

The Episcopal Diocese of Arizona  
DIOCESAN CONVENTION  
RULES OF ORDER

ORDER OF BUSINESS

1. Call to order.
2. Determination of the presence of a quorum.
3. When necessary, election of a Presiding Officer of the Convention.
4. Election of a Secretary, a Treasurer, members of the Standing Committee, the Diocesan Council, Deputies, and Alternate Deputies to the General Convention, the Ecclesiastical Court, all other officers, all members of any other committees, commission, and boards to be elected by the Convention, in the order the Presiding Officer determines.
5. Appointments by the Presiding Officer of officers, committees, commissions, and boards and Convention approval where required.
6. Report of the Treasurer.
7. Presentation of the budget for the next year, and action thereon.
8. Report of other officers, in the order determined by the Presiding officer, who may (and unless the Convention otherwise determines) accept any of the reports by title for filing without their having been read in full. The authority to accept reports on the basis of a summary of their contents or a reading of their title shall extend to all of the reports referred to in this section. Reports of all standing committees, boards, and commissions, will be presented in the order determined by the Presiding Officer. Reports of all departments of the Diocesan Council will be presented in the order determined by the Presiding Officer. Reports of all special committees, boards, and commissions, will be presented in the order determined by the Presiding Officer.
9. Old business from prior Conventions.
10. Consideration of resolutions properly on the calendar, and the related recommendations of the Committee on Resolutions.
11. New Business.
12. Consideration of resolutions of courtesy.

GENERAL

1. Each business session of the Convention will be opened with prayer.

2. All resolutions to be considered by the Convention must be submitted in accordance with Canon 7, sections 3 & 4.
3. All reports, which have been distributed to members of the Convention prior to the convening of the body and not requiring Convention action, shall be presented by title only.
4. On the request of any five members of the Convention, a vote by orders shall be taken and entered in the Minutes.
5. The rules of debate shall be as follows:
  - a. The originator or representative of a committee originator of a resolution and the first person to speak in opposition to it shall be granted a maximum of three (3) minutes of debate.
  - b. Subsequent speakers, both pro and con, shall be granted a maximum of two minutes per speech during debate.
  - c. Delegates speaking in favor of a resolution and those speaking in opposition to it shall be heard alternately.
  - d. The total time granted to debate and to amend a resolution shall not exceed fifteen (15) minutes.
  - e. During the first fifteen (15) minutes of debate, no motion to move the previous question, postpone, or otherwise limit debate (except on debate relating to amendments) shall be in order unless no one is seeking recognition for debate purposes. Said motions may be in order immediately following the close of the initial fifteen (15) minutes of debate.
6. No member of the Convention shall speak twice on the same subject until all others desiring to speak shall have had the opportunity to speak one time.
7. Except as provided by canons, all elections shall be by majority vote. If there is not an election to all offices on the first ballot, a second ballot shall be taken with regard to any office still to be elected, and the number of candidates placed on the second ballot shall be reduced to no more than twice the number of candidates to be elected to each unfilled office, or two more than the vacancies when there are multiple vacancies.
8. The rules contained in the current edition of "*Robert's Rules of Order-Newly Revised*" shall govern the Convention in all cases to which they are applicable, and in which they are not inconsistent with the Constitution and Canons of The General Convention, or of the diocese or the General Rules of Order of this Convention.
9. The President may recognize Points of Personal Privilege only during the time designated for announcements by the Secretary at the end of the last business session.

10. Except when otherwise ordered by Convention, no printed matter shall be distributed in the place of business without the express permission of the Presiding Officer other than reports of Committees, publications of the Diocese, or The Episcopal Church.
11. By unanimous consent any action may be taken that is not in contravention of any provision of the Constitution or Canons of the Diocese or the Episcopal Church.
12. These rules shall not be suspended or amended except by a vote of two-thirds.

## ELECTION AND VOTING

The mode of conducting elections is as follows:

1. At least eight Inspectors of Election, preferably not members of the Convention, shall be appointed by the Presiding Officer. Voting in elections may be by written ballot or other form of electronic or electro-mechanical process approved by the Inspectors of Election. The members of the Convention entitled to vote shall present to the Inspectors their several ballots for each office to be filled, and it shall be the duty of the Inspectors to take charge of the same, keeping a poll list of the votes. The Inspectors shall receive and canvass all votes cast, and when a canvass is completed, shall immediately report its results to the Presiding Officer of the Convention, if it be in session, and if not, then to the Secretary.
2. If on any report of the Inspectors of Election, it should appear that no valid election has been made in respect to any of the offices to be filled, the polls shall again be opened for further voting until all the offices are filled or until the Convention shall otherwise order.
3. Every member present and entitled to do so may vote whenever a question is put, unless the member has an interest in the matter being considered.
4. Votes on issues other than elections may be taken by ayes and noes, by a show of hands, by standing vote, by a call of the roll, or by written ballot, as determined by the Presiding Officer, unless a particular method of voting is required by Canon.

## THE PRESIDING OFFICER

1. When the Presiding Officer is in the chair no member shall continue standing or shall afterward stand up, except to address the chair. No person shall address the Convention or make any motion until after recognition by the Presiding Officer.
2. While the Presiding Officer is putting any question, the members shall remain quietly seated.
3. Any member about to speak or to deliver any matter to the Convention shall, with due respect, address the Presiding Officer, and except as provided in these Rules, shall confine his or her comments to matters germane to the point in debate.
4. When the Convention is about to adjourn, every member shall keep his or her seat until

the Presiding Officer leaves the chair. Before leaving the chair, the Presiding Officer may make any communication to the Convention or may cause any notice to be read by the Secretary.

### MOTIONS AND THEIR ORDER

1. No member shall address the Presiding officer while any other member has the floor, except to present a parliamentary inquiry, a point of order, or a matter of personal privilege.
2. Except by leave of the Convention, no member shall speak to the question under debate more than twice on the same day in the same debate, nor longer than five minutes at one time, nor in any event a second time until every member choosing to speak shall have spoken.
3. If the question under debate contains several distinct propositions, at the request of any member the same shall be divided and a separate vote shall be taken, but the motion to strike out and to insert shall be indivisible.
4. When a question is under debate, no motion shall be received except (1) to adjourn, (2) to lay it upon the table, (3) to terminate debate and take a vote thereon immediately or at a time certain, (4) to extend limits of debate, (5) to postpone to a time certain, (6) to commit or to recommit it, (7) to amend it, or (8) to postpone it indefinitely. Motions for any of these purposes shall have precedence in the order herein named.
5. If a proposed amendment or substitute is tabled, the original matter before the Convention shall be proceeded with as though the amendment or substitute had not been offered.
6. The following matters cannot be laid on the table: the motion (1) to adjourn, (2) to lay on the table, (3) to take from the table, (4) to terminate debate take a vote immediately or at a time certain, or (5) any questions as to the priority of business.
7. When a vote is to be taken pursuant to a previous vote, the main question shall be put, and no debate nor any motion except to adjourn shall then be in order.
8. The motion to adjourn is always in order, except when another member has the floor.
9. When a motion is under consideration, a motion to amend and a motion to amend that amendment shall be in order.
10. No motion on a subject different from that under consideration shall be received under color of amendment.
11. Neither a substitute nor its amendment shall be voted on (except to lay on the table) until the original matter is perfected. An amendment or a substitute may be withdrawn by the mover with the consent of his seconder before amendment thereof

or before a decision is had thereon.

12. The amendment or the substitute shall be debatable only when the main question is debatable.
13. The adoption of an amendment by way of substitute or otherwise shall not displace the main resolution, that, after being amended, shall be the question before the Convention.
14. The following questions cannot be amended: (1) the call for the regular order of business, (2) an appeal from the decision of the Chair, (3) an objection to the consideration, or the motions, (4) to adjourn, (5) to lay on the table, (6) to take from the table, (7) for leave to continue speaking, (8) to postpone indefinitely, (9) to reconsider, (10) to suspend rules, (11) to take up business out of order, or (12) for leave to withdraw a motion.
15. When a substitute is pending, the motion to postpone indefinitely shall not be in order, but unless otherwise therein provided the motion (1) to postpone to a certain time, (2) to commit or to recommit, (3) to take a vote immediately or at a certain time, or (4) to extend limits of debate shall cover both the substitute and the main question.
16. A motion to close the nomination for any office is not in order until there is a reasonable opportunity for additional nominations to be made from the floor.

#### NON DEBATABLE QUESTIONS

1. There shall be no debate upon any of the following motions: (1) to refer any matter or resolution to a standing committee, (2) to lay on the table, (3) to take from the table, (4) to terminate debate and take a vote immediately or at a fixed time, (5) to adjourn unqualifiedly, (6) to extend limits of debate, (7) of an objection to consideration, (8) for a recess, (9) to permit a change of vote, and (10) to permit the withdrawal of a motion.
2. Any member may speak, not more than two minutes, on the following motions: (1) to adjourn to a time certain, (2) to fix a time to adjourn, (3) to postpone to a definite time, (4) to take up a question out of its order, or (5) to suspend the Rules.
3. All questions of order shall be decided by the Presiding Officer, without debate, but any member may appeal from the decision, and on the appeal, any member may speak, but not for more than two minutes, nor more than once without express leave of the Convention. On the appeal the vote shall be upon the question, "Shall the decision of the Chair be sustained?" and will be determined by a majority of the members of the Convention present and voting

#### RECONSIDERATION

1. A question once determined may be reconsidered by the vote of two-thirds of the members of the Convention recorded as being present pursuant to Section 9 of Article 5

of The Constitution of The Episcopal Diocese of Arizona.

2. Except as so reconsidered, every determination of a question shall stand as the judgment of the Convention. Neither the question nor any question of like import shall be drawn again into debate or presented for action again during the same Convention except with the consent of two-thirds of the members of the Convention recorded as being present pursuant to Section 9 of Article 5 of The Constitution of The Episcopal Diocese of Arizona.
3. Only one reconsideration of any matter shall be had.
4. The motion to reconsider must be made by one member and seconded by another, each of whom voted in the majority.