



NEW YORK CONFERENCE UNITED CHURCH OF CHRIST

2018 Standing Rules of the Annual Meeting New York Conference of the United Church of Christ

1. Voting members must sign in as delegates at the time of registration. Voting cards will be issued at that time. Quorum will be determined by members present and registered. All proceedings of the annual meeting shall, unless otherwise provided for, be governed by the latest edition of Robert's Rules of Order.
2. No other business than that on the program as presented and adopted by the delegates, or other business as may logically emanate from it, will be considered, unless it is first presented to the Business Committee for consideration and recommendation to the Conference.
3. No delegate may speak more than twice to the same subject, the first speech shall be limited to two minutes and the second speech to one minute.

4. If a delegate wishes to speak to a subject, he or she must go to one of the appropriately marked microphones to make his/her presentation, and identify himself/herself before speaking. Discussion will be terminated by the Chair when one microphone becomes vacant but can be reopened by a 2/3 vote.
5. Any amendment to motion which, in the opinion of the Chair, substantially changes the force or intent of the motion shall be declared out of order until submitted to and approved by the Business Committee as a new motion.
6. All motions approved by the Business Committee for action must be distributed to the delegates in writing not less than four hours before coming to the floor for debate.
7. All motions and principal amendments (other than editorial) must be presented to the Moderator and/or Secretary in writing at the time of introduction.
8. When voting, delegates must be within the bar of the house, as established by the Business Committee.
9. Visitors shall have the privilege of the floor with voice but without vote, and they shall be subject to the same rules as apply to the delegates.

Common Parliamentary Procedure

1. To obtain the floor, speaker should:

- a. wait until the previous speaker has finished
- b. address the chair
- c. when recognized, state name and church
- d. make statement

2. To move or amend, speaker should:

- a. state: "I move that we _____." or "I move that we amend the motion by adding/striking/ inserting the words _____."
- b. wait until motion or amendment has been seconded and placed before delegation
- c. speak to the item

Only one amendment to a motion (primary amendment), and one amendment to the motion to amend (secondary amendment) are in order at one time.

3. To stop debate, speaker should:

- a. state: "I move the previous question."

The motion must be seconded, is not debatable, and requires a two-thirds vote.

The motion is out of order when another person is speaking.

4. A: To lay on the table, speaker should:

- a. state: "I move that we table the main motion."

Lay on the table can only be used to set aside the current business if something more urgent must be dealt with immediately. You cannot table until a certain time.

The motion must be seconded, is not debatable, and requires a majority vote.

The motion is out of order when another person is speaking or seeking recognition.

4. B: To take from the table, speaker should:

a. state: “I move that we take from the table the motion to (tabled motion).”

The motion must be seconded, is not debatable, and requires a majority vote.

5. To postpone (to a certain time), speaker should: a. state: “I move that we postpone consideration of this motion until (time).”

The motion must be seconded, is debatable only as to the propriety of postponement, and requires a majority vote. The motion is out of order when

another person is speaking or seeking recognition. The motion will automatically come before the Conference when the conditions of deferment have been met. You cannot postpone to the next Annual Meeting.

6. To consider an action, speaker should:

a. state: “I move that we reconsider the vote on the motion to (state motion).”

The motion must be made by one who voted with the prevailing side. The motion must be seconded, is debatable and requires a majority vote.

7. To rescind an action, speaker should:

a. state: “I move that we rescind the motion that (state motion).”

The motion must be seconded, is debatable, and requires a two-thirds vote of members present, or majority of entire membership, unless previous notice has been given to this particular motion to rescind.

8. To substitute a motion, speaker should:

a. state: "I move, as a substitute motion, that we (state substitute)."

This motion must be seconded, is debatable requires a majority vote. If a substitute motion is passed, it simply becomes the motion before the Conference. To become an action of the Conference, it now must be voted upon again.

9. To accept, adopt, or refer back to a committee – reports, speaker should:

a. State: "I move that we _____."

The motion must be seconded, is debatable, and requires a majority vote. When a reporting member of a committee or the Board moves the adoption, a second is not necessary. The subject is immediately open for discussion.

10. To state question or privilege, (to raise a point of order, or ask for information, or claim personal privilege), speaker should:

a. rise in place, and secure the attention of the chair b. state: "I rise to a question of privilege"

c. wait until the chair determines the urgency of the request, and how to resolve the matter

11. To appeal chair's decision, speaker should:

- a. address the chair
- b. state: "I appeal the decision of the chair"

The motion must be seconded, is debatable unless the appeal is made while the immediate pending question is not debatable and requires a majority vote.

Note: The Parliamentarian is versed in the rules and procedures of parliamentary law. He/she advises the presiding officer on questions of procedures in transacting the business of the assembly legally, efficiently, and impartially. He/she does not make decisions. When necessary, if asked by the chairperson or the assembly, he/she states the ruling or gives his/her interpretation of it.