

**2021 Rules of Procedure
Upper Susquehanna Synod Assembly**

The 2021 Synod Assembly will be held via Zoom, an online meeting platform.

1. Signing in and out. Members shall identify themselves as required to sign in to the Internet meeting service, and shall maintain Internet and audio access throughout the meeting whenever present, but shall sign out upon any departure before adjournment.
2. Quorum calls. The presence of a quorum shall be established by audible roll call at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members, unless any member demands a quorum count by audible roll call. Such a demand may be made following any vote for which the announced totals add to less than a quorum.
3. Technical requirements and malfunctions. Each member is responsible for her or his 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.
4. Forced disconnections. The chair may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The 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.
5. Assignment of the floor. To seek recognition by the chair, a member shall use the 'Raise Hand' function of the Internet meeting service. Upon assigning the floor to a member, the chair shall clear the online queue of members who had been seeking recognition. To claim preference in recognition, another member who had been seeking recognition may promptly seek recognition again, and the chair shall recognize the member for the limited purpose of determining whether that member is entitled to preference in recognition.
6. Interrupting a member. A member who intends to make a motion or request that under the rules may interrupt a speaker shall use the chat feature for so indicating, and shall thereafter wait a reasonable time for the chair's instruction before attempting to interrupt the speaker by voice.
7. Motions submitted in writing. 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 online area designated by the Secretary for this purpose, preceded by the member's name and a number corresponding to how many written motions the member has so far posted during the meeting (e.g., "SMITH 3: "; "FRANCES JONES 2: "). Use of the online area designated by the Secretary for this purpose shall be restricted to posting the text of intended motions.

8. Display of motions. The Secretary shall designate an online area exclusively for the display of the immediately pending question and other relevant pending questions (such as the main motion, or the pertinent part of the main motion, when an amendment to it is immediately pending); and, to the extent feasible, the Secretary, or any assistants appointed for this purpose, shall cause such questions, or any other documents that are currently before the meeting for action or information, to be displayed therein until disposed of.
9. Voting. Votes shall be taken by the anonymous voting feature of the Internet meeting service, unless a different method is ordered by the Assembly or required by the rules. When required or ordered, other permissible methods of voting are by electronic roll call or by audible roll call. The chair's announcement of the voting result shall include the number of members voting on each side of the question and the number, if any, who explicitly respond to acknowledge their presence without casting a vote. Business may also be conducted by unanimous consent.
10. Video display. The chair, the Secretary, or their assistants shall cause a video of the chair to be displayed throughout the meeting, and shall also cause display of the video of the member currently recognized to speak or report.
11. Resolutions. Except for resolutions presented by synod council, all resolutions must be submitted to the committee on Reference and Counsel by May 8. Resolutions from the floor will not be allowed.
12. Nominations and Elections. Nominations will be presented by the Nominating Committee. Nominations for all positions will be considered closed at the start of the Assembly – there will be no nominations from the floor.

Persons receiving the highest number of legal votes for any position, but not having received a majority of votes on the preceding ballot, will be entered on the next ballot to the number of two nominees for each vacancy unfilled.

The chair may ask for a vote to approve all nominees for election *en bloc* in cases when there is only one nominee for a position.
13. Amendments to the Budget. Amendments to the budget must be submitted to the Treasurer in writing by a voting member of the Assembly by May 8. Any amendments that will cause an increase in expenses must have a corresponding reduction or increase to an expense or income category.
14. Debate. Those speaking on a resolution or motion will be limited to two minutes. A member who has spoken on a resolution or motion cannot be recognized a second time unless no other members who wish to speak have been recognized. When a member has spoken twice, that member cannot be recognized to speak again on that resolution or motion.