

Convention Procedure and Rules of Order

Process	Type of Procedure	What do you say?	Second?	Debate Allowed	Votes Needed
Resolutions and Motions	Timely Resolution -- must be submitted in writing to Diocesan Office 4 weeks before convention. Business Rule 1	I move consideration of Resolution No. ____.	Second		51%
	Untimely Resolution = Needs a 2/3 vote just to be considered. Business Rule 2.	1. Provide written copy to every delegate 2. I move for consideration of the resolution to _____ as set forth in the text of the resolution before you.	Second		2/3
	Main Motion = Introduce new business for the Convention [Note: cannot be used to circumvent requirements for resolution.]	I move to _____.	Second (Except Committee Motions)		51%

Ways Motions Don't Make It To A Vote	Stop the Motion Immediately = Object! (with <u>NO</u> debate and No Amendments)	I move an objection to consideration of the motion [Note: an objection is not amendable]	Second	No Debate	2/3
	Stop the Motion Immediately (with debate) = Motion to Postpone Indefinitely Robert's Rule 12	I move to postpone this motion indefinitely	Second		51%
	Withdraw the Motion (no debate) = only original maker and the second of the motion can move to withdraw	I [the maker of the motion] move to withdraw this motion	Must be seconded by original second	No Debate	51%
	Postpone consideration until a later in the current convention = motion to lay on the table Robert's Rule 12	I move to lay the motion on the table OR I move to postpone consideration of this motion until [Time]	Second	No Debate. Rule 5	51%
	Postpone consideration until a specified time (in the current or subsequent convention) = Motion to postpone until a certain time Robert's Rule 12	I move to lay the motion on the table OR I move to postpone consideration of this motion until [Time]	Second		51%
	Send Motion to a Committee Or to send it back to a Committee: = Motion to Commit or Recommit Robert's Rule 12	I move to commit the motion to the _____ Committee. OR I move to recommit the motion to the _____ Committee. --Maker has 5 minutes to explain. Debate Rule 6	Second	No Debate Rule 6	51%

How Motions Are Changed	Divide the Motion (to consider its constituent parts separately) = create separate motions for each part of the main motion (to consider them separately) Debate Rule 3; Robert's Rule 12	I move for division <u>of the question</u>	Second		51%
	Change/Amend the Motion = Amend it. Only considered if chair finds the amendment is germane to the main motion. Majority sufficient (even if main motion requires 2/3 vote). Debate Rule 3; Robert's Rule 12, 33.	I move the motion be amended by _____ (Specify how language should be changed: strike, insert, strike and insert, or substitute _____ language.)	Second		51%
	Substitute Motion = Substitute for Clarity = Propose alternative language to the same effect as the main motion for purposes of clarity. Debate Rule 7	I move to substitute this motion with a motion to _____. [Note: may be amended, but main motion will be allowed to be amended first.]	Second		51%
	To kill an Amendment = Lay on the Table = move to lay amendment on the table Debate Rules 3, 4 and 5	I move to lay the amendment on the table.	Second	No Debate Rule 5	51%

Debate and Voting Procedures	Form of Address Debate Rule 1	What to Say at the begining: "I am [Name] from [Congregation], Right Reverend Sir or Madam, Mr. President or Madam President,_____ "	Motion  Amend 		
	Number of Opportunities to Speak Debate Rule 2	Number of times you may adress the house on a motion and its underlying amendments: 2			
	Time Limits Debate Rule 2	Time alloted when you start speaking: 10 minutes Number of times a committee chair may address the convention regarding the subject of their committee's report: unlimited			
	Limit or Extend Debate	I move to limit/extend debate on this topic by _____[number] minutes.	Second	No Debate	 2/3
	To End Debate and Start Voting = Call the question [Note: not amendable]	I call the Previous Question.	Second	No Debate	 2/3
	Recount = Division of the House = Request actual count of voice vote	I call for a division of the house.	No second.	No Debate	Chair to Count

How To Return to an Issue Already Decided	Motion to Reconsider Procedures Following Decision - Rule 1	I move that the Convention reconsider our action as to _____. [Note maker of the motion must have voted <u>in favor</u> of the decision to be reconsidered.]	Second	 If motion was debatable	 51%
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Procedural Issues (Stand and call out the objection -- you do not need to be recognized first)	Point of Order = Object to preceived violation of rules of order or personal affont. [Note: the chair's ruling is final and not subject to reconsideration.]	Point of Order as to _____. [Specify issue.]	No second.	No Debate	Chair to rule and Chair's decision is final.
	Question of Privilege = to object to lack of light, sound, noise	I raise a question of privilege as to _____.	No second.	No Debate	Chair to Respond
	Appeal ruling by the chair	I appeal the Chair's decision as to _____. [Specify decision to be appealed.]	Second		 51%
	Point of Information	Point of Information as to _____. [Specify information requested from chair or maker of motion.]	No second.	No Debate	Chair or Maker to Respond

How many votes do you need?	Timely Resolution or Motion	 51%
	Amend Constitution -- Majority at two consecutive Conventions, vote by Orders at second convention, and approved by the Bishop. Art. XIX	 51%
	Change Canons - majority vote (after one day's notice or a two-thirds vote to consider) subject to 1) prior review by Constitutions and Canons Committee; and 2) veto by the Bishop. Canon XXVI	 51%
	Change By Laws of the Corporation	 2/3
	Change Rules of Order	 2/3
	Change Order of Business Previously Adopted	 2/3