

## **2021 Delaware-Maryland Synod Assembly Rules of Procedure**

1. All voting members shall be invited to join the Zoom call through which the business of the Assembly will be conducted beginning one (1) hour in advance of each business session.
2. **All participants in the Assembly will be permitted to either turn their camera on, or leave their off, during each business session. However, registered voting members must turn their camera on during any vote using ElectionRunner to digitally ensure that they are the one voting on the question at-hand.**
3. The privilege of voice (on any issue before the Assembly), but not vote shall be granted to:
  - The presiding bishop of the ELCA and such other official representatives of this church as may be designated from time to time by the Church Council;
  - The chairpersons of synodical mission teams and task forces who are not voting members of the Synod Assembly; and
  - The president or president's appointee of the synodical youth, women's and men's organizations, and those additional persons whom the Synod Assembly or the Synod Council shall from time to time designate.
4. **The privilege of voice and vote shall be granted to any leader rostered in a church body with which the ELCA is in full communion and who serves in a Delaware-Maryland Synod congregation or ministry.**
5. In addressing the chair, speakers shall identify themselves by name and congregation, agency, or institution. To facilitate personal introduction and identification, all voting members shall include their congregation/affiliation name with their name as it appears on Zoom.
6. No person shall speak more than twice on the same question, except by consent of the assembly, and only after all others have spoken.
7. **A member who has spoken on the pending question(s) may not move the previous question(s) at the conclusion of his/her speech. A motion to end debate by moving the previous question shall apply only to the immediately preceding motion. A motion to end debate on all matters on the floor or more than the immediately pending question is not in order.**
8. A member may not move a previous question until the opportunity is available for five pro and five con points of view to be presented.
9. **When a substitute motion is made, secondary amendments may be offered first to the original motion. After all secondary amendments to the original motion have been disposed of, secondary amendments to the substitute motion may be offered. When all amendments to the substitute motion have been disposed of, the vote shall be taken on whether the substitute motion is to be substituted as the original motion or be rejected.**

10. The question shall be automatically called after thirty (30) minutes of debate unless the assembly consents to an extension of time.
11. In all business meetings, speeches from the floor shall be limited to two minutes.
12. All motions, other than routine ones, shall be presented verbally by the mover to the presiding officer, with a written copy provided for the secretary. To submit the written copy of a motion, registered voting members must use [this form](#) for the motion to be considered. Other forms of communication, such as a Zoom chat or email, will not be considered valid for presenting a motion.
13. **To speak on a motion or amendment, any registered voting member of the Assembly must first use the “Raise Hand” function on Zoom. After their raised hand is noted, a member of the Assembly 2021 Technology Team will message them privately in the Zoom Chat to ask whether they intend to make a pro statement, con statement, or point of order when speaking. To ensure a balance between speakers for an amendment or motion, the Technology Team will organize raised hands into a que and unmute speakers accordingly.**
14. When there are many pro and con statements on any motion or amendment, the chair will recognize alternately persons making a pro or con statement. This shall be done by alternating between those speaking “for” and those speaking “against” on the Zoom call. Those persons proposing a subsidiary motion should wait in que.
15. If three (3) speakers have spoken in favor of a motion with no one speaking against, the chair may proceed to call for the vote on the motion.
16. **Only voting members shall be permitted to access online ballots for voting. Voting members shall be able to access their online ballot upon an election by utilizing their individualized voting credentials on ElectionRunner. Voting members must turn on their camera while a vote takes place.**
17. No motion is before the house until it is stated by the chair, and no discussion shall occur without a motion before the assembly.
18. For elections other than bishop, additional nominations may be made from the floor for all positions except for conference-cluster based positions on the Synod Council, the youth position on the Synod Council, Mission Team Leaders, and the Dean on Synod Council. Those making such nominations must:
  - a. Obtain the consent of the person being nominated.
  - b. Ensure the nomination fulfills the category assigned for that purpose.
  - c. Complete a nomination form (which can be accessed [here](#), or on the 2021 Synod Assembly webpage on our synod’s website) before 5:30 p.m. on June 4, 2021.
19. Amendments to the budget may not increase total expenditures. Amendments changing one line item must be reflected in an equivalent change in other line item(s) so that total expenditures remain constant. Anyone suggesting an amendment must complete a form

which spells out the rationale for the proposed change. The form can be found [here](#) or on our synod's website.

20. The minutes of this Synod Assembly shall be referred to the Synod Council for certification.

Robert's Rules of Order, latest edition, shall be the governing parliamentary procedure of this assembly, except as otherwise provided in the constitution, bylaws, and continuing resolutions of this synod and in these rules of procedure of the Synod Assembly, unless otherwise ordered by the assembly.