

UPDATED FOR VIRTUAL CONVENTION – 10/5/2021

Rules of Order of the 227th Annual Convention of the Diocese of Virginia (2021)

1. There shall be appropriate worship services at each regular meeting of the Convention. Each delegate registered and attending the Convention by the use of, or a means of, communication by which all members participating in the Convention may simultaneously hear each other shall be deemed to be present in person. The presiding officer or the Chair of the Committee on Credentials may make reasonable accommodations for members of Convention to attend and participate in Convention, but each member shall be responsible for his or her access to the meeting and no action shall be invalidated by the loss of or poor quality of a member's individual connection. Attendance shall be limited to registered delegates and invited guests.
2. On the first day of Convention legislation the Presiding Officer, having taken the Chair, shall declare a quorum present, if such be the case, or the Presiding Officer may direct that the roll of the members of the clerical and lay order be called to determine a quorum.
3. On the first day of Convention legislation, a Program of Convention shall be adopted.
4. On the first day of Convention legislation, the Presiding Officer may appoint assistant secretaries to the Secretary of the Convention.
5. Prior to each regular meeting of Convention, the Presiding Officer shall appoint the following Committees of Convention to serve until their successors have been appointed.

A. The Committee on Credentials

B. The Committee on Constitution and Canons, to which all proposed amendments to the Constitution and Canons and the Rules of Order shall be referred. Proposed amendments may be submitted only by a Member of Convention or a Constitutional or Canonical body.

The Committee on Constitution and Canons shall conduct a hearing at or not more than fifteen (15) days prior to the Convention and thereafter make a report to Convention. Notice of the open hearing shall be announced at least thirty (30) days prior to the Convention.

All proposed amendments to the Constitution and Canons and Rules of Order shall be introduced in writing in such electronic or written editable format as specified by the Diocesan Office no later than noon on the third day before the open hearing of the Constitution and Canons Committee. If no such hearing occurs before the opening of Convention, all proposed amendments to the Constitution and Canons and Rules of Order shall be submitted no later than ten (10) calendar days before the opening day of Convention. Proposed amendments shall identify the proposers of the amendment and provide contact information for at least one proposer to whom questions or comments about the amendment may be addressed

No additional amendments to the Constitution and Canons or Rules of Order shall be received and acted upon at the Convention without a two-thirds vote of the Convention, unless they shall be reported by a legislative Committee of Convention, the Standing Committee or the Executive Board. All such additional proposed amendments must be submitted in 600 copies ready for distribution.

C. The Committee on Resolutions, to which may be referred all written resolutions, except those referred to the Committee on Budget or the Committee on Constitution and Canons. Proposed resolutions may be submitted only by a Member of Convention or a Constitutional or Canonical body.

The Committee on Resolutions shall conduct a hearing at or not more than fifteen (15) days prior to the Convention and thereafter make a report to Convention. Notice of the open hearing shall be announced at least thirty (30) days prior to the Convention.

All resolutions shall be introduced in writing in such electronic or written editable format as specified by the Diocesan Office. Resolutions shall be introduced no later than noon on the third day before the open hearing of the Resolutions Committee. If no such hearing occurs before the opening of Convention, all resolutions shall be submitted no later than ten (10) calendar days before the opening day of Convention. Resolutions shall identify the proposers of the resolution and provide contact information for at least one proposer to whom questions or comments about the resolution may be addressed.

Other than Courtesy Resolutions, no additional resolutions shall be received and acted upon at the Convention without a two-thirds vote of the Convention, unless they be reported by a legislative Committee of Convention, the Standing Committee or the Executive Board. All such additional resolutions must be submitted in 600 copies ready for distribution.

Courtesy Resolutions are those expressing thanks, congratulations, or condolences to individuals, families, or organizations, as may be appropriate for the occasions of retirement, departure, achievement, anniversary or death. Courtesy Resolutions may be introduced as late as the first day of Convention without bringing 600 copies of the resolution and without the need for a two-thirds vote. A Courtesy Resolution thanking or commending service at Convention may be introduced at any time.

The Committee shall conduct an open hearing or hearings and thereafter report its recommendations on all resolutions submitted to it.

D. The Committee on Budget, to which shall be referred (a) the Executive Board's recommended program and proposed funding, and (b) such resolutions related thereto as shall have been filed in writing with the Convention.

The Committee on Budget shall conduct a hearing at or not more than fifteen (15) days prior to the Convention. Notice of the open hearing shall be announced at least thirty (30) days prior to the Convention.

Proposed amendments to the budget or resolutions related to the budget shall be introduced in writing in such electronic or written editable format as specified by the Diocesan Office. Proposed amendments to the budget or resolutions related to the budget shall be introduced no later than noon on the third day before the open hearing of the Budget Committee. No additional amendments to the budget or resolutions related to the budget shall be received and acted upon at the Convention without a two-thirds vote of the Convention, unless they be reported by a legislative Committee of Convention, the Standing Committee or the Executive Board. All such additional amendments or resolutions related to the budget must be submitted in 600 copies ready for distribution.

If no such hearing occurs before the opening of Convention, all proposed amendments to the budget or resolutions related to the budget shall be submitted no later than ten (10) calendar days before the opening day of Convention. Proposed amendments to the budget or resolutions related to the budget shall identify the proposers of the amendment and provide contact information for at least one proposer to whom questions or comments about the amendment may be addressed. No amendment to the proposed diocesan budget, as presented by the Committee on Budget, shall be received unless the amendment includes provision for offsetting changes in other expenditures or revenues.

The Committee shall report to Convention by presenting:

1. The Executive Board's budget, including such changes in the Executive Board's budget as the Committee shall recommend, said changes to be presented in the form of a resolution or resolutions.
2. The Committee's recommendation on all resolutions to Convention on or related to the budget.

E. The Committee on Church Status, to which shall be referred all petitions for church status prepared and presented as prescribed by Canon.

F. The Committee on Related Organizations, which shall study, review and report to Convention the relationship existing between the Diocese and any organization, institution, corporation, board or other group which by charter or custom or for any reason may be considered to have a relationship with the Diocese or a desire to have such a relationship. All requests to change or create such relationship shall be referred to this Committee. The Secretary and the Committee on Related Organizations may set appropriate deadlines, forms and procedures for nominations to the governing bodies of Related Organizations. The Secretary, in his sole discretion, may waive compliance with the deadline for submitting nominations. This Committee is charged with presenting to Convention, or to the Executive Board between meetings of Convention, nominations or elections for confirmation, of officers or board members of all related organizations whose articles of incorporation or bylaws require such action.

G. The Committee on the Journal of the Convention, composed of three persons of whom the Secretary of the Diocese shall be one, and of either order, to whom shall be referred all matters to be printed in the Annual Journal of the Convention, which said Committee shall have power to act during recess of the Convention, and report to the Convention.

6. The Presiding Officer shall appoint such other committees of Convention as the Convention may direct or the Presiding Officer may determine and he may designate the chairman of any committee.

7. The size and composition of every committee of Convention shall be in the sole discretion of the Presiding Officer, except where otherwise provided by the Constitution and Canons.

8. The President may appoint a parliamentarian for any meeting of Convention.

9. Elections: Balloting may be conducted using a virtual or remote voting system approved by the Secretary of the Convention. With the approval of the Chief Judge of Elections, or his designee(s), appropriate provisions shall be made for assistance to delegates who do not have access to the voting system or require technical assistance in voting. Ballots cast using a virtual or remote voting system shall be deemed the equivalent of individual, paper ballots. Ballots shall be deemed to be anonymous if the identity of the voter is available only to the voting system administrator or the Head Teller.

In every election where more persons are nominated than are to be elected, the balloting shall be:

A. On each ballot, the nominee(s) receiving the highest number of votes, but not less than a majority of valid ballots cast, shall be declared elected. A ballot on which there is indicated a clear preference by the voter, in the sole judgment of the Head Teller, to vote for at least one person and not more than the number of persons to be elected on the ballot shall be a valid ballot.

B. If any office remains to be filled after the first ballot, second and subsequent ballots shall be taken. On each later ballot, the number of nominees shall be reduced by one-half, but such reduction shall always provide for two more nominees than offices to be filled. In the event of a single vacancy, the number of nominees shall be reduced to two. Depending upon the distribution of votes, the presiding officer may, on the advice of the Chief Judge of Elections and with the approval of Convention, authorize the retention of three more names than offices to be filled.

C. In the event of an impasse, declared to be such by the Presiding Officer, the Convention may change or modify Section A and B of this rule by a majority vote of members present, notwithstanding the requirement for a two-thirds vote to suspend a Rule of Order. Notwithstanding paragraph 9(B), where a special Convention is electing a bishop, a nominee may be removed from the ballot only at a nominee's request.

D. Whenever the Convention must fill a vacancy on the Standing Committee, the order of election shall be:

- (1) The member for a regular term;
- (2) The member or members for the longest vacancy to be filled;
- (3) The member or members for the remaining vacancy to be filled.

10. When a motion is made and seconded, it shall be stated by the Presiding Officer, and, if in writing, be read by the Secretary. After a motion is so stated or read, it shall be deemed in possession of the Convention, but may be withdrawn by the mover at any time before amendment or decision, with the consent of the second.

11. Every motion shall be reduced to writing if the Presiding Officer or any member requires it.

12.

A. When a motion is pending, the following amendments shall be in order:

- (1) One amendment may be made to each independent or separable portion thereof; and
- (2) one motion to amend that amendment shall be in order; and it shall be in order also
- (3) to offer a further amendment by way of substitute to which may be offered
- (4) one amendment.

B. No proposition not germane to the subject under consideration shall be received under color of an amendment or a substitute. Neither the 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 decision is had thereon.

C. The amendment or the substitute shall be debatable only when the main question is debatable.

D. The adoption of an amendment by way of substitute or otherwise shall not displace the main resolution, which, after being amended, shall be the question before the Convention.

E. The following questions cannot be amended:

- (1) The call for the Order of the Day,
- (2) an appeal from the decision of the Chair,
- (3) an objection to consideration of any question, 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.

F. The order of decision of a question before the Convention shall be:

- (1) Amendment to the amendment of the main question;
- (2) Amendment to the main question;
- (3) Amendment to the substitute motion;
- (4) The substitute motion;
- (5) If the substitute fails, then the main question.

13. When a question is under debate no motion shall be received but to:

- (1) adjourn,
- (2) to lay on the table,
- (3) for the previous question,
- (4) to take at a certain time,
- (5) to commit or recommit,
- (6) to amend or substitute,
- (7) to postpone to a certain day, or
- (8) to postpone indefinitely, which several motions shall have precedence in the order enumerated and be settled by a majority vote.

14. A motion for the previous question shall be put in this form: "Shall the previous question or questions before the Convention now be put?" If the previous question is voted, only the immediately pending questions before the Convention shall be put without debate.

15. The Presiding Officer, with the consent of the chair of the relevant legislative committee as to proposals referred to a legislative committee, may group one or more legislative actions, including but not limited to resolutions, Constitutional and Canonical amendments, budget resolutions, elections and ratifications of appointments, for action on a Consent Calendar. The Consent Calendar shall be voted on in one vote and approval of the Consent Calendar shall be deemed the equivalent of a two-thirds vote to approve each item on the Consent Calendar. A negative vote on the Consent Calendar rejects all the proposals on the Consent Calendar. Notice of the proposed Consent Calendar shall be given to all delegates not less than three (3) days prior to the opening of Convention. Any item placed on the Consent Calendar may be removed from the Consent Calendar by (a) the Presiding Officer, (b) the chair of the relevant legislative committee as to proposals referred to that legislative committee, (c) the proposer(s) of the action, or (d) any three delegates.

16. A motion to adjourn, or lay on the table, shall always be in order and shall be decided without debate.

17. When two or more members of Convention rise at once, the Presiding Officer shall decide who is entitled to the floor.

18. Except by leave of the Convention, no member shall speak more than twice in the same debate, nor longer than two minutes at one time. No applause shall be permitted when a question is under debate.

19. The vote on all questions shall be taken by orders whenever as many as five members request it.

20. Reports of all committees shall be in writing. Statistical and other reports of officers and committees which require no action by Convention may be read by title only, and any report may be read in part only when the Presiding Officer shall, without obligation, so direct, or when the Convention shall so require.

21. No member shall absent himself from the meetings of the Convention without leave, unless the member be sick or unable to attend.

22. All persons elected as officials of the Diocese by the Convention or by the Executive Board of the Convention, Presidents of the Regions, and members of the Executive Board-elect who will take office at the conclusion of the regular meeting of Convention, shall by virtue of their respective offices, be entitled to a seat and voice, but no vote, at all meetings of the Convention.

23. These rules may be amended or special orders for the conduct of business adopted at any time by a two-thirds majority of the members present.

24. In all matters not specifically covered by these Rules of Order or by the Constitution and Canons of the Diocese, Robert's Rules of Order, Revised, shall govern the Convention in all cases to which they are applicable.

25. Rules in force: At the meetings of the Annual Convention, the rules and the orders of the previous meeting shall be in force until they are amended or repealed by the Convention.