

**RULES OF ORDER**  
**136<sup>th</sup> Convention of the Diocese of Western Michigan**

**I. ORGANIZATION**

- A. The President having the Chair, the Convention shall be called to order.
- B. Each session of the Convention shall be opened with suitable devotions.
- C. The [lay delegation or entire delegation lay and clergy] of any parish that has not properly turned in their parochial report for the preceding year, prior to the beginning of a diocesan or special convention, shall not have the right to vote at that convention. Such a parish shall retain its right to seat and voice.
- D. The Secretary of the preceding Convention (or, in his/her absence, the secretary pro tempore to be elected via vote) shall call out the names of the Parishes and Missions in union with the Convention; and the lay delegates from each shall present their certificates of election, which shall be referred to a committee on Credentials, appointed by the President, consisting of one presbyter or deacon and one lay person. However, at the discretion of the Bishop, certificates of election may be required to be sent in prior to the Convention and be referred to the Committee on Credentials immediately preceding the opening session of the Convention, thereby eliminating the reading of the names of the Parishes and Missions.
- E. If provision has not been made for registration of clerical members before the opening session of the Convention, the Secretary shall call out the names of the clergy entitled to seats in the Convention and shall enter into the Journal the names of those who are present.
- F. The Committee on Credentials shall report.
- G. Quorum and right to vote from time to time shall be determined on the basis of clergy who have registered or answered present and lay delegates who have theretofore been seated by the Convention after the above reports.

**II.**

**GENERAL**

- A. Nominations from the floor must be accompanied by written consent from the nominee and sufficient copies of biographical material about the nominee for distribution to all delegates at the Convention.
- B. When nominations are made for any office, the names shall be recorded in the order in which they were presented.
- C. Elections
  - 1. The Elections Committee Chair shall cause all names proposed for offices which are to be filled by balloting to be printed on a separate ballot for each office. Separate ballots shall be taken for each office and shall be the order of the day from such hour as the Convention shall fix.
  - 2. In all elections, a ballot shall be void unless the number of votes cast on the ballot is equal to the number of vacancies to be filled.
  - 3. In order for any person to be elected to any office, he/she must receive a vote on a majority of ballots cast.
  - 4. If all offices on a ballot have not been filled after two ballots, then the person who received the fewest number of votes on the second ballot will not appear on the third ballot. If balloting continues, the lowest vote getter will be removed from each successive ballot.
  - 5. A person named on a ballot may remove his/her name from the ballot at any time during the balloting process.
- D. In case the Bishop shall withdraw from the sittings of the Convention, he shall appoint a Presbyter to preside during his absence.

*(Over Please)*

- E. At any time before the final adjournment of the Convention, the President may, and if requested by any seven (7) members shall, call for the reading of the minutes of the sessions just completed; and after such reading the minutes shall be corrected, signed by the President and attested by the Secretary.
- F. All substantive resolutions shall be in the hands of the Resolutions Committee by at least forty-five (45) days prior to the Convention. Resolutions arising out of the Bishop's Address, submitted by the Chairperson of the Resolutions Committee, are excluded from this rule. A majority vote shall be required to permit consideration of later resolutions.
- G. No motion shall be considered as before the Convention until it is seconded and stated by the President.
- H. When a question is under debate, no motion shall be received, unless it is to lay on the table, to move the previous question, to postpone to a set time, to commit, to amend, to substitute, to postpone indefinitely, or to divide it, and motions of any of these purposes shall have precedence in the order therein named.
- I. A motion to amend by substitution shall be in order.
- J. A motion to amend, to substitute, or amend by substitution must be in written form and presented to the Chair when the motion is made.
- K. A motion to adjourn and a motion to lay on the table shall always be in order and shall be decided without debate. A motion to lay on the table shall require a two-thirds vote of the members present.
- L. A question being decided, it shall not be reconsidered at the same convention without the consent of two-thirds of the members present nor without a motion being made by one of the majority on the prior decision.
- M. Every member present, when a motion is put, shall vote thereon unless excused by the Convention.
- N. The Convention shall vote by presentation of colored cards, except when requested by any delegate and supported by five others, the ballot shall be written. On the requisition of any two members, the yeas and nays shall be called and entered in the Journal. (Concerning the vote by order, see Articles III, Section 8, of the Constitution of the Diocese.)
- O. All committees shall be appointed by the President unless otherwise ordered by the Convention, and when he may deem it advisable, he may appoint on a committee, to report to the next Convention, a person qualified to be a delegate who is not a member of the Convention.
- P. When a member desires to speak, he or she shall arise and stand at one of the designated places, using the microphone, address the President in an audible voice. If more than one member arises and stands at one of the designated places, the President shall determine the preference, alternating between those who wish to speak for and those who wish to speak against the issue on the floor, when feasible.
- Q. No member shall speak more than once on the same subject without leave of the Convention, except that the person making a motion may speak twice on that motion.
- R. Debate on any principle motion and on subsidiary motions addressed to it shall be limited to a total of two minutes per person, unless the limit shall be changed by majority vote of the Convention.
- S. No member shall withdraw from the Convention without leave asked and voted.
- T. These rules of order may be suspended on a two-thirds vote of the members present.
- U. Robert's Rules of Order shall govern the proceedings of the Convention, except as otherwise provided herein above.