

**PROCEDURES AND RULES REGARDING BUSINESS SESSIONS
OF THE 2022 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. Hybrid Meeting

Delegates to the 2022 Annual Meeting of the Minnesota Conference United Church of Christ acknowledge, authorize, and ratify conducting the 2022 Annual Meeting in a hybrid fashion. Delegates will be permitted to vote, have voice, and participate both in person and remotely. Electronic communications and remote voting procedures will be in place for those attending remotely.

5. Floor & Virtual Speaking Procedures

Delegates attending remotely 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. To speak FOR a motion, the delegate attending remotely should type “PRO” in the chat; to speak AGAINST a motion, the delegate attending remotely should type “CON” in the chat box. To raise a question, point of parliamentary procedure, or to make an amendment, the person attending remotely should type QUESTION. The person maintaining the lists will communicate to the Moderator the names in order for each part of the discussion.

Delegates attending in person should go to the appropriate microphone on the plenary floor to be recognized. Microphones will be marked as **PRO (green), CON (red), or for questions or amendments (yellow).**

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

- a) The Moderator will call on each person designated to present the resolutions presented for business. 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. Persons wanting to make an amendment or raise a point of order will be called upon as they come up. 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, for and against.
 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, for and against, and to one (1) minute supporting argument, for and against, per amendment;
 4. Debate shall alternate between for and against 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 attending remotely understand how to exercise their vote in the polling function of ZOOM.
- b) Voting shall take place by raised voting card for those attending in person, and by using the polling function of the ZOOM platform for those attending remotely. Following the call for a vote, the resolution will be shared on the screen and then a vote will be taken. The Moderator will be advised of the combination of in person and remote votes on each matter and will establish whether a motion has been approved or not based on the combined votes. The Moderator will announce the outcome of each resolution voted upon. In cases where the final combined vote is too close to call, written ballots will be provided to those attending in person and a remote vote will again be administered.