

**PROCEDURES AND RULES REGARDING BUSINESS SESSIONS
OF THE ANNUAL MEETING OF THE
Minnesota Conference of the United Church of Christ**

1. Adoption of Rules

After the Annual Meeting is called to order and a quorum is declared, the first item of business is the adoption of the rules and procedures for the Annual Meeting. **These rules and procedures expire with the adjournment of each Annual Meeting and must be adopted annually.** The rules and procedures are adopted by a majority vote unless they remove privileges from any member, whereupon they must be adopted by a two-thirds vote.

2. Adoption of Agenda

The agenda for the Annual Meeting, including the program of activities prepared and published by the Annual Meeting Planning Work Group, shall be the second item of business to be considered by the delegates. After its adoption by the delegates, the agenda becomes the “order” for the meeting.

3. The Chair

The presiding officer shall be the Moderator of the Minnesota Conference of the United Church of Christ, who also serves as the Chairperson of the Conference Board of Directors. The Moderator shall preside unless or until the role is assigned to another officer for any reason regarded as essential to the flow of the Annual Meeting agenda.

4. Bar of the House

The Bar of the House, if established by the Moderator, is the area in which delegates are seated for convenience in identifying delegates for counting votes. Delegates are urged to observe the Bar of the House, if so ordered.

5. Visitors

Visitors may, by a vote of the delegates to the Annual Meeting, be given the privilege of engaging in discussion and debate, but shall not be given the right to vote.

6. Floor Procedures

Delegates wishing to speak shall seek recognition of the Moderator from a location near one of the floor microphones. After being recognized, the delegate is expected, for purposes of record, to state his or her name and the name of the jurisdiction (e.g., local church, conference, instrumentality, etc.) authorizing the presence of the delegate at the Annual Meeting. The speaker is asked to use the floor mike at all times. A member of the Annual Meeting Planning Work Group will be available to assist delegates with questions or issues of procedure. All motions, including amendments thereto, shall be written by the presenter and given to the Secretary immediately following presentation.

7. Open Microphone (“Speak Out!”) Procedures

During the “Open Mike Session,” the following procedures will be in order:

- a. Persons wishing to speak will sign up on the clipboard at the Annual Meeting table.
- b. Comments will be limited to one minute maximum. There will be no debate.

8. Parliamentary Authority

The parliamentary authority shall be Robert’s Rules of Order, Newly Revised. The Moderator will make all rulings with advice, if necessary, from the Parliamentarian,

and subject, in accordance with parliamentary authority, to an appeal by any delegate regarding the decision of the Moderator.

9. Nominations

- a. The Nominating Work Group may present an initial slate of nominees, but nominations will not be closed until delegates have had an opportunity to nominate from the floor. A nomination shall be made only with the consent of the person being nominated.
- b. Biographical information shall be made available orally or in writing to the voting delegates.

10. Debate on Resolutions

- a. When necessary, due to the number of resolutions to be considered in the time available at the Annual Meeting, the Moderator may recommend, subject to the agreement of two-thirds of the voting delegates, the following limits on time:
 - 1) Debate on each resolution shall be limited to three (3) minutes each for opening statements, pro and con.
 - 2) Additional debate shall be limited to speeches of not more than two (2) minutes each.
 - 3) Debate on any amendments shall be limited to two (2) minutes for any opening argument, pro and con, and to one (1) minute supporting argument, pro and con, per amendment;
 - 4) Debate shall alternate between pro and con and shall be closed after up to three pro and three con speakers.
- b. By agreement of two-thirds of the voting delegates, the body may reconsider previous action and extend as well as limit debate.

11. Voting

- a. Voting shall be by the most expeditious method (e.g., voice, show of hand, standing), except that all contested elections shall be voted by ballot. There shall be no roll call voting.
- b. Voting shall be affirmed, if requested by the Moderator, by a board of tellers appointed by the Moderator.

**This set of Procedures and Rules shall not supersede
the Bylaws of the Minnesota Conference of the United Church of Christ
nor the articles governing them.**