

Reference Section

Table of Contents

| | |
|--|-----------|
| Relational Covenant of the Illinois Great Rivers Conference | 2 |
| Displays at Annual Conference | 3 |
| Purpose of Displays | 3 |
| Requesting Space and Obtaining Permissions | 3 |
| Size and Location of Space | 3 |
| Special Permissions | 4 |
| Fees and Other Financial Considerations | 4 |
| Publicity | 4 |
| The Journal-Yearbook | 4 |
| What Is It? | 4 |
| What's in It? | 4 |
| How to Make Corrections | 5 |
| When Resolutions or Reports Are Not Adopted | 5 |
| Reports and Resolutions | 5 |
| Submitting Reports and Resolutions | 5 |
| Deadlines for Submitting Reports and Resolutions | 5 |
| The Supplemental Packet | 5 |
| Specifications for Submitting Reports and Resolutions | 6 |
| Formal Comments on Legislative Items | 6 |
| Letters Directed by Annual Conference Action | 6 |
| Parliamentary Matters | 7 |
| Governing Rules | 7 |
| The General Conference Rules | 7 |
| The Standing Rules | 7 |
| Roberts Rules of Order | 7 |
| Voting and Speaking Rights at Annual Conference | 7 |
| Electronic Voting | 8 |
| Speaking at Annual Conference | 8 |
| Presenters of Reports and Resolutions | 8 |
| Identify Yourself | 8 |
| Announcements at Annual Conference | 8 |
| Parliamentary Motions Guide | 10 |
| Relevant General Conference Rules of Order | 12 |
| Business Procedure | 14 |
| Suspending, Amending, and Supplementing | 17 |

Relational Covenant of the Illinois Great Rivers Conference

(Adopted by the 2008 Annual Conference)

As disciples of Jesus Christ and as members of the Illinois Great Rivers Conference, we believe that we can change the church and the world through honest conversations on matters about which we deeply care. We, therefore, covenant to be a worshiping community, which provides a safe sanctuary open to dialogue: a welcoming environment full of grace. To do this we further covenant to:

1. Center on God and on His Holy Scripture as the authoritative word of God as we come to the table, anticipating a holy and healthy experience and being prepared spiritually, emotionally and mentally.
2. Pray constantly for God's wisdom to understand God's will, trusting and believing that God works with and through us
3. Welcome, honor and respect each individual as a unique child of God
 - Affirm each individual's gifts and ministry and help everyone see the need for cooperation and connection among our ministries.
 - Be patient and kind with each other, realizing that we all bring a history
4. Listen to each voice at the table, respecting the viewpoints, opinions, communication styles and perspectives
5. Invite and welcome people of all viewpoints to the table, respect the cultural and ethnic differences
 - Believe that the Holy Spirit speaks through each person at the table
 - Be engaged, not distracted or distracting
 - Keep an open mind and open heart
 - Show that you have heard and understood the other
 - Hear the truth in love
6. Speak respectfully
 - Take holy pause before speaking or voting – invite the Holy Spirit into your speech
 - Be honest, genuine and transparent
 - Honor time constraints
 - Speak the truth in love
7. Commit to work through differences • Hold one another accountable to this relational covenant
 - Keep the decision-making process at the table
 - Honor all decisions and participants after the conversation concludes
 - Follow up with each other in regard to any resolution
 - Leave with an understanding of next steps where there is no resolution
8. Allow the Peace and Word of Christ to rule in our heart.

Displays at Annual Conference

Purpose of Displays

Displays facilitate the ability of conference members to connect with groups who have information to share on their ministry. Displays are provided to encourage conference members to learn more about the resources that are available through the wide variety of agencies and ministries in the annual conference. A few displays are targeted for sale of goods. The parameters for their purpose are discussed in a separate paragraph.

Requesting Space and Obtaining Permissions

1. Forms requesting display space must be submitted to the Event Coordinator by the fourth Friday in March. The request is then forwarded to the Local Arrangements Committee for space assignment.
2. Groups or individuals requesting display space for the first time must submit plans for content of the display to the Director of Connectional Ministries by no later than 30 days prior to the annual conference session. Failure to comply will result in the display request being denied.
3. The Sessions Committee has the discretion to approve all displays and set and publish guidelines for display space assignments.
4. The subject and content of the display is expected to be in compliance with the *Book of Discipline*, the *Social Principles*, and *The Book of Resolutions*.
5. In the event content is deemed to be inappropriate, it will be removed by one of the following officers: annual conference secretary or chairperson of the Sessions Committee.
6. Groups officially recognized by and/or related to The United Methodist Church may request display space. Each group requesting space must agree to use their display area in accordance with the purpose statement in this document. Groups “officially recognized by” or “related to” The United Methodist Church include the following:
 - Approved Advance (Conference or General) Specials
 - Ministries included and approved in the Conference Budget
 - Ministries included in and approved in the Nominations Report
 - Ministries approved as a Conference Special Offering
 - Ministries which are initiated, supervised, and housed within a local United Methodist church or local United Methodist Church-owned facility within the boundaries of the IGRC University Senate-Approved seminaries
7. Because of limited space and the need of the annual conference to limit its space use to noncommercial organizations, no commercial organizations (other than the exceptions noted in this policy document) shall be permitted to rent or otherwise use display space.
8. No group will be allowed to place signs, displays or vehicles on convention center property without the permission of the Sessions Committee. No sales of goods or petitions of any kind are allowed.

Size and Location of Space

1. The amount of space available for displays varies depending on the site of the annual conference session. The Sessions Committee believes it is proper to allocate the same size space to each group requesting space prior to the deadline for such requests.

2. Each group setting up a display must agree to keep their display within the space allotted to them and not to encroach onto the display space assigned to another group.
3. Display spaces are assigned to specific locations, and groups setting up displays cannot move their display to another location. Because some locations are considered prime locations, each year display space assignments may be rotated to allow all groups the opportunity to use a prime location.

Special Permissions

In the past, display space has been granted to Cokesbury for a bookstore at annual conference. Since Cokesbury is the denomination's publishing house, they are granted an exception to the stated policy above. Other organizations providing free or reduced fee services to the annual conference session may also be allowed to have display space where demonstrations or product sales will take place.

Fees and Other Financial Considerations

1. Fees for requested use of electrical outlets are paid by the group requesting space.
2. Fees for requested phone lines are paid by the group requesting space.
3. Fees for tables and table skirting (if not provided) are paid by the group requesting space.
4. Please note that in the eyes of the Illinois Department of Revenue and the Illinois Great Rivers Conference there is no difference between selling items and giving away items for a donation. Please do not put the IGRC tax-exempt status at risk by exchanging any goods for money.

Publicity

A list of all display booths will be distributed in the on-site packet that members receive. Advertisements for display spaces may not be publicized in other printed materials at annual conference.

The Journal-Yearbook

What Is It?

The *Book of Discipline* (§606) requires each conference to keep an exact record of its proceedings. A hard copy of this record becomes part of a number of General, Jurisdictional, and annual conference committees and commissions. The IGRC publishes a limited number of hard copies for those who order them. The *Journal-Yearbook* is available to everyone in electronic form.

What's in It?

The *Book of Discipline* requires the inclusion of the following items in this order:

- Officers of annual conference
- Boards, commissions, committees; rolls of conference members
- Daily proceedings
- Business of the Annual Conference (BAC) Report
- Appointments
- Reports as ordered by the annual conference
- Annual report of the district superintendents, if any
- Memoirs as ordered by the annual conference following the guidelines of the General Commission on Archives and History

- Roll of dead: deceased clergy members
- Historical
- Miscellaneous
- Pastoral record (including the records of accepted local pastors in such manner as the conference may determine)
- Statistics
- Index

How to Make Corrections

1. Corrections received before June 30, 2019 will be reflected in the 2019 Journal-Yearbook. Corrections received after that date will appear in the 2020 Journal-Yearbook.
2. Send corrections directly to the IGRC secretary (ACSecretary@igrc.org), noting the exact location of the item to be corrected.

When Resolutions or Reports Are Not Adopted

Reports, resolutions, amendments to the Standing Rules, policy statements, policy statement amendments, or petitions that are not adopted will not be printed in the Journal-Yearbook. The vote indicating defeat of the resolution will be recorded in the Daily Proceedings, and the heading information and notation of disposition of the resolution or report will be listed in the Legislative Items section of the *Journal-Yearbook*.

Reports and Resolutions

Submitting Reports and Resolutions

Any Illinois Great Rivers Conference member or entity may submit a resolution for consideration by the annual conference. Resolutions will be ruled out of order if they conflict with the *Book of Discipline*, which can be changed only by the General Conference. All resolutions become the property of the annual conference once they are published in the Pre-Conference Workbook or, as in the case of the Supplemental Packet, received by the annual conference. No resolution containing information deemed to be libelous will be printed.

Deadlines for Submitting Reports and Resolutions

- February 15 - Reports or resolutions with implications for Finance and Administration
- February 15 - Reports or resolutions with implications for Pensions and Health Benefits
- February 15 - Reports or resolutions impacting Standing Rules or Conference Policies
- March 1 - All other reports and resolutions for pre-conference workbook
- April 1 - Reports for the *Journal-Yearbook* only
- May 1 - Reports or resolutions for the Supplemental Packet.

The Supplemental Packet

In the event the March 1 deadline is missed, persons may submit materials for inclusion in the Supplemental Packet. This packet is not available to members until the first day of conference.

1. No reports or resolutions will be accepted after the May 1 Supplemental Packet deadline.

2. All reports and resolutions for the Supplemental Packet must first be approved by the conference secretary.
3. Sixteen hundred (1,600) copies of the document(s) must be provided to the Springfield United Methodist Center mail room (5900 S. Second St., P.O. Box 19207, Springfield, IL 62794-9207) at the expense of those submitting the documents.
4. In order to be considered, all reports and resolutions in the Supplemental Packet must be received by 2/3 of those present and voting at annual conference.

Specifications for Submitting Reports and Resolutions

1. Please submit your documents electronically by email attachment, jump drive, or CD-ROM. Send to: ACSecretary@igrc.org or c/o Annual Conference Secretary, 2820 Wildwood Cr., Dubuque, IA 52001. Please submit resolutions and reports as PDF or MS Word files. Budgets or other tables should be submitted in Excel. Please use Minion Pro, 12 pt, if you have it. If not, Times New Roman or Arial 12 pt is acceptable.
2. Use your spell checker. Make sure the names of persons are spelled correctly. Use full and correct titles.
3. Do not type in all caps. Do not use your spacebar for anything except spacing between words and sentences (one space).
4. Make certain that statements in reports and resolutions are documented (indicate your source).
5. Consider the use of acronyms for committees, boards, etc., in reports, resolutions, and amendments. (See Yellow Information Section, page 11)
6. Along with the report or resolution, please:
 - Provide a suggested title
 - Provide a one-line description of the content
 - Provide the name(s) of the author(s).
 - Indicate if you believe it has implications which need to be considered by the Conference Council on Finance and Administration or Conference Board of Pensions.

Formal Comments on Legislative Items

7. Legislative Items with fiscal implications for the annual conference must first be reviewed by the Conference Council on Finance and Administration (CCFA) at a scheduled meeting and are subject to formal commentary by this body in the heading of the item. For this reason such resolutions must be submitted by the February 15 deadline. (See Standing Rule III.D.3)
8. Legislative Items with implications for pensions and health benefits must first be reviewed by the Conference Board of Pensions (CBOP) at a scheduled meeting and are subject to formal commentary by this body in the heading of the item. For this reason such resolutions must be submitted by the February 15 deadline. (See Standing Rule III.D.4.d)
9. Legislative Items with implications for either CCFA or CBOP are first submitted to the conference secretary, who will forward the items to the appropriate body for review.
10. Failure to follow these procedures will prevent items from being printed in the Pre-conference Workbook or Supplemental Packet.

Letters Directed by Annual Conference Action

Any individual or group requesting letters be sent by the annual conference secretary needs to be

aware of the following procedure. The maker of the motion, report, or resolution will be required to furnish a sample letter (electronically), as well as the names and complete postal addresses for all recipients to whom the letters are to be sent.

Parliamentary Matters

Governing Rules

The Illinois Great Rivers Annual Conference is governed by the General Conference Rules and the Standing Rules of the Illinois Great Rivers Annual Conference, and in situations where the above do not apply, Roberts Rules Of Order, Revised.

The General Conference Rules

The General Conference Rules can be found beginning on page 12 of this red reference section. Those familiar with The General Conference Rules may notice a change in rule numbers as a result of the 2016 General Conference.

The Standing Rules

The Standing Rules of the Illinois Great Rivers Annual Conference are found on pages 312-340 of the 2018 *Journal-Yearbook*.

Roberts Rules of Order

See the Parliamentary Motions Guide on pages 10-11 of this Legislative Section for a summary of most commonly used rules.

Voting and Speaking Rights at Annual Conference

1. **Lay members** have the right to vote on all measures except in the election of clergy delegates to the General and Jurisdictional or Central Conferences; on the granting or validation of license, ordination, or reception into full Annual Conference membership; or on any question concerning the character and official conduct of ordained ministers, except those who are lay members of the Board of Ordained Ministry (§602.6).
2. **Clergy members in full connection** shall have the right to vote on all matters in the annual conference except in the election of lay delegates to the General and Jurisdictional or central conferences and shall have sole responsibility for all matters of ordination, character, and conference relations of clergy.
3. **Provisional clergy members** shall have the right to vote in the annual conference on all matters except constitutional amendments, election of clergy delegates to the General and Jurisdictional or Central Conferences, and matters of ordination, character, and conference relations of clergy. Provisional clergy members who have completed all of their educational requirements may vote to elect clergy delegates to General and Jurisdictional or Central Conferences (see Judicial Council Decision 1181 and § 35, Article IV).
4. **Associate clergy members** shall have the right to vote in the annual conference on all matters except constitutional amendments and matters of ordination, character, and conference relations of clergy. When associate members are members of the conference Board of Ordained Ministry, they have the right to vote at clergy session on matters of ordination, character, and conference relations of clergy (§ 635.1). Affiliate clergy members shall have the right to vote in the annual

conference on all matters except the constitutional amendments, election of clergy delegates to the General, Jurisdictional or Central Conferences, and matters of ordination, character, and conference relations of clergy (see Judicial Council Decision 1181 and ¶ 35, Article IV).”

5. **Full-time and part-time local pastors under appointment** to a pastoral charge shall have the right to vote in the annual conference on all matters except constitutional amendments; election of delegates to the General and Jurisdictional or Central Conferences and matters of ordination, character, and conference relations of clergy. When local pastors are members of the Conference Board of Ordained Ministry, they have the right to vote at clergy session on matters of ordination, character, and conference relations of clergy (¶ 635.1). Local pastors who have completed course of study or an M.Div. degree and have served a minimum of two consecutive years under appointment before the election may vote to elect clergy delegates to General and Jurisdictional or central conferences (see Judicial Council Decision 1181 and ¶ 35, Article IV).”
6. **Deaconesses** may be seated at the Annual Conference Session with voice and vote. (¶1913.5).
7. Ordained elders or ordained clergy from other annual conferences and other Methodist denominations may be granted voice but not vote in the annual conference to which they are appointed. (¶346.1)
8. **Elders or ordained clergy from other denominations** may have the right to vote on all matters except constitutional amendments, election of clergy delegates to the General and Jurisdictional or Central Conferences, and matters of ordination, character, and the conference relations of clergy (¶346.2).
9. **Retired Local Pastors** have the right to voice, but not vote (¶320.5).
10. **Supply Pastors** do not have the right to voice or vote. If they are retired clergy members, or are elected as a lay member to Annual Conference, then they are covered under those categories above.

Electronic Voting

Members of the 2019 Annual Conference will receive wireless keypads for voting, along with some instructions on using them. Electronic voting is fast, accurate, and secure.

Speaking at Annual Conference

Presenters of Reports and Resolutions

Those who are presenting particular reports or resolutions are expected to be near (or on) the platform or at the microphone when their item comes up. Please note that the agenda committee sometimes makes last-minute adjustments to the schedule, so presence during all sessions is advised.

Identify Yourself

When speaking to the Annual Conference session, presenters and other speakers will clearly identify themselves by name, along with their church and district names.

Announcements at Annual Conference

Announcements are understood to be any speech on the floor of the conference that does not qualify as debating, asking questions, or making motions related to official annual conference business. Announcements include requests for dissemination of any type of information, prayers and celebrations, communication of emergencies, introductions of guests, presentations, and “personal privi-

leges” that do not meet the standards for personal privilege in Robert’s Rules of Order (see “Personal Privilege” below).

Because the agenda of annual conference is tightly planned, any one member’s time at the microphone may potentially slight another who is on the official agenda. Therefore, the following policies are in place:

1. Personal announcements of any type are approved by the annual conference secretary, sometimes in consultation with the bishop or assistant to the bishop.
2. Personal announcements are made only from the stage, unless otherwise arranged.
3. Personal announcements are requested using the Announcement Request Form, which is filled out completely and legibly and turned in to the hospitality or secretarial teams, who will conduct an initial screening and pass the form along to the annual conference secretary. Incomplete forms or announcements written illegibly, without ownership, and on other sheets or scraps of paper will not be considered.
4. The Communications Team does not project announcements on screen without the secretary’s approval.
5. Personal announcements are generally limited to the communication of information that has a relevant impact on all or a great majority of members present.
6. Personal announcements that may be considered include:
 - Requests from leaders whose communication impacts the fulfillment of the agenda.
 - Requests from persons whose communication impacts all or most members of the annual conference (e.g., safety concerns and requests relative to the conduct of members).
 - Requests for prayers and celebrations for: i) annual conference members who are prevented by recent and catastrophic illnesses and injuries from attending conference, ii) latebreaking local, national, denominational, or global catastrophes, iii) the recent or imminent death of a current annual conference member or a conference leader, iv) the birth or adoption of a child belonging to an annual conference member who cannot be present because of the occasion, v) birthdays and anniversaries for members who are present at the session on the day of the announcement.
7. **Note:** all prayer requests, whether or not they are announced, will be forwarded to the conference prayer room.
8. Submitting an announcement request does not guarantee it will be made.

Personal Privilege: Questions of personal privilege must relate to one as a member of the assembly, or else relate to charges against his/her character which, if true, would incapacitate him/ her for membership. Questions like the following relate to the privileges of the assembly: those relating to the organization of the assembly; or to the comfort of its members, as the heating, lighting, ventilation, etc., of the hall, and freedom from noise and other disturbance; or to the conduct of its officers or employees; or to the punishing of a member for disorderly conduct or other offence; or to the conduct of reporters for the press, or to the accuracy of published reports of proceedings. (www.RulesOnline.com)

Parliamentary Motions Guide

Based on Robert's Rules of Order Newly Revised (11th Edition)

Part 1, Main Motions: The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

| You want to: | You say: | Can you interrupt? | Does it need a 2nd? | Can it be debated? | Can it be amended? | What vote is needed? |
|--|--|---------------------------|----------------------------|---------------------------|---------------------------|-----------------------------|
| Close the meeting | I move to adjourn | No | Yes | No | No | Majority |
| Take a break | I move to recess | No | Yes | No | Yes | Majority |
| Register a complaint | I rise to a question of privilege | Yes | No | No | No | None |
| Follow the agenda | I call for the orders of the day | Yes | No | No | No | None |
| Lay a question aside | I move to lay the question on the table | No | Yes | No | No | 2/3 majority |
| Close the debate | I move the previous question | No | Yes | No | No | 2/3 majority |
| Limit or extend a debate | I move that debate be limited to... | No | Yes | No | Yes | 2/3 majority |
| Postpone to a certain time | I move to postpone the motion to... | No | Yes | Yes | Yes | majority |
| Refer to a committee | I move to refer the motion to... | No | Yes | Yes | Yes | majority |
| Modify wording of a motion | I move to amend the motion by... | No | Yes | Yes | Yes | majority |
| Kill the main motion | I move that the motion be postponed indefinitely | No | Yes | Yes | No | majority |
| Bring business before the assembly (a main motion) | I move that (or "move to") | No | Yes | Yes | Yes | majority |

| You want to: | You say: | Can you interrupt? | Does it need a 2nd? | Can it be debated? | Can it be amended? | What vote is needed? |
|---|---|--------------------|---------------------|--------------------|--------------------|-----------------------------|
| Part 2, Incidental Motions - No order of precedence. Arise incidentally and decided immediately. | | | | | | |
| Enforce the rules | Point of order | Yes | No | No | No | None |
| Submit matter to the assembly | I appeal from the decision of the chair | Yes | Yes | Varies | No | Majority |
| Suspend the rules | I move to suspend the rules | No | Yes | No | No | 2/3 majority |
| Avoid main motion all together | I object to consideration of the question | Yes | No | No | No | 2/3 majority |
| Divide the motion | I move to divide the question | No | Yes | No | Yes | majority |
| Withdraw a motion | I move to withdraw the question | No | No | No | No | majority |
| Demand a rising vote | I move for a rising vote | Yes | No | No | No | None |
| A question of Parliamentary law | Parliamentary inquiry | Yes | No | No | No | None |
| Request information | Point of information | Yes | No | No | No | None |
| Part 3, Motions That Bring a Question Again Before the Assembly | | | | | | |
| Take a matter from the table | I move to take from the table | No | Yes | No | No | Majority |
| Cancel a previous action | I move to rescind | No | Yes | Yes | Yes | 2/3 or majority with notice |
| Reconsider a motion | I move to reconsider | No | Yes | Varies | No | Majority |

Relevant General Conference Rules of Order

Rule 3. Authority of the Presiding Officer

The presiding officer... shall decide and rule on points of order.

1. A delegate may appeal the ruling to the body without debate, except that the presiding officer and the appellant, in the order here named, shall each have three minutes for a statement in support of their respective positions. A tie vote in the case of appeal shall sustain the presiding officer (See Rule 29.3). Any delegate who raises a point of order shall cite the rule believed to have been violated.
2. At the discretion of the presiding officer, a time for prayerful discernment may be taken during deliberation. Such a time should be for group meditation and prayer and shall end at the call of the presiding officer, at which time deliberation shall be resumed.
3. The presiding officer shall have the right to recess a session of the body at any time at the presiding officer's discretion and to reconvene at such time as the presiding officer shall propose. Consistent with the spirit of ¶ 722 of *The Book of Discipline*, in rare circumstances the presiding officer shall also have the right to stipulate that the session shall reconvene in closed session with only delegates, authorized personnel, and authorized guests permitted to attend such a session following recess.

Rule 4. Calling the Conference to Order

1. When the presiding officer calls the body to order, no delegate shall speak, address the chair, or stand.

Rule 6. Directions for Securing the Plenary Floor

A delegate desiring to speak to the Conference shall hold up the appropriate placard to be recognized by the bishop presiding. Unless raising a point of order or parliamentary inquiry, the delegate shall not speak until given the floor. The bishop presiding shall consider the various sections of the auditorium in rotation. The delegate recognized shall proceed to the nearest microphone and shall first announce her or his name... A delegate recognized by the presiding bishop may not yield the floor to another delegate.

Rule 7. Plenary Speakers For and Against

2. When the report of a committee is under consideration, it shall be the duty of the bishop presiding to ascertain, when recognizing a delegate to the Conference, on which side the delegate proposes to speak; the bishop presiding shall not assign the floor to any delegate proposing to speak on the same side of the pending question as the speaker immediately preceding if any delegate desires to speak on the other side.
3. Except for non-debatable motions (Rule 21), no report shall be adopted or question relating to the same decided, without opportunity having been given for at least two speeches for and two against the said proposal.
4. The motion to call for the previous question, which is itself non-debatable, is not in order without opportunity having been given for at least two speeches for and two against the proposal. Any delegate who moves the previous question (that is, that the vote be now taken on the motion or motions pending) shall also indicate to what it is intended to apply, if any secondary motion or motions are also pending. If said delegate does not so indicate, it shall be regarded as applying only to the immediately pending question. This motion shall be taken without debate and shall require a two-thirds vote of those present and voting for its adoption. If it is adopted, the vote shall be taken on the motion or motions to which it applies without further debate (See Rule 21).

After three speeches for and three against and provided no secondary motions come before the floor, the questions shall be put automatically. However, the chairperson and/or duly authorized delegate or delegates presenting the committee's report... shall be entitled to speak before the vote is taken. These speeches shall be limited to three (3) minutes (See Rule 9).

Rule 8. Interrupting the Speaker

No delegate who has the floor may be interrupted except for a point of order, a parliamentary inquiry, a point of information, to challenge a misrepresentation, or to call attention that the time has arrived for an order of the day.

Rule 9. Speaking More Than Once; Length of Speech

1. No delegate shall speak a second time on the same question if any delegate who has not previously spoken on the question desires the floor.
2. No delegate shall speak more than twice on the same subject under the same motion, except as provided in Rule 7.2
3. No delegate shall speak longer than three minutes unless that time is extended by the body (See Rule 7.3). Time of translation shall not count against the three minute limit.
4. The three-minute limit on delegate speeches may be amended by a majority vote of the body at any time and for any period of duration.

Rule 10. Point of Order

A delegate wishing to raise a point of order shall address the presiding officer and say, "I rise to a point of order." The presiding officer shall interrupt the proceeding. If a delegate is speaking, that one shall immediately yield the floor. The presiding officer shall then direct the delegate raising the point of order to state the point as briefly and concisely as possible, citing the rule invoked in the point of order. The delegate shall not presume to decide the question or argue the point. A point of order is decided by the presiding officer without debate unless in doubtful cases the presiding officer submits the question to the body for advice or decision. When the presiding officer rules on a point, debate is closed, but the decision may be appealed (See Rule 3).

Rule 12. Distracting Behavior

Delegates are not to distract others near them by engaging in activities unrelated to the matters at hand. Audible cell-phone use is not permitted in the plenary hall or the legislative committee rooms by delegates or observers while in session. All electronic devices shall be muted or turned off. In addition, the use of laptop computers, personal digital assistants, pagers and other electronic devices should be in furtherance of General Conference business and done in such a manner that it does not disturb other participants. The presiding officer or members of the ... Conference staff may ask individuals to leave the plenary hall... if they persist in behavior that interferes with the participation of other delegates.

Rule 13. Electronic Recording

No electronic recording by either video or voice may be made of any portion of the... Conference unless specifically authorized... in order to maintain the integrity of all performance licenses.

Rule 14. Right to Make Motions

Only voting delegates have the right to make or second motions in accordance with the rules and upon recognition by the presiding officer.

Rule 15. Plenary Voting Procedure

1. Voting shall be by electronic means unless otherwise ordered by the Conference, provided, however, that in elections, voting may be by written ballot. Electronic voting devices shall be available on the platform for delegates making a presentation to the Conference.
2. When electronic voting is not in use or operating, a standing count vote or vote by written ballot may be ordered on call of any delegate, supported by one-third of the delegates present and voting with pages serving as tellers.
3. Only delegates within the bar of the Conference when the vote is taken shall be entitled to vote. No delegate shall cast a vote in place of any other delegate.
4. No other business shall be in order when a vote is being taken or when the previous question has been called until the process is completed, except such as relates to the vote itself or such business as the presiding officer may deem appropriate.

Rule 16. Elections

For any election requiring balloting by the plenary, an election shall occur when the number of ballots cast for a nominee meets or exceeds the required percentage of the total valid ballots cast. A ballot is valid if it meets the following standards:

1. It is cast by a voting delegate or properly seated reserve delegate.
2. It contains votes for the same number of nominees, as there are vacancies to be filled.
3. Every name receiving a vote has been properly nominated according to the provisions.
4. No more than one vote is cast for the same nominee.
5. No vote is cast for a person who has already been elected.

Rule 17. Division of Question

Before a vote is taken, any delegate shall have the right to call for a division of any question, if it is subject to such division as the delegate indicates. If no delegate objects, the division shall be made; but if there is objection, the presiding officer shall put the question of division to vote, not waiting for a second.

Business Procedure

Rule 20. Motion for Adoption of Legislative and Administrative Committee Reports

Whenever a report of a legislative committee or an administrative committee is presented to the Conference for action, it shall be deemed in proper order for consideration by the Conference without the formality of a second.

Rule 21. Required Forms for Reports, Resolutions, Motions, Amendments.

All resolutions and committee reports shall be prepared in accordance with instructions from the Secretary...; and all motions, including amendments, shall be presented in writing.

Rule 22. Alterations of Motions

When a motion is made and seconded, a resolution is introduced and seconded, or a committee report is read or published in the [Pre-Conference Materials], it shall be deemed to be in the possession of the Conference and may not be altered except by action of the Conference (See Rule 37).

Rule 23. Non-Debatable Motions

The following motions shall be acted upon without debate:

1. To adjourn, when unqualified, except for final adjournment.
2. To suspend the rules.
3. To lay on the table. No motion, which adheres to another motion or has another motion adhering to it, can be laid on the table by itself. Such motions, if laid on the table, carry with them the motions to which they adhere or which adhere to them. T
4. To take from the table.
5. To call for the previous question, when in order (See Rules 7 and 22).
6. To reconsider a non-debatable motion (See Rule 30).
7. To limit or extend the limits of debate.
8. To take time for prayerful discernment at the immediate moment.

Rule 24. Rights of the Main Question

The main question may be opened to debate under the following motions: to adopt, to refer, to substitute, to postpone, or to reconsider. No new motion, resolution, or subject shall be entertained until the one under consideration shall have been disposed of except as provided in Rule 15.4. This rule does not apply to secondary motions if otherwise allowable.

Rule 25. Precedence of Secondary Motions

If any one or more of the following motions shall be made when one or more other motions are pending, the order of their precedence in relation to one another shall be the same as the order of their listing below:

1. To fix the time the conference shall adjourn (This motion is subject to amendment, or it may be laid on the table.);
2. To adjourn;
3. To take a recess;
4. To lay on the table;
5. To order the previous question (See Rules 21.5, 26);
6. To limit or extend the limits of debate;
7. To postpone to a given time;
8. To refer;
9. To amend or to amend by substitution (one amendment being allowed to an amendment);
10. To postpone indefinitely.

Rule 26. Motion to Adjourn

The motion to adjourn, when unqualified, shall be taken without debate and shall always be in order, except:

1. When a delegate has the floor;
2. When a question is actually put or a vote is being taken and before it is finally decided;
3. When the previous question has been ordered and action is pending;
4. When a motion to adjourn has been lost and no business or debate has intervened;

5. When the motion to fix the time to which the Conference shall adjourn is pending. This rule does not apply to a motion for final adjournment of the Conference.

Rule 27. Final Adjournment

At final adjournment, all unfinished business shall remain unfinished.

Rule 28. Procedure for Amending by Substitution

1. When a resolution or committee report is properly before the Conference for consideration and action, even if amendments are pending, a substitute may be offered by any delegate moving that the same be substituted for the report, resolution, or amendment under consideration. The substitute shall be an alternative to what is before the body and not simply a negation of the main motion.
2. Debate on the motion to substitute will be limited to the question of substitution only. No amendments to the main motion or the substitute will be considered during this period of initial consideration.
3. Following the debate on the motion to substitute, a vote on substitution will occur. If the motion to substitute prevails by majority vote, the substitute motion becomes the main motion. If the motion to substitute fails to receive a majority vote, the original main motion remains on the floor for consideration. Debate, including the offering of amendments, moves forward on the main motion as per the rules of procedure.
4. The motion for the previous question shall not be in order on the motion to substitute until opportunity has been given for at least two speakers on each side of the question.

Rule 30. Unlawful Motion After Speech

After making a speech on a pending question, a delegate may not make a motion that would limit or stop debate without first relinquishing the floor.

Rule 31. Exceptions to Majority Vote

A majority of those voting, a quorum being present (Book of Discipline ¶ 506), shall decide all questions, with the following exceptions:

2. One-third of those present and voting shall suffice to sustain a call for a recorded vote in case the decision of the presiding officer is challenged (See Rule 15.2).
3. A tie vote sustains the presiding officer (Rule 3.1).
4. A two-thirds vote shall be required to sustain a motion to suspend (Rule 39) or amend (Rule 40) the rules; to set aside a special order (Rule 31.1); to consider a special order before the time set therefore...
5. A two-thirds vote shall be required to sustain a call for the previous question.
6. A two-thirds vote shall be required to approve a proposal for a constitutional amendment (*Book of Discipline* ¶¶ 59-61).

Rule 32. Reconsideration

A motion to reconsider an action of the body shall be in order at any time if offered by a delegate who voted with the prevailing side. If the motion proposed for reconsideration was nondebatable, the motion to reconsider shall be non-debatable (See Rule 21).

Rule 33. Regular Calendar...

1. The Secretary of the... Conference shall keep the Calendar [Agenda] which includes the orders of the day... Business placed on the calendar shall be considered in the order recommended by the Committee on Agenda and Calendar [Sessions Committee], unless by two-thirds vote of the Conference, an item is taken up out of order (See Rule 29.4).

Rule 39. Published Reports in Possession of Conference

Reports submitted by... the deadline, as announced by the Secretary of the... Conference, shall appear in the [Pre-Conference Workbook]. The report as published in the [Pre-Conference Workbook] is the official copy, subject only to grammatical, or other obvious editorial changes and shall be regarded as in the possession of the Conference.

Suspending, Amending, and Supplementing**Rule 41. Suspension of the Rules**

The operation of any of the provisions of the Plan of Organization and Rules of Order [Standing Rules] may be suspended at any time by a two-thirds vote of the Conference (See Rule 29.4).

Rule 42. Amending Rules

The Plan of Organization and Rules of Order [Standing Rules] may be amended or changed by a two-thirds vote of the Conference; provided the proposed change or amendment has originated in the Committee on Plan of Organization and Rules of Order [Standing Rules] or has been presented to the Conference in writing and referred to this committee, which committee shall report thereon not later than the following day (See Rule 29.4).

Rule 43. Robert's Rules of Order, Supplemental Authority

In any parliamentary situation not covered by the Plan of Organization and Rules of Order [Standing Rules], the ... Conference shall be governed in its action by the current edition of Robert's Rules of Order.

