

RULES OF ORDER—EPISCOPAL DIOCESE OF WESTERN LOUISIANA

The Bishop shall be the Presiding Officer of the Convention and preside at its meetings. He may call to the chair any qualified person to relieve him temporarily. The Bishop shall have full power and authority to take such action (consistent with the Constitution and Canons of the Diocese) as he deems necessary to expedite the orderly disposition of the business of the Convention.

- I. After the Convention is called to order by the Presiding Officer, an opening prayer shall be offered by the Bishop or someone designated by him.
- II. The Chair of the Credentials and Privileges Committee shall report the number of clergy and lay delegates in attendance and whether or not there is a quorum present.
- III. If a quorum is present, the Bishop shall announce the Convention is organized and ready for the transaction of the business of the Convention. In the absence of a quorum, the Convention shall transact no other business than to recess or stand adjourned from time to time until a quorum is present.
- IV. The first order of procedure shall be the election of a Secretary and one or more Assistant Secretaries, if needed.
- V. The Bishop shall have the authority to appoint a Parliamentarian of his own choice to advise him on parliamentary questions arising during the Convention.
- VI. Immediately after the Convention is organized, the Bishop shall call for the report on the proposed Order of Business and Rules of Procedure, which will be acted on by the Convention. The Bishop shall have the authority, within his discretion, to deviate from such Order of Business adopted as the exigencies of the occasion may require.
- VII. A delegate desiring recognition of the Presiding Officer shall give his/her name, the name of the church he/she represents and the reason he/she desires to be recognized. The Presiding Officer shall recognize the person to speak only for the reason for which the speaker was recognized.
- VIII. Any person addressing the Chair or desiring recognition of the Chair while the Convention is in session shall address the Chair as "Right Reverend Sir" if the Bishop is in the chair. If some other person is in the chair, he or she shall be addressed as "Mr. President or Ms. President."
- IX. A delegate making a motion or brief statement shall use the nearest microphone.
- X. A delegate making a report or speaking at length on any subject shall use the microphone at the front of the Convention.
- XI. All Resolutions of Substance (thus exempting Resolutions of Courtesy) shall be submitted to the Secretary of Convention no later than 1:00 p.m. on the first regular business day. Such resolutions shall be submitted in writing with enough printed copies for distribution to all voting delegates. If the resolutions mention outside data, resolutions, etc., copies (300) of such material shall be made available to those requesting same. Such resolutions shall be referred by the Presiding Officer to the Committee on Resolutions. The Committee shall give due and timely consideration to such resolutions and reports and, with reasonable dispatch, make its report thereon back to the Convention with its recommendation for final disposition on any such resolution or report.

- XII. Any item of business of the Convention may be set as a special order of business or taken up out of its regular order at any time by the concurring majority vote of the delegates of both orders.
- XIII. When two or more equal positions are voted on simultaneously, a nominee must satisfy both of the following requirements to be elected: (i) the nominee must receive a majority of the total number of legal ballots cast for such office and (ii) the nominee must receive a vote that is high enough, when compared to the number of votes cast for other nominees, to elect him/her to one of the positions being filled. In determining the total number of legal ballots cast for an office, the number of votes cast for all positions then being voted upon shall be divided by the number of positions to be filled.
- XIV. In the election of persons, wherein a concurring majority of both orders is required, in which only the number of persons required to fill the position or positions under consideration have been nominated, the Bishop, by unanimous consent of the Convention, may instruct the Secretary to cast ballots for either or both the clerical and lay delegates.
- XV. The Bishop shall have the authority to appoint all Board Members, Trustees, Committee Members, and fill other positions which are not required to be elected or otherwise selected by the Constitution or Canons of the Diocese of Western Louisiana or any other lawful authority.
- XVI. Limitations on Debate. To expedite the business of the Convention, debates on any pending resolution or motion shall be limited to two minutes per speaker and one person shall not speak more than once on the pending matter. The time for discussion shall be divided, as near as is practical, equally between the proponents and opponents of the pending subject.
- XVII. All reports, which have been printed and distributed in advance to all members of the Convention, shall be presented by title only and not read; however, any person presenting such a report may give a summary of it requiring not more than five minutes delivery.
- XVIII. A question having been decided shall not be reconsidered at the same Annual Convention without the consent of two-thirds of the members present, nor without a motion for that purpose being made by one of the majority on the prior decision. No question shall be reconsidered more than once and only on the same day.
- XIX. The Presiding Officer shall appoint sufficient number of Tellers of Elections to count ballots promptly and with all reasonable dispatch. Additional tellers who are not members of the Convention may be appointed in order that the official tellers may not be obligated to absent themselves from the Convention while the ballots are being counted.
- XX. No motion shall be considered as before the Convention unless seconded and, when required by the Presiding Officer, reduced to writing.
- XXI. All committee reports shall be reduced to writing and filed with the Secretary. Those requiring action by the convention need not be presented to the Convention as soon as filed, but shall be put before the Convention at an appropriate time within the discretion of the Presiding Officer.
- XXII. When any proposed amendment to the Constitution or Canons is before the Convention, amendments thereto may be sent up from the floor if, within the judgment of the Presiding Officer, such floor amendments are germane to the pending amendments and do not change the purpose of such pending amendments.

- XXIII. A motion to adjourn shall always be in order when no member is speaking and shall be decided without debate. A motion to fix the hour or day for the Convention to adjourn takes precedence of a Motion to Adjourn and shall be decided without debate.
- XXIV. The mover may withdraw a motion or resolution at any time before decision or amendment, in which case it shall not be entered in the Minutes.
- XXV. If a question under debate contains several distinct propositions, the same may be divided, at the request of any member, and a vote taken separately.
- XXVI. All questions of order shall be determined in the first instance by the Presiding Officer; however, any member may appeal any decision of the Presiding Officer, and on such appeal, no member shall speak more than once without leave of the Convention.
28. The proceedings of the Convention shall be recorded and permanently filed.
29. The Presiding Officer, or such person as he may designate, shall be in charge of the admission of all media personnel to the Convention floor and no TV or video cameras shall be permitted on the floor without the permission of the Presiding Officer. No literature shall be distributed at the Convention, on the floor or on the premises, without prior approval of the Presiding Officer.
30. Any of these rules may be suspended by a two-thirds majority vote of the delegates. The rules may be amended by a two-thirds majority vote of the delegates, provided such amendments are not in violation of the Constitution or Canons of the Diocese.
31. The Rules of Procedure of the previous meeting of Convention shall be in force until they are amended or repealed.