

# **EPISCOPAL DIOCESE OF MILWAUKEE**

## **RULES OF ORDER**

### **Diocesan Convention 2020**

#### **I. Rules of Order in Organizing**

- A. The President shall call the Convention to order with an opening prayer.
- B. The Secretary of the Convention, under the direction of the President, shall report on the certification of Members entitled to vote at Convention.
- C. The President shall declare the Convention organized for business. The President may appoint a President Pro Tempore of the Convention, with the approval of Convention.
- D. The Committee on Certification of Members shall report any certificates of Lay Deputies determined to be irregular, defective, or contested to the Convention, and any question concerning Clerical Members under Article VI, Section 3 of the Constitution. Convention shall act on the report, and Convention's action shall be conclusive for that Convention.

#### **II. Rules of Order in Business**

- A. The Committee on the Admission of Parishes shall report on applications of proposed parishes to the Convention, which shall act on the report.
- B. The Committee on Resolutions shall report on the substance of each resolution presented in accordance with Rule III (Miscellaneous) and the assignment of the order of resolutions. The Committee may request resolutions to be taken up before other items of business. Voting on resolutions shall be by voice unless the Committee on Resolutions recommends a paper ballot.
- C. Any resolution not submitted in accordance with Rule III must be submitted in writing prior to the report of the Committee on Resolutions and may be taken up only upon consent of two-thirds of the members of the Convention.
- D. The Convention shall receive the report of the Nominating Committee.
  - 1. The following nominations and elections shall be held, together with the filling of any vacancies of unexpired terms.
    - a) Executive Council

- (1) two clergy for three-year terms
- (2) two lay persons for three-year terms
- b) Standing Committee
- c) one clerical member for a four-year term
- d) one lay member for a four-year term
- e) Treasurer
- f) one person for a one-year term
- g) Trustees of Funds and Endowment, Inc.
- h) two persons for three-year terms
- i) Deputies to General Convention, at the times provided by the Constitution and Canons
- j) four clerical members of the Convention
- k) four lay persons
- l) Supplemental Deputies to General Convention, at the times provided by the Constitution and Canons
- m) four clerical members of the Convention
- n) four lay persons
- o) Any other offices called for by the Constitution and/or Canons

2. Methods of Elections

- a) All elections shall be by written ballot where there is more than one candidate.
- b) If the same number of candidates exist as positions to be filled, a written ballot is not required unless it is necessary to determine order of election or length of term.
- c) A candidate receiving a majority vote of the allowable votes cast on the first ballot shall be elected
- d) If no candidate is elected on the first ballot, a second ballot shall be taken among those candidates twice in number to the positions to be elected who receive the highest vote on the first ballot.

- e) Successive ballots shall reduce the number of candidates to twice the number of positions remaining to be filled.
- f) Should a successive ballot not result in an election nor reduce the number of remaining candidates, the candidate earning the lowest number of votes will be removed from the successive ballots, provided that doing so will allow at least two candidates to remain.
- g) Where the result of an election requires that those elected be ranked in order of preference, and there is the same number of nominees as there are positions to be filled, a ballot shall be cast that requires voting for exactly one candidate as the one preferred. The candidate earning the most votes will be ranked first with remaining candidates ranked in order of the number of votes received.
- h) Should a tie occur between candidates ranked using the procedure above, successive ballots shall be cast between tied candidates to determine preference among them.

E. The Convention shall receive the following reports:

- 1. Executive Council
- 2. Commission on Finance and Administration
- 3. Commission on Department of Mission and Congregational Development
- 4. Convocations
- 5. Standing Committee
- 6. Other reports required by the Constitution and Canons
- 7. Other written reports of committees of the Diocese submitted in advance of Convention

F. The Convention shall act on other business.

G. The Convention shall act on any remaining resolutions presented to the Committee on Resolutions, in the order assigned by the Committee.

H. The following appointments shall be made by the Bishop and confirmed by the Convention by voice vote:

- 1. Commission on Ministry
- 2. Chancellor
- 3. Parliamentarian
- 4. Historiographer
- 5. Commission of Architecture and Allied Arts

6. Any other offices requiring appointment by the Bishop and confirmation by the Convention
- I. Prior to each Convention, the Bishop or the President shall make the following committee appointments in accordance with the Canons, with its members to serve until a successor committee is appointed or as otherwise designated by the Bishop or President:
    1. Committee on Admission of Parishes (in the alternative, the Bishop may designate the Commission on Mission and Development to serve as the Committee on Admission of Parishes)
    2. Committee on Constitution and Canons
    3. Committee on Courtesy and Privilege
    4. Committee on Dispatch of Businesses
    5. Committee on Nominations
    6. Committee on Resolutions
    7. Committee on Certification of Members

### **III. Miscellaneous**

- A. All reports on committees shall be printed. They shall include any resolution regarding a recommended action or expression of judgment. The resolutions shall be received without motion, unless objection is made.
- B. All proposed legislation and debatable resolutions, signed by the proposer, shall be submitted in writing to the Secretary of the Convention at least 45 days in advance of the convening of the Convention. The Secretary shall distribute copies of the proposals at least 14 days in advance of the convening of the Convention to each parish in the Diocese and to each Clerical Member of Convention.
- C. No member shall be absent from any session of the Convention without leave of the President. When the Convention is about to adjourn, members shall remain seated until the President has vacated the chair.
- D. These Rules of Order shall not be altered, or rescinded except by a 2/3rds majority vote of two-thirds of the members present and voting.

### **IV. Rules of Order of Debate.**

- A. Voting. Voting on all motions shall be by voice vote. If the result is inconclusive, the President or any Member may call for a vote by ballot card. The President, or a majority of Convention,

may call for a count of the affirmative and negative votes. A written ballot may be required by a majority of Convention, in place of voting by voice or ballot card.

- B. Debate on Budget Resolution. Following the presentation of the budget, there will be a period of 10 minutes for questions of information or clarification, debate on the motion to approve the budget shall be limited to 60 minutes, and the vote shall be taken at the end of that time.
- C. Debate on Other Resolutions. Debate on all resolutions, other than the Budget resolution, shall be limited to 30 minutes, and the vote shall be taken at the end of that time.
- D. Closure of Debate. Unless the debate is extended by appropriate motion, debate shall be closed and the vote taken at the designated time. A motion to call for an immediate vote is not in order until the specified time for debate has expired. The President may call for a vote prior to the expiration of such time limit, or during any period of extended debate, if it appears that all who wish to speak to a motion have had an opportunity to do so.
- E. Recognition of Speakers. The President or the Dispatch of Business may designate one microphone for those in favor of a question, and another for those in opposition. To the extent practicable, the President shall recognize speakers of opposite views in alternate succession. Each Member who wishes to speak to a pending motion shall seek recognition from the President at the microphones designated for debate and, when recognized, shall identify himself or herself by name and status (clergy, lay deputy for parish). No Member may speak unless recognized by the President.
- F. Limitations on Speakers. No Member (including the proposer) may speak more than once on the same resolution or for more than two minutes. Time allotments are not transferable one from Member to another.
- G. Amendments. A motion to amend the pending question must be either by adding, striking out, striking out and inserting, or substituting. An amendment to an amendment cannot be amended, and no substitute for a substitute shall be allowed. A motion to amend may not be made while another has the floor (or ahead of other speakers if there is a line), is not considered a procedural question, and must be seconded. At the request of the Secretary, an amendment must be submitted in writing to the Secretary prior to the vote on such amendment.
- H. Timekeeper. The Dispatch of Business shall serve as time keeper.
- I. Procedural Questions. A Member may raise a procedural question during debate or at other appropriate times during Convention by raising a yellow ballot card and seeking recognition of the President. During debate, a Member with a procedural question is permitted to seek recognition while another Member has the floor by stepping to the microphone and seeking recognition (display of yellow card) ahead of those waiting to speak to the substance of the motion. The President may exercise his or her discretion to permit a speaker to complete his or her statement prior to recognizing another Member for a procedural question. The President or Dispatch of Business may designate a separate microphone for procedural questions. Procedural questions require a second and include: a motion to count the votes, a motion to

vote by written ballot, a motion to extend debate, a point of order, and a request for information relevant to the motion.

## V. Robert's Rules

The Rules contained in the current revised edition of "Robert's Rules of Order" shall guide the Convention in all cases to which such Rules are applicable and not inconsistent with these Rules or any other special Rules that Convention may adopt.

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*Proposed for adoption October, 2020*

## VI. Special Rules for Virtual / Distance Conventions

The 173rd Annual Convention (the "Annual Convention") of the Episcopal Diocese of Milwaukee (the "Diocese") shall be conducted through use of an Internet meeting service (the "Meeting Service") designated by the Committee of the Diocese planning the convention (the "Convention Committee") that supports anonymous voting and visible displays (i) identifying those participating, including each participant's name and parish, (ii) designating whether each participant is allowed to vote at the Annual Convention; (iii) identifying those participants seeking recognition to speak, (iv) showing (or permitting the retrieval of) the text of pending motions, and (v) showing the results of votes.

**This electronic meeting of the Annual Convention shall otherwise be subject to the rules set forth herein and all rules adopted by the Annual Convention to govern its annual meeting (collectively the "2020 Rules"), which may include any reasonable limitations on, and requirements for, participants' participation. The 2020 Rules shall supersede any conflicting rules in Robert's Rules of Order.**

Specific rules governing the Convention are as follows:

- A. Each participant will be required to register through the Meeting Service such participant's attendance at the Annual Convention and provide such information as is requested by the administrator of the Annual Convention (the "Administrator"), including confirmation that such participant has appropriate technological access to the Annual Convention.
- B. The Convention Committee, in consultation with the Administrator, will select a voting application (the "Voting App"), that will be used during the Annual Convention, which Voting App will allow the Administrator to count votes cast for and against a matter, and which will work in conjunction with the Meeting Service.
- C. **An anonymous vote conducted through the Voting App shall be deemed a written ballot vote, fulfilling any requirement in the Constitution and Canons or rules that a vote be conducted by written ballot. Votes shall be deemed anonymous so long as votes cast by an individual are available only to the Administrator.**
- D. **All votes required at the Annual Convention will be conducted through the use of the Voting App. No voice votes will be taken at the Annual Convention.**

- E. Participants shall maintain Internet and audio access throughout the Annual Convention whenever present, but shall sign out upon any departure before adjournment.
- F. **The presence of a quorum shall be established by the online list of participants registered through the Meeting Service.**
- G. **Each participant is responsible for such participant's audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a participant's individual connection prevented participation in the Annual Convention.**
- H. The Chairperson may cause or direct the disconnection or muting of a participant's connection if it is causing undue interference with the Annual Convention. The Chairperson's decision to do so, which is subject to an undebatable appeal that can be made by any participant, shall be announced during the Annual Convention and recorded in the minutes of the Annual Convention.
- I. **In addition to display of pending motions or results of votes, video of the Chairperson and any participant currently recognized to speak or report shall be displayed throughout the Annual Convention, as well as such other video displays as the Chairperson designates in his or her discretion.**