

RULES OF PROCEDURE for VIRTUAL MEETINGS
FOR THE ANNUAL 59th MEETING OF THE
KANSAS-OKLAHOMA CONFERENCE OF
THE UNITED CHURCH OF CHRIST

1. **BAR OF THE HOUSE:** There is no Bar of the House in a Virtual Meeting. In a business meeting all are welcome to speak, however in a time limited action, delegates are given preference in speaking. Only delegates may vote on official actions of the Conference.
2. **PRIVILEGE OF THE FLOOR,** with voice but without vote, shall be extended to designated guests of the conference. When concerns of their respective judicatories or councils or boards are under consideration, they shall not be required to await their turn to speak.
3. **THE PRIVILEGE OF THE FLOOR,** without awaiting their turn to speak, shall be given to chairpersons of the conference committees, council members, and staff, when they stand to clarify issues under consideration that relate to their respective interest or duties.
4. **COMMON CONSENT.** The President may declare adopted matters deemed to be merely formal, routine and non-controversial. If there is objection, however, the chair will await a formal motion and submit the question to debate and vote.
5. **WHEN SPEAKING FROM THE FLOOR,** delegates will be required:
 - a. To state their names and the names of the congregations they represent;
 - b. To put main motions and amendments in writing before they are submitted to vote;
 - c. To speak from a microphone.
6. **SPEAKING TIME.** No delegate shall be recognized to speak a second or a greater number of times on an issue while others who have not spoken on it are standing at a microphone.
7. **FAIR HEARING.** The President is charged with the duty of providing a fair and orderly disposition of the business of the conference, insisting that every point of view that is expressed in seriousness be given a fair and respectful hearing. Any ruling of the President may be appealed by a delegate. The appeal requires a second. The majority vote of the delegates present and voting upon the appeal will prevail.
8. **DEBATING A RESOLUTION.** A representative of the group sponsoring a properly-submitted resolution will be allotted five minutes to make a motion to approve the resolution and discuss the resolution. Subsequent speakers to the motion will be limited to three minutes each. A speaker for the resolution will be followed by a speaker against the resolution, and pro and con

speakers will continue to alternate turns at the microphone. No one may speak to the same debatable motion more than twice except to answer questions from the floor or the moderator. During timed floor debates, microphones will be turned off at the expiration of a speaker's time.

9. A "CALL FOR THE QUESTION." To close debate, the proper motion is, "I move the previous question" or "I move to close debate and proceed to vote on the pending question." The mover must be recognized by the President before speaking, and the motion requires a second. The motion requires a two-thirds vote for adoption. It will not suffice merely to call "Question" if there are still delegates who wish to be heard in debate.
10. NOMINATIONS FROM THE FLOOR. Except as otherwise provided in the by-laws, nominations may be made from the floor. They need not be seconded. No delegate shall make a nomination from the floor until he/she has first secured the consent of his/her nominee.
11. DOUBTING A VOTE. Any delegate, including the President, may doubt the result of a voice vote. A delegate may say, "I call for a division," whereupon the President shall take the vote again by show of hands or by standing.
12. In addition to overall totals, only budget items as presented by the Council will be considered on the floor of the Conference Annual Meeting.
13. The Council Executive Committee shall be the Business Committee.
14. All materials for distribution during the business meeting must be submitted to the Business Committee by 9:00 am., September 30 for virtual distribution at the proper time. The 2021 Business Committee includes: Ms. Bobbie Henderson (President), Rev. Caela Simmons Wood (Vice-President), Ms. Mandy Cook (Secretary), Mr. Rich Bireta (Treasurer), and Mr. John Lord (Immediate Past President).

FROM ROBERT'S RULES OF ORDER, REVISED ORDER OF PRECEDENCE OF MOTIONS

PRIVILEGED

- Fix the time to adjourn (when privileged)
- Adjourn (when privileged)
- Take a Recess (when privileged)
- Raise a Question of Privilege

UNDEBATABLE

- Call for the Orders of the Day
- Lay on the Table
- Previous Questions (2/3 vote)
- Limit or Extend Limits of Debate (2/3 vote)

Postpone to a Certain Time*
Commit or Refer*

DEBATABLE

Amend
Postpone Indefinitely
Main Motions*

*indicates such motion can be amended, although a motion to amend is not in itself always amendable.

NOTE: Those motions at the top of the list take precedence over those beneath them. Those listed as "(2/3 vote)" require a 2/3 majority for passage.

DEFINITIONS AND INFORMATION

1. **ACCEPTING** a report is the same as adopting it, and should not be confused with **RECEIVING** a report, which is allowing it to be presented to the Assembly.
2. **PENDING AND IMMEDIATELY PENDING** pertains to the status of questions. A question is pending when it has been stated by the chair and has not as yet been disposed. When several questions are pending, the last one stated by the chair, and therefore the first one which is to be disposed, is the immediately pending one.
3. A **MAIN MOTION** is one that is made to bring before the meeting any particular subject. **NO MAIN MOTION** can be made while another main motion is pending.
4. A **SUBSIDIARY MOTION** is one that may be applied to the main motion, and to certain others, for the purpose of modifying the delaying action upon them, or otherwise disposing of them.
5. **PRIVILEGED MOTIONS** are such that, while having no relation to the pending question, are of such urgency or importance as to require them to take precedence over all other motions.
6. A **INCIDENTAL MOTION** is one that arises out of another question which is pending and which must be decided before the pending question.
7. **THE PREVIOUS QUESTION** is the name given to the motion to close debate and at once to take the vote on the immediately pending question and such other questions as are specified in the motion.

8. A SUBSTITUTE is an amendment where an entire resolution, or section or one or more paragraphs, is struck out, and another is inserted in its place. A substitute motion may not be contrary to or change the intent of the original motion.
9. A MAJORITY is the largest vote of those casts for three or more persons.
10. A 2/3 MAJORITY is 2/3 or more of all votes cast.
11. NO CHANGE can be made except by a 2/3 vote of the meeting, once the program has been adopted
12. AN APPEAL of any ruling of the chair can be made only at the time of the ruling; it requires a second; a majority vote is required.
13. DIVISION OF THE HOUSE may be called for without obtaining the floor; it does not require a second and it cannot be debated. It must be called for before another motion has been stated.
14. An IMPROPER AMENDMENT is any amendment not germane to the question being amended. Improper amendments also include those which strike out or insert words which leave no rational proposition before the meeting; or is frivolous or absurd.
15. In DEBATE, members must confine themselves to the question before the meeting, and avoid personalities. Officers should always be referred to by their titles. It is not allowed to arraign the motives of any member (but the nature or consequences of a measure may be condemned in strong terms). It is not the person, but the measure that is the subject of debate.
16. While a motion is UNDEBATABLE, the chair may permit a question or explanation as long as it is pending.
17. No MOTION or AMENDMENT may be made which is in conflict with the Constitution or By-Laws of the organization, or which is in conflict with the laws of the governmental jurisdictions in which we are located.
18. An AMENDMENT of an amendment is permitted, but an amendment of an amendment of an amendment is NOT permitted.
19. After an AMENDMENT has been made inserting or adding words, and the meeting has adopted the amendment, the words cannot be changed or struck out except by a motion to strike out the paragraph, or such portion of it as shall make the question an entirely different one from that of inserting the particular words.

20. It is out of order to move a UNANIMOUS VOTE if the By-Laws call for a vote by secret ballot. One negative vote defeats a motion to make an action unanimous. The motion "to close the nominations and instruct the secretary to cast a ballot for the nominee (or slate of nominees)" is in order only when there is obviously no opposition for the office or offices and when ample opportunity has been given for nominations from the floor. After a contested election, the motion to "Make the vote unanimous" has no legal status, and can be moved only by the candidate next highest in the election just held.