

**PROPOSED RULES OF PROCEDURE FOR THE ELEVENTH TRIENNIAL CONVENTION (2020)**

Sent by the churchwide executive board to the voting members for consideration and adoption, April 2019

**Delegate body**

The voting members of the Eleventh Triennial Convention (2020) shall be the officers of the churchwide women's organization, the members of the churchwide executive board, the presidents of the synodical women's organizations, those women elected as voting members by the conventions of the synodical women's organizations, and those voting members appointed to fulfill the inclusiveness guidelines of Women of the ELCA (Article XI, Section 5, Items 1 and 2).

**Seating of voting members**

Voting members must register at the credentialing desk before being seated in the sections reserved for them. The roll of voting members may not be changed after July 14, 2020 (Plenary meeting #1) without specific approval of the convention.

**Quorum**

A majority of the registered voting members shall constitute a quorum.

**Privilege of the Floor**

According to the Constitution of Women of the ELCA, seat and voice shall be granted to the bishop of the Evangelical Lutheran Church in America, or the bishop's representative and to advisors to the Women of the ELCA Executive Board (Article XI, Section 6, Item 1).

Voice shall be given to the executive director.

Voice shall be given to staff and guests when granted by the presiding officer.

Upon request by a voting member, and with the approval of a two-thirds majority of the voting members, a resource person may speak on a pending question for a period of time not to exceed two minutes. Such speakers shall identify themselves by name and office.

**Appointment of Committees**

At the opening business meeting, the churchwide president shall announce the membership of the following committees:

- Conduct of Elections Committee
- Credentials Committee
- Memorials Committee
- Minutes Approval Committee
- Nominating Committee
- Offerings Committee
- Reference and Counsel Committee

**Convention Business Agenda**

The churchwide organization president shall be granted the privilege of adjusting the agenda and calling up any item of business she deems necessary in light of schedule and time constraints.

**Convention Minutes**

The minutes approval committee is authorized to approve the minutes.

**Voting Procedures**

To be eligible to vote, a voting member must be seated in the designated section. No proxy or absentee voting is permitted.

Elections shall be by ballot or electronically; all other voting will be by ballot, show of voting cards or electronically. Voting cards will be used as follows:

Affirmative vote – green card

Negative vote – red card

**Nominations from the Floor**

Nominations from the floor for secretary, treasurer and executive board members may be made by filing the completed prescribed form with the nominations desk (maintained under the supervision of the nominating committee) during the following period:

[date and time to be inserted after the convention agenda has been established]

Nomination forms may be obtained from the nominations desk. (See “Procedure for Nominations from the Floor,” page 000.) Floor nominations must be signed by five voting members. The person being nominated shall have given her consent and indicated her willingness to serve if elected. Nominations will be considered made in the order in which they are filed with the nominations desk and will be reported in alphabetical order by last name.

### **Elections**

Refer to Women of the ELCA Constitution and Bylaws, Article XIV, Sections 3, 5 and 6.

The third ballot for president shall be limited to the five persons (plus ties) who received the greatest number of votes on the second ballot. The top five nominees, plus ties, will address the convention for no more than three minutes each. The fourth ballot shall be limited to the two persons (plus ties) who received the highest number of votes on the third ballot.

The third ballot for vice president shall be limited to the five persons (plus ties) who received the highest number of votes on the second ballot. The fourth ballot shall be limited to the two persons (plus ties) who received the highest number of votes on the third ballot.

The second ballots for secretary and for treasurer shall be limited to the two persons (plus ties) who received the greatest number of votes on the first ballots.

After the third ballot for executive board members, subsequent ballots shall be limited to twice the number of board members yet to be elected to fulfill the constitutional criteria.

### **Memorials and Reference and Counsel Committees**

According to the Constitution and Bylaws of Women of the ELCA, the memorials committee and reference and counsel committee shall be appointed by the president of the churchwide women’s organization with the approval of the executive board. The memorials committee shall review memorials from the conventions of the synodical women’s organizations and make appropriate recommendations for the Eleventh Triennial Convention (2020) action (Article XI, Section 7, Item 2). The reference and counsel committee shall review all items submitted at the convention which are not germane to items contained in the stated agenda of the triennial convention and make appropriate recommendations for triennial convention action (Article XI, Section 7, Item 1).

**Status of Recommendations from the Memorials Committee and the Reference and Counsel Committee**

A recommendation from the memorials committee or the reference and counsel committee shall be the main motion before the convention. A committee recommendation will be one of the following:

1. adopt the memorial or resolution as originally submitted,
2. adopt the memorial or resolution as amended by the committee,
3. adopt a substitute memorial or resolution,
4. reject the memorial or resolution, or
5. refer the memorial or resolution to the Executive Board for further study and/or action. (Note: This is required if the expenditure of funds is involved.)

If the committee recommends 2, 3, 4 or 5 and the body rejects the recommendation, the original memorial or resolution becomes the main motion on the floor.

**Motions and Resolutions**

Any voting member may make a motion or present a resolution from the floor if the motion or resolution is germane to the question under consideration.

Motions and resolutions of a general character and not germane to a pending question must be signed by five (5) voting members and introduced no later than Plenary Meeting [to be inserted after the convention agenda has been established], at the time the chair calls for the second and final opportunity to present new business.

All motions shall be written on forms provided for that purpose and submitted immediately to the page seated on the convention floor directly in front of the stage.

Any motion necessitating the allocation of funds shall be referred to the executive board. The executive board shall make a report at a subsequent meeting of the convention.

All proposed amendments to the churchwide constitution shall be made in accordance with Article XVIII of the Constitution and Bylaws of Women of the ELCA. All proposed amendments to the Approved Constitution and Bylaws for Synodical Women's Organizations and the Approved Model Constitution and Bylaws for the Congregational/Intercongregational and Special Units must be signed by five (5) voting members representing no fewer than three (3) synodical women's organizations and referred to the executive board. The executive board shall report on proposed amendments at a subsequent meeting of the convention but shall not be required to do so until 24 hours have elapsed following the presentation.

**En Bloc Actions**

Constitutions and bylaws may be amended and memorials may be adopted by en bloc votes, unless a voting member objects to the inclusion of any constitutional amendment or memorial in the block. En bloc means “as a group.” In en bloc voting, all of the actions proposed in a given category will be voted on at the same time without discussion. The specific recommendations that will be included in en bloc voting are these:

- Recommendations from the executive board for proposed amendments to the Constitution and Bylaws of Women of the ELCA.
- Recommendations from the executive board for proposed amendments to the Approved Constitution and Bylaws for Synodical Women’s Organizations.
- Recommendations from the executive board for proposed amendments to the Approved Constitution and Bylaws for Congregational/Intercongregational and Special Units.
- Recommendations from the memorials committee on memorials from synodical conventions.

Any voting member who objects to the inclusion of any item in any of the proposed blocks shall notify the secretary of the convention in writing by [date and time to be inserted after the convention agenda has been established] by delivering the written notification to the secretary or her designee located in front of the stage at the front of the business plenary meeting hall. Particular provisions so identified will be presented to the convention separately from the rest of the proposals in that block. Any recommendations not objected to will be considered as part of the en bloc resolutions.

Forms for requesting removal from en bloc are available from the secretary or her designee immediately after the first business plenary meeting at the front of the stage in the front of the business plenary meeting hall.

**Speeches**

- All speeches in general discussion, unless otherwise determined by a two-thirds vote of the convention, shall be limited to two minutes. Total debate on any motion will be limited to 10 minutes.
- No person shall speak more than twice on the same issue without the consent of the convention and only after all others who wish to speak have spoken.
- Voting members must use the microphone and identify themselves by name and synodical women’s organization or name and executive board member and wait to be recognized before proceeding to speak.

Speakers will proceed to the microphones with green cards if speaking in favor of the motion on the floor or to the microphones with red cards if speaking against the motion on the floor. To raise a question of order voting members will proceed to either microphone carrying the white card given them at the time of credentialing. The chair will ask for debate on an alternating pro and con basis.

A motion shall be put to vote immediately when no one wishes to speak in opposition to a pending question. A speaker who has spoken on the pending question(s) may not move the previous question(s) at the conclusion of her speech.

### **Attendance**

All voting members shall attend all business meetings of the Eleventh Triennial Convention (2020), including specially called meetings. Unless excused by the churchwide vice president, a voting member's failure to attend will result in forfeiture of the travel reimbursement and the expense allowance for the day(s) of absence.

### **Distribution of Materials**

After the convention is in session, permission to distribute materials other than official convention materials within the convention center and not issued by the secretary must be secured from the reference and counsel committee.

### **Policy on Electioneering**

The Policy on Electioneering as adopted by the executive board of Women of the ELCA shall apply throughout the nomination and election process for the convention. This policy is printed below.

There are a variety of gifts, but the same Spirit AND  
There are a variety of services, but the same Lord AND  
There are a variety of activities, but the same God who activates them in everyone.

Women of the ELCA affirms and believes all women should have equal opportunity for involvement and leadership in the organization.

Women of the ELCA further believes that the Spirit that binds us all through baptism is the guiding factor for each voting member prayerfully to review and consider each nominee's biographical information prior to the synodical women's conventions or churchwide triennial convention.

Each participant further understands that promoting one candidate over another through campaigning

is in fact interfering with God's plan and actions for participants of Women of the Evangelical Lutheran Church in America.

**Governing Parliamentary Law**

*Robert's Rules of Order, Newly Revised*, latest edition, shall be the governing parliamentary procedure of this convention, except as otherwise provided in the Constitution and Bylaws of Women of the ELCA.