

RULES OF PROCEDURE
UPPER SUSQUEHANNA SYNOD ASSEMBLY – 2025

1. When a voting member is unable to serve, the alternate voting member shall be seated when the Registrar has been provided with the necessary information and the alternate has been given voting member credentials.

2. **Voting Procedure**

- a. Only voting members wearing official voting member name tags shall be eligible to vote. Voting and elections at the assembly may use a voting application. In the event unforeseen issues arise, elections may be held by paper ballot or other means.
- b. As directed by the chair, voting also may take place by voice, by show of hands, by standing, or by written ballot.

3. **Elections**

- a. Registration shall be temporarily closed ten minutes before the appointed time for the election and reopened when balloting is completed.
- b. The Assembly chamber shall be sealed during balloting unless a ballot box has been ordered with a window for balloting.
- c. The Elections Committee shall have power to appoint and dismiss tellers for those elections under its oversight.
- d. The Elections Committee shall determine the process for elections, including structure of ballots.
- e. The Elections Committee shall be given priority in the agenda to report results when available.

4. **Speeches**

- a. When addressing the chair, speakers shall use a microphone provided. Voting members shall state plainly their name and congregation or, in the case of Rostered Ministers serving in specialized ministries, their place of call.
- b. When there are many wishing to speak for or against a motion, the chair will recognize alternately persons making a statement for or against.
- c. In all plenary sessions, speeches from the floor will be limited to one three-minute presentation per person. This rule shall not apply to persons presenting a report, nor when direct questions are posed to specific individuals for clarification.
- d. Non-voting members may be permitted to speak on the floor of the assembly by a 2/3 vote of the assembly. This rule does not apply to those designated to present reports as part of the approved agenda.
- e. In the give-and-take of debate on issues before the Assembly, members of the assembly and visitors shall refrain from audible responses.

5. **Motions**

- a. All motions shall be written by the mover, signed, and presented to the Committee of Reference and Counsel, except those that are offered as germane motions, which must be written and presented to the Secretary before being discussed by the

assembly. Motion forms are available at the pages' table located near the main entrance to the assembly hall.

- b. Resolutions and memorials concerning issues of the church may be developed for consideration at the annual Synod Assembly. The deadline for such resolutions and memorials to be received in the synod office is May 15. Any resolutions or memorials received **after** that date may be referred to Synod Council for consideration. The Committee on Reference and Counsel will meet prior to the assembly and will prepare an initial report concerning memorials and resolutions, including the text of all resolutions and memorials received, which will be available on the synod website in the Bulletin of Reports.

6. Nominations

- a. Except for the election of a bishop, nominations may be made from the floor for any position. All nominations from the floor must have the prior approval of the person nominated. The person making the nomination will provide (a) the name of the nominee, (b) the nominee's occupation, and (c) the nominee's home congregation. All nominations must have a Candidate Identification Form which may be picked up at the pages' table.

7. Departing from Agenda

- a. With the consent of a majority of the voting members, the chair shall have the authority to call items of business before the assembly in whatever order the chair considers most expedient for the conduct of the assembly's business.
- b. A motion to alter the agenda shall require for adoption a two-thirds vote of the voting members present and voting.

8. After the adoption of the Rules of Procedure and any amendments thereto offered prior to the adoption of the Rules, any further amendment to, revision in, or suspension of the Rules shall always require for adoption a two-thirds vote of the members present and voting.

For the information of the Assembly

The following rules for the Assembly have been established in the Constitution, Bylaws, and Continuing Resolutions of the Upper Susquehanna Synod

- The assembly cannot amend, rescind, or suspend a constitutional provision unless previous notice has been given by Synod Council. The assembly may, however, entertain a first reading of a proposed amendment under S18.13.a., but ratification at a subsequent regular assembly is required.
 - Bylaw provisions cannot normally be suspended, but they can be rescinded or amended, following the procedure outlined in S18.21. A bylaw, however, in the nature of rule of Order may be suspended per Robert's Rules of Order Newly Revised (12th ed.) s:21.
1. ROBERT'S RULES OF ORDER, latest edition, shall be the governing parliamentary law of this assembly. (S7.32.) *Note: the 12th edition of Robert's Rules of Order is the governing parliamentary law of this assembly except as otherwise provided.*
 - a. A parliamentarian may be appointed by the bishop.
 2. A majority of possible voting members to the Synod Assembly shall constitute a quorum. (S7.14.)
 3. Proxy and absentee voting shall not be permitted in the transaction of any business of this synod. (†S7.31.)
 4. Any motion that seeks to amend the proposed synod budget by increasing expenses shall also include adjustments in other income or expense categories to maintain a balanced budget proposal. (S10.04.)
 5. All ordained ministers retired, disabled, or on leave from call, on the roster of this synod shall be voting members of the Synod Assembly. (S7.22.01.; S7.22.02)
 6. All Minister of Word and Sacrament on the roster of a church body with which the ELCA has declared a Full-Communion relationship, serving calls to congregations of this synod, shall be voting members of the Synod Assembly. (S7.27.A17.)
 7. All duly elected members of the Synod Council shall be voting members of the Synod Assembly.