

**Southern California Nevada Conference**  
*of the*  
**United Church of Christ**

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**ANNUAL GATHERING AND SPECIAL MEETINGS**  
**RULES OF PROCEDURE**

**1. VOTING MEMBERS:** The current Conference Bylaws Article VII 20 (a) specify: “Voting members at meetings of the Conference shall include delegates from member churches, all ordained, commissioned and licensed ministers who are members of the Conference, all officers, all members of the Board of Directors, the Moderator of each Association and delegates of General Synod. On those matters which are legally binding, delegates who are under eighteen (18) years of age shall have voice without vote”

**2. QUORUM:** Article VII (19): “Seventy-five voting members, including representation from each association, shall constitute a quorum at any meeting. If a quorum is not attained, the Officers’ and Board of Directors’ terms shall continue until the next duly constituted meeting of the Conference.”

**3. MOTIONS:** All main motions and amendments shall be written, signed by the proponent(s) and presented to the Moderator prior to or as they are being introduced to the floor.

**4. VOICE WITHOUT VOTE:** Any registered visitor who is a member of a member congregation and any persons designated as special guests shall have voice but no vote in all business meetings.

**5. DISCUSSION:** Anyone wishing the floor for making motions or for discussion shall rise and address the Moderator. Upon being recognized, the member shall state his or her name and church. Priority for speaking shall be given to voting delegates.

Discussion shall be limited to two minutes for each speaker. A time keeper may be appointed by the Moderator. Unanimous consent shall be required if additional time is to be granted a speaker. No persons shall speak a second time on the same motion until all others who wish to speak have had an opportunity to do so.

When debating issues, delegates wishing to speak in favor of the motion should take a “PRO” card at the microphone and those wishing to speak against the motion should take a “CON” card.

**6. DIVISION OF THE HOUSE:** If a division of the house is required, each voting member shall display his or her Vote Card in order to vote. There shall be a division of the house in voting on all resolutions (with the exception of the resolutions of courtesy) and the number of pro, con and abstaining votes shall be recorded.

**7. RESOLUTIONS:**

**a. Definition:** A resolution is an action intended to express the will of the Conference on a particular matter. It may direct the Conference Officers, Board of Directors and staff to implement certain actions. It may also urge member churches to undertake certain actions.

**b. Vote Requirement:** A resolution requires an affirmative vote of two thirds of the assembled voting members.

**c. Process:** A Resolutions Committee may be appointed by the Conference Board of Directors prior to the Meeting to receive, edit, correlate, and prepare resolutions which may be submitted to it by member churches, individual voting delegates, or the Board of Directors.

**d. *Timeline:*** A proposed resolution shall be submitted to the Board of Directors or the Resolutions Committee no later than 60 days before the Meeting at which it is to be considered. All resolutions shall be processed by the Committee and mailed to all churches electronically or by regular mail no later than 6 weeks before the Meeting. The Moderator may call for a hearing with a neutral presiding officer within the duration of the Meeting and prior to its consideration by the plenary. At such hearings, speakers representing multiple viewpoints will be encouraged, and time will be ensured for open dialogue among delegates.

**e. *Exception to Timeline:*** A resolution may be submitted for consideration at the first business session of a Meeting, provided that it is submitted by a voting delegate is approved for consideration by a two thirds majority of the voting delegates, and it concerns an issue which has arisen too recently to be considered by the Resolutions Committee in the timeframe described above.

**f. *Action:*** At the time of presentation for action, the respective hearing officer shall make a balanced presentation summarizing the hearing dialogue. Thirty (30) minutes shall be allotted for report, debate and vote on each resolution when it comes to the floor for action. A motion to extend debate for 15 minutes will be in order if consideration is not complete. Any duly presented resolutions which meet the above requirements and which are not considered by the Meeting due to time or other factors will be referred to the Board of Directors.

**g. *Financial Implications:*** Conference Bylaws Article VII 21 (c) specify: “Any resolution that comes before the Annual Meeting that has financial implications which are not included in the budget may be adopted with the provision that such resolution will be referred to the Board of Directors which will implement the resolution if the monies for implementation can be identified. The Board will work with the Conference Minister(s) for the identification of needed financial resources.”

**8. PARLIAMENTARY AUTHORITY:** Conference Meetings shall be conducted according to Robert’s Rules of Order Revised, except as provided otherwise in the Bylaws of the Conference.

The Rule of the Majority  
The Rights of the Minority  
Courtesy toward All

Approved at Annual Gathering 2010