

# **The Episcopal Church in South Carolina**

## **RULES OF ORDER**

**Rule 1.** After the Convention has been declared organized, and the Committee on Credentials appointed, the order of proceedings shall be:

- (1) The initial report of the Committee on Credentials shall be heard.
- (2) The presiding officer shall present an agenda for the Convention, which will be adopted by a majority vote.
- (3) The secretary of the Convention may appoint an assistant secretary or secretaries.
- (4) The election of a treasurer.
- (5) The appointment by the presiding officer of the following continuing committees, whose members shall continue in office until their successors be duly appointed:
  - (a) A Committee on Admission of New Parishes and Missions to consist of the Chancellor or the Assistant Chancellor, two priests, and two laypersons.
  - (b) A Committee on the Constitution and Canons to consist of three priests and two laypersons.
  - (c) A Committee on Finance for the Convention to consist of the Treasurer of the Diocese, if the Treasurer is an elected member of the Convention, and if the Treasurer is not an elected member of the Convention, an ex-officio member; two laypersons; and two priests.
  - (d) A Committee on Elections to consist of the host rector and two laypersons whose responsibility it shall be to secure tellers who are not delegates to the Convention.
  - (e) A Committee on the Bishop's Address to consist of one priest and one layperson, whose responsibility it shall be to report on the Bishop's Address to the Convention.
  - (f) A Committee on Resolutions, to consist of two priests and two laypersons.
  - (g) All vacancies on such Committees may be filled by the presiding officer.

- (h) The presiding officer shall appoint such other committees, including continuing committees, and fill vacancies on the additional continuing committees.
  - (i) Any special committees shall be appointed by the presiding officer, unless otherwise ordered by the Convention.
- (6) Applications for parishes and missions to be admitted into union with the Convention shall be called for and referred to Committee.
  - (7) Resolutions to be considered by the Convention must be submitted in accordance with Title I, Canon 8 of the Diocese. All resolutions submitted to the secretary of the Convention thirty (30) days prior to the convening of the Convention shall be distributed to the delegates by the secretary prior to the convening of the Convention. All resolutions submitted less than thirty (30) days prior to the convening of the Convention shall be distributed to delegates upon their introduction at the Convention.
  - (8) Preliminary report of Committee on Constitution and Canons.
  - (9) The report of the Committee on the Dispatch of Business.
  - (10) The annual report of the Standing Committee of the Diocese.
  - (11) The annual report of the Trustees of the Diocese.
  - (12) The annual report of the Treasurer of the Diocese.

**Rule 2.** The service for the opening of the Convention and on every day succeeding the first day shall be at the discretion of the Bishop. Every day's session shall be closed with appropriate prayers, offered by the presiding officer.

When the presiding officer shall have taken the chair, the daily order of proceedings after the first day shall be:

- (1) The second report of the Committee on Credentials shall be heard.
- (2) Elections, in the order called for in the Order of Business previously adopted.
- (3) Reports to be called for in the following order:
  - (a) Committee on Finance for the Convention.
  - (b) Committee on Constitution and Canons.
  - (c) Other business.

- (4) Order of Business as adopted from the report of the Committee on the Dispatch of Business.

**Rule 3.** The delegation of each parish or mission shall sit together.

**Rule 4.** Voting shall be governed by the following procedures:

- (1) In voting by ballot the votes shall be deposited with the tellers and no votes shall be received after the tellers begin to count the votes. If the vote is by orders, the presiding officer shall first call for a separate voice vote of the parishes and missions and then the clergy. If the presiding officer cannot determine the outcome of the vote, then the presiding officer shall separately call the roll of the parishes and missions and thereafter the roll of the clergy. In each vote their respective votes shall be deposited with the tellers. When a ballot is used, it may be either a written ballot or electronic ballot. In either case the voting procedure shall not identify the specific parish, mission, or member of the clergy casting the ballot.
- (2) When the votes are collected, they shall be counted by the tellers and the result reported to the presiding officer, who shall announce it to the Convention.
- (3) A majority vote is required for an election of individuals. When no individual receives a majority of the total votes cast, on the second and each succeeding ballot all nominee, except twice the number of individuals needed to be elected, shall be dropped from the ballot. Those individuals receiving the highest number of votes on the preceding ballot (including ties) shall be placed on the next ballot. This rule shall not apply to the election of deputies to an upcoming General Convention.
- (4) The election of deputies to an upcoming General Convention shall be by written or electronic ballot. There shall be separate ballots for the clergy deputies and the lay deputies to elect four (4) clerical deputies and four (4) lay deputies and an equal number of alternates. The four (4) candidates with the highest number of votes shall be designated as the deputies. The four (4) candidates with the next highest number of votes shall be designated as the alternate delegates. If there is a tie vote for either the fourth or eighth position, the presiding officer shall decide the tie by chance. Prior to attending the General Convention the eight (8) attending deputies shall meet and elect one of themselves to serve as the delegations chair.

**Rule 5.** No motion shall be considered before the Convention unless seconded and reduced to writing, if the presiding officer, or any other member requires it.

**Rule 6.** Matters pertaining to resolutions shall be handled in accordance with the canons and governed by the following procedures.

- (1) When pre-filed resolutions have been referred to a committee by the presiding officer, then it is presumed that the proper motion has been made and seconded for the adoption of the resolution. If the committee makes its report favorable, then the chair announces that the question is the adoption of the resolution without the necessity of a motion. If the resolution is reported favorable with amendments, then the person making the report must move the adoption of the amendments which are then voted on. After all amendments have been disposed of, then the chair shall, without the necessity of a further motion, state that the question is the adoption of the resolution as amended.
- (2) If the report of the committee is unfavorable, then the presiding officer shall state the question as follows: "The question is on the adoption of the resolution, the report of the committee to the contrary notwithstanding." If No motion is made, the presiding officer may state the question, assuming the proper motion to have been made.

**Rule 7.** When a question is before the house, no motion shall be received, except a motion to i) adjourn, to lay on the table, ii) postpone indefinitely, iii) postpone to a certain day, iv) commit or amend; which several motions shall have precedence in the order in which they are made. A motion to strike out the word "Resolved" shall have precedence of a motion to amend and if carried shall be equivalent to a rejection of the resolution. Subject to these exceptions, the question first moved shall be first considered.

**Rule 8.** Motions to table and to postpone indefinitely shall be decided without debate. Passage of such a motion shall be by a two-thirds majority, or a two-thirds majority of each order, if a vote by orders is called for. A motion to take up a matter from the table or to recall it from indefinite postponement shall require a simple majority vote and may be made before the Convention adjourns.

**Rule 9.** No member shall vote on any question in the event of which the member is immediately and personally interested, or in any case where the member was not present when the question was offered.

**Rule 10.** Actions taken in Convention shall be final, except upon a motion to reconsider, which may be moved and seconded by any member who voted in the majority.

**Rule 11.** If any member, in speaking or otherwise, fails to observe the rules of the Convention the presiding officer shall, or any member may, call to order; in which case

the member so called to order shall immediately sit down unless permitted to explain. All questions of order shall be determined in the first instance, without debate, by the presiding officer, but any member may appeal from such decision to the Convention and on such appeal no member shall speak more than once, without leave of the Convention.

**Rule 12.** The presiding officer shall have the right to name a member to perform the duties of the chair, but the substitution shall not extend beyond an adjournment.

**Rule 13.** Any Rule of Order may be suspended for that Convention by a majority vote of the members present. These Rules of Order may be amended by a majority vote of the members present.

**Rule 14.** Robert's Rules of Order shall govern the proceedings for this Convention except as otherwise provided by the Constitution and Canons of this Diocese.