



**Southeastern Pennsylvania Synod**  
Evangelical Lutheran Church in America

## 2022 Synod Assembly Parliamentary Procedure Guidelines

To do this	You type this	You say this	May you interrupt?	Open for debate?	Open for amendment?	Votes required
<b>Make a motion (called a “main motion”)</b>	MOTION	“I move that...” (not I would like to move that...)	No	Yes	Yes	Majority
<b>Amend a motion</b>	AMEND	“I move to amend by...” (adding, inserting, striking)	No	Yes	Yes	Majority, unless otherwise indicated
<b>Second a motion or resolution</b>	SECOND	I second the motion/resolution	No	No	No	No
<b>Speak in favor of a motion or issue under discussion</b>	PRO	State your case	No	No	No	No
<b>Speak against a motion or issue under discussion</b>	CON	State your case	No	No	No	No
<b>End debate and bring to a vote</b>	CALL	“I move the previous question.”	No	No	No	2/3
<b>Object to procedures</b>	OBJECT *	“Point of order”	Yes (requires second)	No	No	Chair decides
<b>Challenge ruling of the chair</b>	OBJECT *	“I appeal the chair’s ruling”	Yes (requires second)	No	No	Majority
<b>Reconsider an action (you must have voted on prevailing side)</b>	MOTION	“I move to reconsider (action)”	No	Yes	Yes	Majority
<b>Find out when a motion you wish to make can be made</b>	QUESTION **	“When would it be in order for me to move that...”	Yes	--	--	Chair decides

<b>Request information</b>	QUESTION **	“I wish to request...” (information, clarification, etc)	Yes	--	--	Chair decides
<b>Urgent request</b> (ex., unable to hear, item that has immediate impact on business)	URGENT	State your request	Yes	No	No	Chair decides
<b>Personal Privilege</b> (read or make a statement)	PERSONAL ***	“I request a personal privilege” to make a statement.	No	No	No	Chair decides
<b>Personal Privilege</b> (to ask for a visitor to speak; etc.)	PERSONAL ***	“I request a personal privilege” to allow someone to speak	No	No	No	2/3 Majority
<b>Withdraw one's motion from consideration</b>	WITHDRAW	“I wish to withdraw my motion”	Yes	No	No	Majority
<b>Remove oneself from the speaking queue</b>	REMOVE	Not applicable	N/a	N/a	N/a	N/a
<b>Nominate someone for election</b>	NOMINATE	“I nominate (name, congregation)”	No (requires second)	No	No	No

### SPEAKING before the assembly

1. Click on the CHAT button. Type in the reason (above) that you are speaking, your name and congregation.
2. When the chair calls on you, click the REACTIONS button and click on RAISE HAND.
3. Click UNMUTE when the host asks you to unmute.
4. Click START VIDEO.
5. **Anytime you speak to the meeting, please start with your name and congregation.** Make your statement. You have two minutes (unless changed by the assembly)

\* **OBJECT:** When a member thinks the rules of the assembly are being violated. It can interrupt any speaker pending. When the bishop calls on you, say “Point of Order” and state what you believe the violation is. Also used to challenge ruling of the chair.

\*\* **QUESTION:** There are two actions possible here. One is a Point of Information an inquiry as to facts affecting the business at hand. It CAN INTERRUPT any speaker pending. When called upon, say “Point of Information” and ask your question. The second is to determine when it would be appropriate to make a motion unrelated to the matters at hand and DOES NOT INTERRUPT the speaker pending.

\*\*\* **PERSONAL:** A request for Personal Privilege which allows a member to INTERRUPT pending business to state an urgent request such as not being able to hear because of background noise, etc. The chair determines if it can be handled informally or requires consideration before the pending business is resumed. Another use of Personal Privilege is to recognize a worthy person who is not a voting member to request that they be able to speak to the pending motion. It DOES NOT INTERRUPT so you must wait your turn in the queue. The assembly can grant such a request by a 2/3 vote.

## **VOTING for Resolutions and Elections**

VOTING ON A RESOLUTION takes place on A SEPARATE WEB PLATFORM, WHICH YOU MAY HAVE OPEN IN A WEB BROWSER WINDOW ON YOUR DEVICE OR ON A SECOND DEVICE SUCH AS A SMART PHONE OR TABLET.

- When a motion / resolution is put before the meeting for a vote, SWITCH TO THE VOTING PLATFORM. If necessary, LOG IN WITH YOUR EMAIL AND THE PASSWORD WITH WHICH YOU ARE PROVIDED.
- SELECT THE VOTE UNDER CONSIDERATION FROM THE DROP-DOWN LIST— e.g. “Resolution 1” or “Motion to Amend.” You will see the choices available for that vote.
- Simply CLICK OR TAP on your selection and when you are sure, click SUBMIT to REGISTER your vote. You will see a confirmation of your vote on the screen. You can change your vote PRIOR TO CLICKING SUBMIT, but not after clicking submit.
- You will receive a warning when the voting period is about to close. YOU MUST CLICK TO TAP “SUBMIT” before the voting is closed for your vote to be registered.

### **Nominations from Floor – (viii)**

- Happens ONLY at first report of Nomination committee – early in agenda – be ready
- Be sure person is willing to serve
- Have the Nomination form ready and sent in BEFOREHAND along with a PHOTO, TO [couterbridge@sepa.org](mailto:couterbridge@sepa.org).
- The information needs to be received by Noon on April 23. The nomination/bio form is available at <https://ministrylink.org/nomination-form>
- Representation principle – can impact who is elected (Synod Council and ELCA Assembly, some other boards)

### **Elections (other than Bishop**

- Majority to elect
- Random order on ballot (not by number of votes in previous ballot)
- Detailed report of the results
- When an election is put before the meeting for a vote, SWITCH TO THE VOTING PLATFORM. If necessary, LOG IN WITH YOUR EMAIL AND THE PASSWORD WITH WHICH YOU ARE PROVIDED.
- The question under consideration will be shown. You will see the choices available for that vote.
- Simply click or tap on your selection or selections. You can change your vote prior to hitting “SUBMIT” by clicking on another selection. ONCE YOU ARE SURE, CLICK “SUBMIT” to register your vote.
- You will receive a warning when the voting period is about to close. YOU MUST CLICK TO TAP “SUBMIT” before the voting is closed for your vote to be registered.