

**PROCEDURES AND RULES REGARDING BUSINESS SESSIONS
OF THE 2021 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 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. Meeting Remotely

In light of the COVID-19 pandemic and the necessity to continue social distancing in order to provide for the safety of our members and neighbors, delegates to the 2021 Annual Meeting of the Minnesota Conference United Church of Christ acknowledge, authorize, and ratify conducting the 2021 Annual Meeting remotely by means of electronic communication and voting procedures.

5. Floor Procedures

Delegates are to contact, through the chat function, a designated member of the Annual Meeting Planning Work Group, who will maintain a list of persons wishing to speak to questions or points of order, those who wish to speak for a resolution or motion, and those who wish to speak against a resolution or motion. The person maintaining the lists will communicate to the Moderator the names in order for each part of the discussion.

6. Parliamentary Authority

Subject to these Procedures and Rules, the parliamentary authority for this meeting 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.

7. Nominations

The Nominating Work Group will present a 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.

8. Debate on Resolutions

While no prophetic witness resolutions were invited for this year's Annual Meeting, delegates will vote on resolutions related to the proposed budget, elections, and other business deemed essential by the Board of Directors.

- a) The Moderator will call on each person designated to present the resolutions presented for business. The Moderator will open the floor discussion calling for questions about process, procedure, points of order. Following those comments, the Moderator will begin to call on one person for the motion and then one person against the motion. This back and forth will continue until three pro and three con speakers have spoken or until the Moderator deems sufficient debate has occurred. The Moderator will then call for an end of discussion and a vote on each resolution.
- b) Debate will be subject to 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.
 5. An affirmative vote of a simple majority of voting delegates is required for passage of resolutions and/or amendments.
- c) By agreement of two-thirds of the voting delegates, the body may reconsider previous action and extend as well as limit debate.

9. Voting

- a) A test vote will be administered to ensure that all delegates understand how to exercise their vote in the polling function of ZOOM.
- b) Voting shall be by the polling function of the ZOOM platform. Following the call for a vote, the resolution will be shared on the screen and then the poll will open for each delegate. Delegates will be asked to vote "Yes" or "No" or "Abstain" in the poll. ZOOM automatically tallies the poll results. Delegates will have 60 seconds to make their choice and click on the appropriate button. The Polling Coordinator will report the voting results for each resolution to the Moderator and the Moderator will announce the outcome on each resolution.