

The Rules of Order

RULE I

The ecclesiastical authority shall appoint the Committee on the Agenda and Dispatch of Business by February 1st of the year of the Convention. The committee shall consist of the Chair of the Convention (the "Convention Chair") or his/her designated substitute, the Secretary of the Convention, and such members of Convention, as shall seem appropriate to the Convention Chair. Its duties shall be to prepare an agenda for submission to Diocesan Council prior to Convention; to provide for a virtual or in-person Pre-Convention meeting to serve as a hearing for all matters to come before the Convention (the "Pre-Convention Meeting"); to secure persons to provide information for such hearings, being sure that the several sides of any issue shall have equal opportunity of access. The Convention Chair may refer to this committee any matters brought to the floor of Convention not previously referred to it, and the Convention Chair may request the placement of such matters upon the agenda, with due provision for debate and dispatch.

The Convention Chair shall appoint chairs to the following subcommittees:

1. The Committee on Resolutions

The Committee on Resolutions shall consider all resolutions to Convention that shall be submitted not later than the 45 days preceding Convention and those submitted by Diocesan Council by the Tuesday after its September meeting; as well as all resolutions presented by the Bishop. It shall be the duty of the Committee:

- a. to resolve duplicative or substantially similar motions into a single motion, doing so in consultation with the movers of said motions;
- b. to make such editorial or stylistic corrections as do not affect the substance of motions, and reporting these changes to the movers in order to ensure that no distortion of the intended meaning has occurred; and
- c. to report all such and motions or memorials to Convention. The report may include the following recommendations:
 - i. that the motion be passed;
 - ii. that the motion be defeated;
 - iii. that the motion be reported to a Committee of the Whole; or
 - iv. that the motion be reported to the floor without recommendation.
- d. In the first three cases, the Committee on Resolutions shall state the reasons for its recommendation. It is not necessary to do so if the motion is reported without recommendation. In the case of a recommendation for the formation of a Committee of the Whole, the

Committee on Resolutions shall, with such recommendation, propose enabling procedures. When such a recommendation has been heard, the Convention shall proceed immediately, and without debate, to vote whether it wishes to constitute itself as a Committee of the Whole. Such Committee of the Whole shall meet at a time determined by the Committee on the Agenda and Dispatch of Business. The Committee of the Whole, at the time of its rising, shall itself determine whether it wishes the matter before it to be put to a vote or not, and that determination shall be binding. If the Convention determines that it does not wish to constitute itself as a Committee of the Whole, the Convention shall proceed, at the time determined by the Committee on Agenda and Dispatch of Business, to debate the motion and vote upon it, without further recommendation from the Committee on Resolutions. In any other case than a recommendation for Committee of the Whole, it shall be the prerogative of any member of Convention to request a discussion by a Committee of the Whole. If such a request is made, Convention shall vote upon such a request immediately and without debate. Should such a request be sustained, Convention shall proceed as is outlined.

2. The Committee on Nominations

No later than one hundred twenty days prior to Convention, the Committee on Nominations shall circulate a request to all congregations and non-parochial clergy for names of persons to be nominated to positions to be filled by Convention. The Committee shall provide information about the nominees to be posted online on the diocesan website to facilitate reasoned choice by the Convention. Nominations shall be requested to be received 45 days prior to the Convention, but will be accepted until a deadline set at least one day prior to the Pre-convention Meeting. Unless the number of nominees is fewer than the positions to be filled, nominations will not be accepted from the floor.

3. The Committee on Credentials

It shall be the responsibility of the Committee on Credentials to make recommendations to Convention in the event of a challenge to a delegate; to issue credentials, upon submission of appropriate documentation, to any delegate not previously certified; to report to Convention the presence of a quorum prior to the commencement of Convention deliberations.

4. The Committee on Constitution and Canons

The Committee shall consist of the Chancellor and no fewer than four additional persons, clergy and lay, who are learned in the law and in the polity of the Episcopal Church. The Chancellor shall be its chair. It shall be the responsibility of the Committee to receive recommendations for canonical and constitutional

change from anyone who has voice in Convention, evaluate them in the light of current constitutional and canonical procedure, determine whether the recommendations conform to the Canons of the Episcopal Church in the United States and see that the proposed amendments or enactments are presented in appropriate form. To assist the Committee in its work, no recommendation shall be accepted later than sixty days preceding the Convention. The Committee may, in addition, recommend to the Convention of the Diocese of Southern Ohio that said changes be approved, rejected or amended, in which event appropriate reason shall be given for the determination.

Any action of the Committee shall require a majority of those appointed.

RULE II

1. Notice of the meeting of the Convention shall be given as provided in the Canons. If the Ecclesiastical Authority shall call for a meeting of Convention by electronic means, the notice for such meeting shall be given by publication on the diocesan website and otherwise no later than four weeks prior to the date called for the opening of the meeting.
2. No later than eight weeks before any such meeting, every member of the clergy entitled to seat, voice, or vote in Convention must notify the Ecclesiastical Authority of his or her email address to receive the ability to participate in a Convention. No later than such date, every rector, vicar, or a warden of any congregation entitled to representation in Convention must notify the Ecclesiastical Authority of the email address of (a) every Lay Deputy of such congregation or (b) any Alternate who pursuant to Canon 2, Section 3 will replace an elected Lay Deputy who will be unable to attend the Convention.
3. In the event of electronic participation, the Secretary of Convention or his or her designee shall send an email to every member of Convention no later than three days before such meeting, setting forth (a) the time of the meeting, (b) the URL and codes necessary to connect to the Internet meeting service, and, as an alternative and backup to the audio connection included within the Internet service, the phone number and access codes the member needs to participate aurally by telephone, and (c) if applicable, a Voter ID code.
4. The Secretary shall schedule Internet meeting service availability to begin at least 30 minutes before the start of each meeting for electronic participation.
5. All members shall identify themselves as required by immediately signing into the Internet voting application upon check-in.
6. The Credentials Committee shall determine and report to the Secretary the presence of a quorum as required by the Constitution based on members' login to the voting application. The Secretary of the Convention shall ascertain the name of Clergy and Lay Delegates present entitled to seats and shall enter them in the minutes.
7. Each member participating electronically is responsible for his or her audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting. The Convention Chair may cause or direct the disconnection or muting of a

member's connection if it is causing undue interference with the meeting. The Convention Chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.

- a. To seek recognition by the Convention Chair, a member shall use any request mechanism provided by the Internet meeting service and await recognition. Once the pending action is completed, the Convention Moderator shall clear the online queue.
 - b. A member intending to make a main motion, to offer an amendment, or to propose instructions to a committee, shall, before or after being recognized, post the motion in writing to the Internet meeting service "chat" area designated by the Secretary for this purpose, preceded by the member's name and parish affiliation. Use of the chat area designated by the Secretary for this purpose shall be restricted to posting the text of intended motions or seconding motions.
 - c. Members responding "so moved" to a request from the Convention Chair for a motion, or seconding any motion that requires a second, must do so using the Internet meeting service feature without needing to be recognized by the Convention Chair.
 - d. The Secretary shall designate an online area in the Internet meeting service exclusively for the display of the immediately pending question and other relevant pending questions.
 - e. Votes not requiring ballots may be taken by the polling feature of the Internet meeting service. Recognizing that more than one member may be observing the Convention from one account, if ANY member of that group desires to vote Nay, the group is instructed to vote Nay. This will then signal the Moderator to switch the voting to the Internet voting service.
8. The Convention Chair shall arrange for broadcasting/livestreaming so that the public and members of the diocese other than members of the Convention may observe designated parts of the proceedings.

RULE III

1. The agenda shall begin as follows: the announcement of a quorum, one resolution regarding persons eligible for seat and/or voice and/or vote and congregations eligible or ineligible to be seated for disciplinary reasons; election of the Secretary of Convention; appointment of assistant secretaries, parliamentarian and persons for any other function necessary to the smooth running of the Convention; approval of the Agenda and report of the Nominating Committee and the first ballot.
2. Elections shall be by ballot. A majority of those present and voting shall elect. The following shall be elected, as positions on such bodies are up for election:
 - a. Deputies and Alternate Deputies to the General Convention (when applicable)
 - b. The Standing Committee of the Diocese
 - c. The at-large members of Diocesan Council
 - d. The Trustees of the Diocese
 - e. The Trustees of the Church Foundation

- f. Members of the Procter Center Advisory Board
 - g. Members of the Budget Committee
 - h. Members of the Regional Disciplinary Board (when applicable)
 - i. Deputies to the Provincial Synod
 - i. The special constitutional requirements for election as delegate to General Convention or as member of the Standing Committee found in Article IX of the Constitution of the Diocese of Southern Ohio, shall, of course, apply.
 - ii. Balloting will be conducted electronically. The polls will remain open for at least ten minutes at each ballot. The Presiding Officer may increase the time if warranted. Announcements of results of a ballot shall take precedence over any other business, at a time when one item shall have concluded, and another item of business has not begun. Any necessary successive ballot shall be taken immediately upon the report of the tellers. Each report of the tellers shall include the total vote cast, the number required to elect, and the complete vote for each person on the ballot.
 - iii. Deputies to General Convention and members of the Standing Committee shall be elected by joint ballot of the Clergy and Laity, and a majority of those present and voting shall be required for an election. In case of a failure or omission to elect such Deputies or members of the Standing Committee, the persons last elected shall continue to serve until others are chosen. If, after four (4) ballots, the election of Deputies to General Convention or members of the Standing Committee has not been completed, the positions still vacant may be filled by a plurality vote, if authorized by three-fourth (3/4) of the members of the Convention present and voting. Election by ballot may be dispensed with by a unanimous vote of the Convention.
Alternate Deputies shall be elected as provided for in the Canons.
2. The Ecclesiastical Authority shall appoint persons to the following offices with the consent of the Convention, which may be given *vive voce*:
 - a. The Treasurer of the Diocese
 - b. The Registrar of the Diocese
 - c. Finance Committee
 - d. Examining Chaplains
 - e. Commission on Ministry
 3. The report of the Committee on Resolutions shall be as an early order of business. Resolutions not submitted to the Resolutions Committee prior to the sixtieth day preceding Convention, and not arising from the Bishop's Address, may be submitted during the morning of the first day at a time established by the Agenda Committee. A two-thirds vote of the Convention must approve such additional resolutions for consideration.
 4. The following additional matters shall be included on the agenda of every Convention in such order as shall seem appropriate to the Committee on the Agenda and Dispatch of Business:

- a. The Bishop's Address (unless otherwise delivered as part of the Convention Eucharist in which case the Bishop's Address shall be made part of the journal)
- b. The written reports of Diocesan Council Officers, Committees, and Commissions
- c. The Budget and its enabling resolutions
- d. The report of the Committee on Constitution and Canons
- e. The Introduction of Guests
- f. Any reports on congregations requesting union with Convention (*below)
- g. Any report from the Finance Committee
- h. Any miscellaneous business
- i. Any courtesy or business resolutions
- j. Announcement of date, place and next Convention.

** The Report of any committee appointed by the Ecclesiastical Authority to examine and report upon the request of any Congregation for union with Convention (if any): Should any Congregation thus be added, the Secretary shall enter upon the roll the names of the Lay Delegates properly accredited from the Congregation.*

RULE IV

Unless otherwise specified, all decisions shall be by majority of the Convention.

RULE V

Debate shall be confined strictly to the subject before the Convention.

RULE VI

All questions of order shall be decided by the Convention Chair without debate; but any member may appeal from such decisions. If an appeal be taken, it must be put immediately and without debate.

RULE VII

Objection to the consideration of a question can only be made when the question is first introduced before it has been debated. Such objection requires no second, cannot be debated or amended, and must have a two-thirds vote to sustain it.

RULE VIII

No motion shall be considered as being before the house unless it be seconded and, when necessary, reduced to writing.

RULE IX

- A. No member may speak longer than two minutes at one time, without leave of the convention.
- B. No member may speak more than twice in the same debate without leave of the convention.
- C. No member may speak a second time to a question if any other member who so desires has not spoken for a first time to that question and effort shall be made to include all viewpoints.

- D. Total debate on a motion shall be limited to twenty minutes, except when extended by a 2/3 vote of convention.

RULE X

The procedure for amending the Proposed Budget shall be as follows:

- A. Proposed budget amendments, including the required description of all changes and confirmation of contact with parties affected shall be delivered to the Secretary of the Convention and the Financial Officer of the Diocese no later than ten (10) days before the first business session of the Annual Convention. All proposed amendments shall:
 - 1. Be Balanced. All increases to budget lines shall be compensated by decreases to other budget lines preserving the overall balance of the Budget, or authorized by increases in the Mission Share rate.
 - 2. Prior Agreement as to Accuracy. All parties that are affected by changes to budget lines shall be contacted and agree to the accuracy of the proposed changes before the amendment is submitted.
- B. The Financial Officer shall immediately confirm the accuracy of the proposed changes and contact the parties affected so that they are prepared to respond when the proposed amendment is introduced on the floor of Convention.
- C. Budget amendments proposed in a manner consistent with that outlined herein shall be deemed to have been presented in a manner consistent with Canon XIII, Section 3 (f). Budget amendments proposed in any other manner shall be deemed as falling within the provision of Rule I, paragraph B of the Rules of Order for the Annual Convention which requires approval for consideration by the action of two-thirds of the Convention: Should the Convention so issue their approval for consideration, the Secretary of the Convention shall appoint an ad hoc committee composed of
 - 1. A representative from each group affected by the proposed changes to budget lines,
 - 2. A representative from the Diocesan Budget Committee, and
 - 3. A representative from the Office of the Bishop as staff for the Committee.

This ad hoc committee shall be called the Budget Amendment Review Committee, and shall meet to develop a reconciled, amended Budget. In the event this committee is unable to develop a reconciled, amended Budget, all proposed amendments shall be presented to Convention in the order they were received by the Secretary of the Convention.

- D. Action on the reconciled, amended Budget shall occur at Convention.

RULE XI

When a question is under consideration, no motion regarding it shall be made without leave of the Convention Chair unless it is to postpone it for a certain time, postpone it indefinitely, or lay it on the table. Amendments to or changes in any budget and its resolutions shall be dealt with as set forth in the paragraph below.

All amendments or changes to any Budget shall automatically be postponed until the entire Budget has been discussed and all amendments or changes have been gathered. They shall then be discussed in any order determined by the Convention Chair, and no disposition of the Budget shall be made until all amendments or changes have been considered and dispositions made.

RULE XII

The agenda, as adopted by the Convention, will be the General Order of the Day and its times are times definite unless suspended with the concurrence of two-thirds of members present. A special Order of the Day at a designated time, may be proposed by the Convention Chair or Committee on Agenda and Dispatch of Business, subject to the consent of the Convention.

RULE XIII

The motion to Suspend the Rules requires a two-thirds vote, is not debatable, and cannot be amended or reconsidered.

RULE XIV

The motion to reconsider can only be made or seconded by one who voted with the prevailing side. If, however, the original question was decided by a ballot, any member of Convention may move to reconsider. If the motion to reconsider is adopted, it opens the entire subject for discussion. No question can be twice reconsidered during the course of the same Convention. If the original question was debatable, so is the motion to reconsider. The converse also is true.

RULE XV

On motion, duly put and carried, the Convention may resolve itself into a committee of the whole, when the Convention Chair shall call some member of the Convention to the chair, and the Secretary, if needed, be elected. In Committee, the Rules of Order are suspended. When the Committee rises, its chair shall make verbal report to the Convention Chair of the Convention.

RULE XVI

Clergy of the Episcopal Church, who are not entitled to seats, and candidates for Holy Orders in this Diocese shall be admitted to the floor of the convention, but without the right to take part in the proceedings. Their names shall be reported to the Secretary and entered upon the Journal.

RULE XVII

The above shall be the Rules of Order of all sessions of the Convention, unless amended or rescinded by a majority vote. Rule I need not be followed for Special sessions, the order of

business then to be determined by the Ecclesiastical Authority in accordance with the purpose for which the Special session was called. The Rules of Order shall be published for each annual session of the Convention.

In all matters not specifically covered by these Rules of Order or by the Constitution and Canons of the Diocese, "Robert's Rules of Order, Newly Revised," shall govern the Annual Convention in all cases to which they are applicable.

These Rules of Order shall be adopted as the first order of business at the Annual Convention to which they shall be submitted. They shall continue in force until the first order of business of the subsequent Annual Convention. Except as may be otherwise provided by these Rules, proposed amendments to these Rules shall be submitted to the Committee on the Agenda and Dispatch of Business at least sixty (60) days preceding the Annual Convention at which the proposed amendment is requested to go into effect. The Committee on the Agenda and Dispatch of Business shall review the amendments, decide on the merits of them, and, if appropriate, incorporate the amendments into the Rules of Order which are to be submitted to the Annual Convention as otherwise required by these Rules.