

## STANDING RULES FOR THE ASSEMBLY OF THE CENTRAL PACIFIC CONFERENCE, UNITED CHURCH OF CHRIST

- I. **The Membership of the Assembly**: As provided by the Bylaws, the membership of the Assembly is composed as follows:

The voting membership shall consist of the ordained ministers, commissioned ministers, and licensed ministers of the Conference, members of the Board of Directors of the Conference, and all lay delegates selected by and representing the member churches of the Conference. Each voting member shall be entitled to one vote and proxy voting shall not be permitted.

Churches with 200 or fewer members shall have four lay delegates. Churches with more than 200 members shall be entitled to four lay delegates, plus one delegate for each additional 100 members or major fraction thereof. Each church shall be entitled to one additional delegate under the age of twenty-five.

- II. **Resolution Procedure**: As provided in Board of Directors Policy # IV-10.001 as follows:

- A. A resolution is a formal expression of opinion, will or intent by the Assembly of the Central Pacific Conference. Only the action statements within a resolution (e.g. text beginning with “be it resolved,” “further resolved,” etc.) are considered for adoption. All other text with the resolution, such as “whereas” statements, are argument in support of the proposed action and not subject to amendment.
- B. Resolutions may be prepared and introduced by the following persons and organizations:
1. Any member church of the Central Pacific Conference, provided the resolution has been approved for submission by the congregation or the official governing body of that church at a duly called meeting, a quorum being present.
  2. Any Association of the Conference provided the resolution has been approved by submission at a duly called meeting of the Association or its executive committee.
  3. Any structure created by the BYLAWS, the Board or the Assembly.
  4. Any voting member of the Assembly meeting that will consider the resolution.
- C. All resolutions must be submitted in writing and contain a statement of budgetary implications. Persons or organizations submitting resolutions will be clearly identified on the face thereof. Resolutions should be brief and drafted with care, clearly stating

what action or position is contemplated by whom; and the wording, insofar as possible, should not be open to conflicting or ambiguous interpretation.

D. Resolutions that are intended to be presented for consideration at a future UCC General Synod shall also include the following information in the following format sections:

1. A brief Title with information providing the source of the Resolution, the date of submission and any other information pertinent to the Resolution. The title must accurately reflect the intent of the proposed motion.
2. A brief Summary that accurately reflects the content of the Resolution.
3. Biblical, Theological and Historical Grounding: describe how this action reflects the historic roots of the United Church of Christ and connect it to current identity and theology, noting the current engagement of various settings of the Church.
4. Mutual Accountability: describe desired outcomes and how those most affected by the action have been consulted. Include a list of well-defined action steps, a list of stakeholders, and an evaluation plan for regular reporting.
5. Institutional Capacity: describe the leadership and staffing need at various settings of the Church to execute the provisions of the proposal. Include a plan for insuring adequate financial resources are available to implement the proposed action(s).
6. Probability of Influencing Social Change: summarize how the action is a broad-based issue of concern in the public arena and how the United Church of Christ is positioned to influence the public debate and affect the possibility of social change, as it relates to the desired outcome of the proposed action. This format provision should address the question: *Is a Resolution the best way to achieve the desired outcome?*
7. The text of the motion.
8. The statement: *The funding for the implementation of the Resolution will be made in accordance with the overall mandates of the affected agencies and the funds available.* There is no financial guarantee of any kind other than the annual budget determined by the United Church of Christ Board of Directors (73 GS 81).
9. The statement, *The Collegium of Officers, in consultation with appropriate ministries or other entities within the United Church of Christ, will determine the implementing body.* The implementing body is responsible for developing the strategy and program designed to implement the Resolution.

- E. Any accompanying statement, not to exceed two pages, 8½" x 11", on one side, doubled-spaced, may be submitted with the resolution. Such statement is not part of the resolution.



- F. Review. All resolutions received prior to the first business session at a meeting of the Assembly, will be reviewed by the Board of Directors Executive Committee. Resolutions received under suspension of the rules, will be reviewed by the Business Committee of the Assembly.
- G. The Board of Directors Executive Committee and the Business Committee of the Assembly are empowered to edit the submitted resolutions as follows:
1. In case the Committee received more than one resolution essentially taking the same position on the same issue, it may select the one which best states the issue, or it may draft and present a resolution incorporating the essence of all resolutions received on that subject.
  2. The Committee may edit any resolution for form and clarity, so long as the substance is not changed.
  3. Subject to such selection, consolidation and editing power of the Committee, all resolutions will be reported to the Assembly without recommendation.
- H. Timing. The following time limits apply to resolutions:
1. Resolutions to be included in the voting members' packets and to be considered by the Assembly must be submitted to the Board of Directors, c/o the Conference Office no later than 45 days prior to the Assembly commencement. The resolution text will include the name, address and phone number of a person who may be contacted for further information.
  2. Resolutions submitted for consideration after the 45-day deadline may be considered by the Assembly if the following additional criteria are met:
    - a. If received in the Conference office 10 days prior to the Assembly commencement the resolution must meet all the above requirements as to form and be accompanied by a request for its consideration signed by at least two voting members of the Assembly at which the resolution will be considered.
    - b. If the resolution is received less than 10 days prior to the Assembly and prior to adjournment of the Assembly's first session, the resolution must meet all the form requirements, plus these additional requirements:
      - i. The resolution must be accompanied by a request for its consideration signed by at least three voting members of the Assembly at which the resolution will be considered. Each of the voting members must be from a different member church of the Conference.

- ii. The resolution so submitted must be received by the Conference Secretary or a member of the Business Committee prior to the conclusion of the first Assembly business session in sufficient numbers to provide copies for each voting member of the Assembly.
  - c. Resolutions not conforming to the above procedures may be considered by the Assembly under "suspension of the rules" procedures at the business session.
- I. Other Matters. Amenities resolutions and other less formal matters, at the will of the Assembly, are not subject to this procedure.

### **III. Conduct of the Business of the Assembly**

- A. General Rule. All proceedings of the Assembly in plenary session shall, unless otherwise provided for, be governed by ROBERT'S RULES OF ORDER, NEWLY REVISED, as interpreted by the Moderator upon the advice of the Assembly's Parliamentarian.
- B. Quorum. As provided in the Bylaws of the Conference:
  - A quorum at any meeting of the Assembly consists of 50 delegates from at least one-half of the member churches.
- C. Orientation. Prior to the first business session of the Assembly, the Board of Directors shall conduct an orientation session for the delegates.
- D. Identification. All persons who wish to address the Assembly shall, upon recognition by the chair, state their name, home church, status as a delegate or "with voice", and, if pertinent, the organization the person represents.
- E. Voice Without Vote. All persons registered for a meeting of the Assembly who are not delegates are extended "Voice, Without Vote" during the Assembly business sessions.
- F. Rules of Debate for Resolutions.
  - I. Hearings.

Resolutions submitted prior to the conclusion of the first Assembly business session, will be assigned to hearings prior to floor consideration of the Resolution. Resolutions, with the approval of the persons or organizations introducing them, may be amended during the hearing process. If deemed appropriate by the Moderator, Hearing Officers will be selected by the Business Committee to conduct the hearings in a neutral, objective manner. If appointed, at the time of floor consideration of the Resolution, the Hearing Officer shall report a synopsis of the discussions held during the hearing, reviewing the pros and cons, and shall present the proposed Resolution in final form. Otherwise, one proponent of the Resolution will make this presentation.

2. Resolution Debate:

- a. A proponent or proponents of the proposal will speak up to three minutes in support of the action.
- b. An opponent will speak for up to two minutes.
- c. Persons may speak up to one minute, alternating pros and cons, for a period of eight minutes. At that time, the Assembly will either vote on the action or the action will go to the end of the agenda and the next proposal will be considered.
- d. If no one seeks to speak on one side, after two persons in a row on the other side have spoken, the Assembly will vote.
- e. No person, except in response to a question, will speak more than once to a proposal.
- f. If in the opinion of the Moderator a proposal is controversial, a 45-second period of silence for reflection will be held before voting.
- g. If requested, delegates may have their abstention to a vote recorded.

3. Amendment of Resolution:

- a. Only an action statement in a proposed resolution is subject to amendment.
- b. A written copy of the proposed amendment will be given to the Secretary prior to a vote thereon.
- c. In addition, if technology is available, the amendment will be projected for the voting members to read. In the alternative, the person proposing an amendment longer than five (5) words added and/or deleted will deliver to the Secretary written copies of the proposed amendment in sufficient numbers to provide copies for each voting member of the Assembly.
- d. A person proposing an amendment will be allowed to speak up to two minutes in support.
- e. Persons may speak up to one minute, alternating pros and cons, for a period of four minutes. At the end of that time, the Assembly will vote on the amendment.
- f. If no person offers to speak in opposition to the amendment, the Assembly will vote immediately.
- g. If, in the opinion of the Moderator, the proposed amendment has a significant

impact on the main motion, a 45-second period of silence for reflection will be held prior to the vote.

G. Elections. As provided in the Bylaws, elections shall be held at the Annual Assembly. The following procedures shall be followed for such elections:

1. The slate of candidates recommended by the Nominations Committee (or in the case of candidates for the Nominations Committee who are nominated by the CPC Board) shall be provided to the delegates for their consideration prior to commencement of the Assembly along with a list of continuing officials and a brief biography of the candidates with the regular advance meeting notice.
2. Near the end of the first business session, nominations from the floor shall be requested from the Assembly. Nominations shall be closed by normal parliamentary procedure at that time, after all nominations have been received. At the will of the delegates, uncontested elections may be held any time after nominations are closed.
3. In the case of a contested election, the Nominations committee shall arrange for a speaker on behalf of the committee's nominee and time is to be allotted for a speech for each candidate of a contested election.
4. Voting on contested elections shall take place during the last scheduled business session of the Assembly.

#### **IV. Parliamentarian.**

The Moderator shall nominate a person or persons to serve as parliamentarian for the Assembly. The parliamentarian shall act as an advisor to the Moderator and be available to assist delegates in conforming to the rules governing the conduct of business by the Assembly.

#### **V. Recording of Actions.**

All actions by the Assembly shall be recorded in the minutes of the meeting. In the case of Resolutions, upon a motion passed by a simple majority of the delegates, the actual numerical vote of ayes, nays and abstentions will be recorded and included with any transmittal regarding Assembly actions.

#### **VI. Adoption.**

These Standing Rules must be adopted by each Assembly meeting by two-thirds vote. Thereafter, except for Conference Bylaws, any rule may be suspended, amended or rescinded by a two-thirds vote of the Assembly delegates.