any parish that has not properly turned in their parochial report for the preceding year, prior to the beginning of a diocesan or special convention, shall not have the right to vote at that Convention. Such a parish shall retain its right to seat and voice.
- D. The Secretary of the preceding Convention (or, in his/her absence, the Secretary pro tempore to be elected via vote) shall send out the names of the Parishes and Missions in union with the Convention; and the lay delegates from each shall present their certificates of election, which shall be referred to a committee on Credentials, appointed by the President, consisting of one presbyter or deacon and one layperson. However, at the discretion of the President, certificates of election may be required to be sent in prior to the Convention and be referred to the Committee on Credentials immediately preceding the opening session of the Convention, thereby eliminating the reading of the names of the Parishes and Missions.
- E. The Secretary shall publish the names of the clergy entitled to seats in the Convention and shall enter into the Journal the names of those who are present.
- F. The Committee on Credentials shall report.
- G. Quorum and right to vote from time to time shall be determined on the basis of clergy who have registered or answered present and lay delegates who have theretofore been seated by the Convention after the above reports.

### IV. GENERAL

- A. Nominations from the floor will not be accepted.
- B. When nominations are made for any office, the names shall be recorded in the order in which they are presented.
- C. Elections

1. The Elections Committee Chair shall cause all names proposed for offices that are to be filled by balloting to be entered into an electronic voting system. Separate ballots shall be taken for each office and shall be the order of the day from such hour as the Convention shall fix.
  2. In all elections, a ballot shall be void unless the number of votes cast on the ballot is equal to the number of vacancies to be filled.
  3. For any person to be elected to any office, he/she must receive a vote on a majority of ballots cast.
  4. If all offices on a ballot have not been filled after two ballots, then the person who received the fewest number of votes on the second ballot will not appear on the third ballot. If balloting continues, the lowest vote-getter will be removed from each successive ballot.
  5. A person appearing on a ballot may remove his/her name from the ballot at any time during the balloting process.
- D. In case the Chair withdraws from the sittings of the Convention, he/she shall appoint a Chair to preside during his absence.
- E. At any time before the final adjournment of the Convention, the President may, and if requested by any seven (7) members shall call for the reading of the minutes of the sessions just completed; and after such reading the minutes shall be corrected, signed by the President and attested by the Secretary.
- F. All substantive resolutions shall be in the hands of the Resolutions Committee by at least forty-five(45) (Western Michigan sixty (60) (Eastern Michigan) days prior to the Convention. Resolutions arising out of any addresses to Convention, submitted by the Chairperson of the Resolutions Committee, are excluded from this rule. A majority vote shall be required to permit consideration of later resolutions.
- G. A joint resolution (a resolution considered by both Dioceses sitting together) is in order. It must be co-signed by four clergy members and four lay members from each Diocese. A joint resolution must be received in either Diocesan Office at least sixty (60) days before the Convention. If the resolution is submitted on time and in the proper form it will be considered by the joint Convention in the joint business session of the Convention. Any resolution passed will be a resolution of both Dioceses separately and jointly.
- H. No motion shall be considered as before the Convention until it is seconded and stated by the President.

- I. When a question is under debate, no motion shall be received, unless it is to lay on the table, to move the previous question, to postpone to a set time, to commit, to amend, to substitute, to postpone indefinitely, or to divide it, and motions of any of these purposes shall have precedence in the order therein named.
- J. A motion to amend by substitution shall be in order.
- K. A motion to amend, to substitute, or amend by substitution must be in written form and presented to the Chair when the motion is made.
- L. A motion to adjourn and a motion to lay on the table shall always be in order and shall be decided without debate. A motion to lay on the table shall require a two-thirds vote of the members present.
- M. A question being decided, it shall not be reconsidered at the same Convention without the consent of two-thirds of the members present nor without a motion being made by one of the majority on the prior decision.
- N. Every member present, when a motion is put, shall vote thereon unless excused by the Convention.
- O. The Convention shall vote by the electronic means approved by the Secretary.
- P. All committees shall be appointed by the President unless otherwise ordered by the Convention, and when he/she may deem it advisable, he/she may appoint on a committee, to report to the next Convention, a person qualified to be a delegate who is not a member of the Convention.
- Q. When a member desires to speak, he or she shall electronically rise their hand, be recognized, and address the President in an audible voice if capable. When three speakers in a row have spoken on the same side of the matter up for debate, the President shall determine if there are member who wish to speak on the other side if the matter. If no member requests to speak, debate will end.
- R. No member shall speak more than once on the same subject without leave of the Convention, except that the person making a motion may speak twice on that motion.
- S. Debate on any principle motion and subsidiary motions addressed to it shall be limited to a total of two minutes per person, unless a majority vote of the Convention shall change the limit.
- T. No member shall withdraw from the Convention without leave asked and voted.
- U. These rules of order may be suspended on a two-thirds vote of the members present.

- V. Robert's Rules of Order shall govern the proceedings of the Convention, except as otherwise provided hereinabove.

**V. Conduct of Meeting**

- A. Technical requirements and malfunctions. Each member is responsible for his or her audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
- B. Forced disconnections. The President of Convention may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting.
- C. Assignment of the floor. To seek recognition by the President, a member shall use the Zoom "raise hand" request and await recognition. Once the pending action is completed, the Convention Manager shall clear the online queue.
- D. Interrupting a member. A member who intends to make a motion or request that under the rules may interrupt a speaker shall use the Zoom Chat feature for so indicating, and shall thereafter wait a reasonable time for the President's instructions before attempting to interrupt the speaker by voice.
- E. Motions submitted in writing. A member intending to make a main motion, to offer an amendment, or to propose instructions to a committee, shall, before or after being recognized, post the motion in writing to the online area designated by the Secretary for this purpose, preceded by the member's name, parish affiliation and a number corresponding to how many written motions the member has so far posted during the meeting (e.g., "John Smith, Rector of St. Swithen's, Stafford, 3."; "Richard Roe, Holy Name, Millstone, 1"). Use of the online area designated by the Secretary for this purpose shall be restricted to posting the text of intended motions.
- F. Seconding of motions and related posts. Members responding "so moved" to a request from the President for a motion, or seconding any motion that requires a second, must do so using the Zoom Chat feature without needing to be recognized by the President.
- G. Display of motions. The Secretary shall designate an online area exclusively for the display of the immediately pending question and other relevant pending questions (such as the main motion, or the pertinent part of the main motion, when an amendment to it is immediately pending); and, to the extent feasible, the Secretary, or any assistants appointed by him or her for this purpose, shall cause

such questions, or any other documents that are currently before the meeting for action or information, to be displayed therein until disposed of.

- H. Video display. The President, the Secretary, or their assistants shall cause a video of the President to be displayed throughout the meeting, and shall also cause display of the video of the member currently recognized to speak or report (if such display is permitted by them).