

# Episcopal Diocese of Western New York

## STANDING RULES OF ORDER OF THE CONVENTION

I. The following shall be the Standing Order of Business of the Annual Convention:

The Convention shall include a Celebration of the Holy Communion. Prayers for missions shall be said at noon.

1. Call to order and opening prayers by the Presiding Officer.
2. Business incident to the organization of Convention.
  - a. Report of the Secretary on qualifications of delegates for seats in the Convention.
  - b. Certification of Quorum by the Secretary.
  - c. Announcement by the Presiding Officer that the Convention is duly organized.
3. Election of Secretary of the Diocese and Assistant Secretaries of the Convention.
4. Report of Committee on Dispatch of Business:
  - a. Resolution regarding adoption of Program, Agenda of specific matters of business, and modifications, if any, of this Standing Order for the Convention in Session.
  - b. Resolutions of Courtesy.
  - c. Provision of opportunity for host parish to extend greetings.  
  
(The Presiding Officer may recognize at any time the Committee on Dispatch of Business for further reports as required.)
5. Report of the Bishop on establishment of new missionary work, the organization of new parishes and missions and the dissolution of any parishes or missions.
  - a. Consideration by the Convention of applications for admission into union with the Convention and action thereon.
6. Introduction of new members of the Clergy.
7. Appointments:
  - a. Commission on Ministry. (Confirmation by Convention required).
  - b. Presbyters to fill vacancies of Ecclesiastical Court. (Consent of Convention required).
  - c. Committee on Dispatch of Business.
  - d. Committee on Constitution and Canons (when there are vacancies to be filled).

- e. Nominating Committee for next Annual Convention.
  - f. Inspectors and Tellers (none of whom may be a Member of the Convention) and Superintendent of Elections.
  - g. Other committees.
8. Introduction of resolutions and other business not previously submitted as required by Rule II for assignment to a place on the Calendar. (Two-thirds vote of members of Convention present required for consideration).
9. Nominations:
  - a. Report of the Nominating Committee.
  - b. Further nominations.
  - c. Introduction of candidates.
10. Report of the Committee on Constitution and Canons.
11. Reports of other committees as may be authorized or required by the Convention.
12. Receipt of regular Annual Reports. (With the consent or by order of Convention, these reports may be received by title).
  - a. The Secretary of Convention
  - b. The Archdeacon
  - c. The Chancellor
  - d. The Registrar
  - e. The Historiographer
  - f. The Treasurer
  - g. The Standing Committee
  - h. The Trustees
  - i. The Diocesan Council and its departments and other boards, committees and official bodies of the Diocese, including Commission on Ministry, and Board of Directors of Episcopal Community Services of Western New York, Inc.
13. The Bishop's Address. (May be delivered at such other time as the Bishop and the Convention determine.)
14. Further report of the Committee on Dispatch of Business.
15. Miscellaneous Business as placed upon the Calendar, including reports of other committees of the Convention.

16. Resolutions incident to the closing of the Convention.

a. Appreciation of hospitality.

b. Other resolutions.

17. The Bishop's Blessing.

18. Adjournment.

- II. a. New Business to be proposed at any Convention shall be submitted in writing to the Committee on Resolutions at least eight weeks prior to the meeting of such Convention. It shall be the duty of the Committee on Resolutions, at least five weeks prior to the meeting of such Convention, to transmit copies of all such proposals to each warden in the Diocese, to the president of each deanery council and to every member of the Clergy entitled to seat and vote in the Convention in sufficient quantity for distribution to each lay delegate and alternate within his or her cure, if any.

Provided, that other new business may be introduced for consideration by the Convention with the consent of two-thirds of the Members present if the proposer of the new business has first:

- (a) If any Open Hearing on Resolutions has been scheduled on the proposed agenda, delivered the proposed resolution to the Chair of the Committee on Resolutions, in sufficient number of copies for distribution to the members of Convention, at least seven (7) days before the Open Hearing on Resolutions: or
- (b) If any Open Hearing on Resolutions has not been scheduled on the proposed agenda, delivered the proposed resolution to the Secretary of Convention, at least seven (7) days before the Opening Day of the Convention:

The Bishop may waive the seven (7) day minimum notice requirement in the event of an emergency.

- b. The Report of the Resolutions Committee shall be in writing, and shall be received in due course. Reports recommending or requiring any action or expression of opinion by the Convention shall be accompanied by specific Resolutions.

At the conclusion of the meeting of the Resolutions Committee, its Chair shall prepare, or cause to be prepared, a separate report with regard to each matter upon which the Committee took final action during the meeting. Each such report shall be in the following alternative form:

- (1) Recommends adoption, with or without amendments, in which case the question shall be on the adoption of the Resolution, or the Resolution as amended.
- (2) Recommends rejection, with or without reasons, in which case the question shall be on the adoption of the Resolution, notwithstanding the recommendation of the Committee for rejection.
- (3) Recommends that it be discharged from further consideration of the Resolution because:
- (i) the matter is not within the scope of the Committee's function, in which case it may recommend referral to an appropriate Committee; or
  - (ii) the matter has already been dealt with by action of the Convention; or
  - (iii) the matter is covered by a Resolution of a prior Convention; or
  - (iv) for other reasons.

(4) Recommends referral to a Committee to study the theological, ethical and pastoral questions inherent in the subject or to develop recommendations and strategies on the subject that will be of concrete assistance to this Church or to study or make recommendations concerning the subject.

- c. Any resolution, which involves an amendment to the Constitution or Canons, shall be referred to the Committee on Constitution and Canons, and such Committee shall make certain that the Resolution is in proper constitutional or canonical form, achieves consistency and clarity in the Constitution or Canons, and includes all amendments necessary to effect the proposed change.

In such case the Committee shall neither concern itself with, nor report on, the substance of the matter referred to it, but whenever requested to do so by the Presiding Officer of the Convention, the Committee shall in its report to the Convention make recommendations as to substance.

- d. Amendments shall be considered in the order in which they are moved. When a proposed amendment is under consideration, a motion to amend the same may be made. No after-amendment to such second amendment shall be in order, but a substitute for the whole matter may be received. No proposition on a subject differing from the one under consideration shall be received under color of a substitute.
- e. A question being once determined shall stand as the judgment of the Convention, and shall not be again drawn into debate during the same session of the House, except with the consent of two-thirds of the Convention. A motion to reconsider can be made only on the day the vote was taken, or on the next succeeding legislative day, and must be made and seconded by those who voted with the majority.

III. Special committees may be appointed at the discretion of the Bishop at any time during the sessions of Convention to consist of such members as the Bishop or the Convention may direct.

IV. All committees shall sit and deliberate in private, as shall the Tellers in the count of votes.

V. No motion shall be put or debated until it is seconded; and when seconded, it shall be stated by the Presiding Officer before debate. Every resolution and motion shall be reduced to writing when requested by the Presiding Officer or Secretary.

VI. The result of the vote on any motion put by the Presiding Officer shall be determined by the sound of the voices; but any Member may require the count of the vote. Prior to a decision by count, any five Members may require the Ayes and Noes to be taken which shall be done by calling of the names of the Clerical Members, and the names of the Lay Members, and the vote shall be recorded in the Journal. The Ayes and Noes may be taken by Orders at any time on the call of any five Members, as required by the Constitution, and when so taken shall be recorded in the Journal.

VII. Unless this Rule be suspended in accordance with Rule IX, the person presenting a resolution may address Convention thereon for not longer than five minutes. No other member may speak to that resolution for longer than two minutes or speak again thereon as long as any other Member seeks the floor; provided, that a member of any committee having charge of a report may speak more often; and, provided further, that the person presenting any resolution shall be allowed to close the debate. Total time of debate on a resolution shall not exceed twenty (20) minutes.

VIII. Unless this Rule be suspended in accordance with Rule IX, a question once determined shall stand as the judgment of the Convention and shall not be debated again during the session. The motion to suspend this Rule for the purpose of reconsidering a question once determined may only be made by one of the majority on the original motion.

IX. A Standing Rule of Order may be suspended only by vote of two-thirds of the Members present.

- X.
  - A. With the exception of the vote, all privileges of the Convention shall extend to those who chair permanent commissions, committees and departments established by Canon and to lay members of the Standing Committee, Trustees, Diocesan Council, General Convention Deputies, those who chair Diocesan Council departments and members of the Board of Episcopal Community Services of Western New York, Inc.
  - B. Privileges of the floor and voice shall be extended to one youth form each Deanery who has been duly authorized by the Youth Commission.
  
- XI.
  - A. A Nominating Committee consisting of members of the clergy and lay persons of the Diocese shall be appointed by the Bishop before the adjournment of each Annual Convention for the next Annual Convention.
  - B. Not less than six months before Annual Convention, the Nominating Committee shall meet, select and transmit to every member of the Clergy and vestry of each parish and mission a list of the offices to be filled at that Convention, along with the names of those persons who are eligible for re-election and of those whose terms of office expire at the end of that Convention.
  - C. Any member of the Clergy entitled to vote at Diocesan Convention or member of a parish or mission may submit to the Committee not later than four months prior to the meeting of Convention a written and signed nomination of a candidate for any office to be filled, with assurance that the person being nominated will serve if elected. Such nomination shall be accompanied by a brief statement of the nominee's qualifications and service in Church and civic affairs.
  - D. The Committee shall prepare and cause to be transmitted to every member of the Clergy in charge of a parish or mission in union with the Convention, not later than one month prior to the meeting of Convention a list of candidates selected by the Committee for each position to be filled, stating briefly the qualifications and experience of each candidate.
  - E. Additional nominations for any office may be made from the floor of the Convention following the report of the Nominating Committee, provided assurance be given that the person so nominated will, if elected, perform the duties of the office. Such nominations shall be in the form of the nominee's name, home parish, office for which he or she is nominated and include a brief written statement of the nominee's qualifications and service in Church and civic affairs. Such nominations shall be delivered to the Secretary of Convention who shall transmit them to the Chair of the Nominating Committee.
  - F. Any member of the Convention may rise to make a seconding speech of no more than one minute in length; provided, however, that no more than two such seconding speeches may be made on behalf of each person, howsoever nominated.
  - G. Upon the closing of nominations, the Presiding Officer shall introduce, by name, those candidates for election to the several offices who are present in the Convention.
  
- XII.
  - A. Members of the Standing Committee, Deputies and Provisional Deputies to General Convention, members of Diocesan Council elected by Convention, and all other members of boards, committees, and commissions elected by Convention, both clerical and lay, must, in their election, receive a majority of the whole number of votes cast as such election; provided, that there shall be no election, except of a Secretary, unless there is present at the time of the balloting a majority of the Clerical Members and a majority of the Lay Members, who shall have appeared during the session of Convention and been admitted to seats. Those candidates who receive a majority of the whole votes cast shall be declared elected. If all positions being voted upon have not been filled by the end of the first ballot, those remaining shall be filled by the following procedure, known as the

preferential ballot.

- XIII. A. Each Member of the Convention shall complete a preferential ballot by marking the numbers, in order, "1" to whatever number of candidates there shall be, his or her preference for each and every office to be filled by the election from the whole number of candidates; and every ballot on which the preferential numbering from among the whole number of candidates is incomplete shall, by that fact, be invalid.
- B. Using a tally sheet of appropriate proportions, the Tellers shall list vertically the names of candidates in the order in which they appear on the ballot. Columns to the right of the candidates' names shall be entitled: A, B, C and so on, to that letter of the alphabet equivalent to the number of positions to be filled.
- C. The preferences on every ballot shall be recorded on the tally sheet by crediting one vote in Column A to each candidate whose name is marked with a number not exceeding the number of positions to be filled, one vote in Column B to every candidate whose name is marked with a number next larger than the number of positions being filled and one vote in every succeeding column as the numbers indicating the voter's preference increases.
- D. The Tellers shall report the number of valid votes in each Order and the number of each Order cast for every candidate as shown in Column A. Every candidate whose total vote shall be a majority of all the valid votes shall thereupon be declared duly elected.
- E. If all the positions have not been filled, the Tellers shall then report in similar form the number of votes credited in Column B to each candidate who shall not have been elected and the total of all votes for such candidate in Columns A and B. Candidates whose aggregate votes in Column A and B equal a majority of all the valid votes shall thereupon be declared elected, up to the number of positions remaining to be filled in the order of the highest aggregate vote received by each respectively.
- F. If any vacancies still remain to be filled, the Tellers shall report the votes received in the columns to the right of Column B, continuing the tally as above prescribed until all positions have been filled. Provisional Deputies to General Convention shall be chosen by continuing this procedure to the extent required to fill those positions.
- XIV. Balloting shall take place during a recess. Inspectors of voting shall supervise the voting and, at the conclusion of each ballot, seal the ballot boxes and deliver them to the Tellers. It shall be the duty of the Tellers to count the ballots, determine the results and elections, if any, and to report the same immediately thereafter to the Convention and, when an election shall have taken place, to certify the same in writing to the Secretary of the Convention.
- XV. These Standing Rules of Order may be amended and new Standing Rules of Order adopted:
1. By any Convention by a vote of two-thirds of the members present; or,
  2. By two successive Conventions by the vote of the majority of Members present at each.
  3. Provided, however, that no proposed amendment or new Standing Rule of Order shall be introduced in Convention until it has first been referred to the Committee on Constitution and Canons and the report of that Committee has been made to the Convention.

Revised per Diocesan Convention October 2001.