



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

## 2024 Synod Assembly Parliamentary Procedure Guidelines

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

<b>**Request information</b>	“I wish to request...” (information, clarification, etc)	Yes	--	--	Chair decides
<b>**Urgent request (ex., unable to hear, item that has immediate impact on business)</b>	State your request	Yes	No	No	Chair decides
<b>***Personal Privilege (read or make a statement)</b>	“I request a personal privilege” to make a statement.	No	No	No	Chair decides
<b>***Personal Privilege (to ask for a visitor to speak; etc.)</b>	“I request a personal privilege” to allow someone to speak	No	No	No	2/3 Majority
<b>Withdraw one's motion from consideration</b>	“I wish to withdraw my motion”	Yes	No	No	Majority
<b>Nominate someone for election</b>	“I nominate (name, congregation)”	No (requires second)	No	No	No

### SPEAKING before the assembly

1. Come to one of the microphones on the floor of the assembly. Your nametag must be visible.
2. If you are speaking FOR the motion up for debate, approach the microphone holding your GREEN card.
3. If you are speaking AGAINST the motion, approach the microphone holding your RED card.
4. If you are coming to the microphone to speak for any other reason, approach holding your WHITE card.
5. **Anytime you speak to the assembly, 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.