

## **RULES OF ORDER**

1. The Convention shall include a celebration of the Holy Communion and an address by the Bishop, either of which shall be in order at any time.
2. Report of the Committee on Credentials.
3. When a quorum of Clerical and Lay Delegates are present, the Presiding Officer shall declare the Convention open for business.
4. Election of a Secretary and Treasurer (every fifth year).
5. Election of an Assistant Secretary.
6. Appointment of the following Convention Committees:
  - (a) On Elections, a Chief Teller and other fit persons
  - (b) On Credentials, one Clerical and two Lay Delegates
  - (c) On Dispatch of Business, one Clerical and one Lay Delegate
7. Granting of the courtesy of the Convention to non-delegates.
8. Report of the Committee on Dispatch of Business.
9. Nominations from the prepared ballot and from the floor.
10. Elections, casting the first ballot for the following:
  - (a) Standing Committee
  - (b) Trustees of the Diocese
  - (c) Diocesan Council
  - (d) Commission on Ministry
  - (e) Deputies to the General Convention (eighteen months prior to each General Convention)
  - (f) Provisional Deputies to the General Convention (one year after election of Deputies)
  - (g) Disciplinary Board
11. Report of the Committee on Constitution and Canons.
12. Confirmation by the Convention of the nomination by the Bishop of the Chancellor (triennially)

13. Communications from Secretaries of General, or Diocesan Conventions or of the Provincial Synod.
14. Acceptance of reports by title or presentation of reports for action where appropriate:
  - (a) Commission on Ministry
  - (b) Treasurer of the Diocese
  - (c) Trustees of the Diocese
  - (d) Diocesan Council and Departments
  - (e) Standing Committee
  - (f) Registrar
15. Report of Committee on Resolutions
16. Presentation of the following reports for action, or on request of the Bishop, or on recommendation of the Committee on Dispatch of Business:
  - (a) Special Committees of the last Convention
  - (b) Special Committees Appointed by the Bishop or Diocesan Council
  - (c) Special Committees of this Convention
17. Miscellaneous and unfinished business.
18. Appointment by the Presiding Officer of the following:
  - (a) Standing Committees of Convention
    - (1) Committee on Constitution and Canons
    - (2) Committee on Resolutions
    - (3) Committee on Nominations
    - (4) Special Committees to report to the next Convention
    - (5) A Committee to read, correct and approve the minutes
    - (6) Committee on Arrangements
  - (b) A Registrar
  - (c) An Archivist
19. No rule of order shall be suspended, varied, amended or rescinded unless by a majority vote of the delegates present.

20. Unless otherwise provided in these Rules of Order, Robert's Rules of Order shall prevail in the conduct of business.

21. Committee Procedures

(a) Resolutions Committee

The Committee on Resolutions shall be responsible for receiving all resolutions except those proposed by the Standing Committee, the Diocesan Council, the Commission on Ministry, and District, or General Convention Deputies.

(1) All miscellaneous resolutions to be considered for action by the Convention shall be submitted to the Secretary of the Convention in writing and signed by the proposer at least sixty (60) days before the date of Convention. Resolutions should be submitted on white 8 ½ x 11 paper, typed and double spaced, or electronically in a .doc format, and contain two sections:

the Resolved specifying the desired action;  
and a further Resolved, as appropriate,

providing for the implementation of the resolution if adopted. A separate, brief supporting statement may accompany the resolution. After the expiration of the sixty (60) day deadline, the Secretary shall transmit to the committee all resolutions so submitted.

(2) The Committee on Resolutions shall prepare the proposed resolutions for consideration by the Convention, exercising the right of editorial judgment on any resolution, in consultation with the proposer, or choosing between several resolutions offered on the subject or relating them to one another in a final version.

(3) The Committee shall at least fifty (50) days before the date of Convention submit its report to the Secretary with its recommendation for action upon each resolution. This report shall be distributed to the delegates by publication, by mail or otherwise at least thirty (30) days before the date of Convention.

(4) Any resolution from the floor shall be permitted only if reviewed and approved for presentation by the Resolutions Committee and only upon majority vote by the Convention approving consideration of the resolution. Such resolution should be duplicated in advance by the proposer(s),” with sufficient copies (350) available for distribution to the officers and delegates.

(b) Committee on Arrangements

The Committee on Arrangements shall be responsible for receiving post-Convention recommendations, and from such recommendations to make referrals in the following areas:

- (5) To the Ecclesiastical Authority - recommendations pertaining to location, date, and length of sessions.
- (6) To the Nominating Committee - recommendations pertaining to the nominating and election procedures.
- (7) To the Committee on Resolutions - recommendations pertaining to the resolutions procedure.
- (8) To the Diocesan Council - recommendations pertaining to the agenda and calendar of business.

The Committee on Arrangements shall be responsible for all physical arrangements of the Convention.

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