

## **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. Appointment of Inspectors and Tellers (none of whom may be a Member of the Convention) and Superintendent of Elections.
5. 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.)
6. 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.

7. Introduction of new members of the Clergy.
8. Nominations:
  - a. Report of the Nominating Committee.
  - b. Further nominations.
  - c. Introduction of candidates.
9. First Election Ballot (Subsequent ballots are taken as needed at a time determined by the Presiding Officer)
10. Consideration of Resolutions Timely Submitted with Report of the Committee on Resolutions and the Committee on Constitution and Canons in sequence.
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. Appointments:
    - a. Commission on Ministry (Confirmation by Convention required).
    - b. Presbyters or Lay Persons to fill vacancies of Disciplinary Board (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. Other committees.
  15. Introduction of resolutions and other business not timely submitted as required by Rule II. (Two-thirds vote of members of Convention present required for consideration).
  16. Further report of the Committee on Dispatch of Business.
  17. Miscellaneous Business as placed upon the calendar, including reports of other committees of the Convention.
  18. Resolutions incident to the closing of Convention.
    - a. Appreciation of hospitality.
    - b. Other resolutions.
  19. The Bishop's Blessing.
  20. Adjournment.
- II.
- a. New business to be proposed at any Convention, including proposals for resolutions, shall be submitted at least 60 days prior to the meeting of the Convention at which such proposals are to be considered, in the form and by the submission method stated in the Call to Convention. Only proposals submitted using this method, by this deadline, shall be considered "properly submitted."
  - b. Any baptized member of a parish or mission in this Diocese, any member of the clergy in good standing in the Diocese, or any body or organization primarily composed of persons falling in the previous two categories, may submit such proposals.

- c. Proposals that are not properly submitted may be introduced for consideration by the Convention only upon consent of two-thirds of the members of Convention present.
- d. Properly submitted proposals shall be immediately sent by diocesan staff to the Committee on Resolutions, the Committee on Constitution and Canons, or whatever body appears most appropriate to consider them, given their topic.
- e. For each properly submitted proposal that comes to the Committee on Resolutions, that Committee shall:
  - (1) Determine whether the proposal should be considered by the Committee on Resolutions, or by some other body of the Diocese; if the latter, the Committee shall promptly forward the proposal to the other body and notify the proposer of this action;
  - (2) Determine whether the proposal is appropriate for Convention action. A judgment that a proposal is inappropriate shall be made only on procedural or constitutional grounds, such as finding that the proposal asks the Convention to do something it is not empowered to do, and shall not be made on the basis of theological, ecclesiological, social-ethical, or political disagreement with the content and substance of the proposal. When the Committee judges a proposal to be inappropriate, it shall work with the proposer and attempt to arrive at a revision of the proposal, acceptable to the proposer, that would be appropriate for Convention action;
  - (3) Work with the proposer, who shall have the right of final decision on all proposed revisions, to make the proposal as clear, coherent, and well-stated as possible; and
  - (4) Transmit the final version of the proposal to the diocesan office, by the deadline, in the form and by the method specified by diocesan staff, to enable timely inclusion of the proposal in the Convention materials made available to clergy and delegates.
- f. The Committee on Resolutions shall conduct a pre-convention hearing on proposals for resolutions, so as to provide delegates, clergy, and visitors an opportunity to clarify the meaning of resolutions, discuss the issues they raise, suggest revisions, or argue for or against them.
- g. Proposers may, at their discretion, make revisions based on discussion at the hearing; if they exercise this option, they shall prepare and distribute copies of the revised version of such proposal to every member of Convention.
- h. During the Convention, the Committee on Resolutions shall report on each properly submitted proposal that came to it, unless such proposal has already passed into the jurisdiction of the Committee on Constitution and Canons or another appropriate diocesan body. In its report, the Committee shall either:

- (1) Recommend that the Convention act upon the proposed resolution, in which case the chair of Convention shall recognize the proposer of the resolution, or a person designated by the proposer as the presenter, and a motion from the proposer or presenter to adopt the resolution shall be in order, to be followed by second, debate (with the proposer or presenter having the right to make the opening and closing statements, following the rules in section VII below), and vote; or
- (2) Recommend, in accordance with section II. e. (2) above, that the proposed resolution not be acted upon by the Convention, with or without a recommendation for further consideration in some other forum, or further study of the issue. In such case, the Committee shall state its reasons therefor both orally and in writing, and the proposer shall have the right to call for a vote, by simple majority, as to whether the resolution shall be considered by Convention; if the recommendation for non-action is overturned, consideration of the resolution shall proceed as described in section II. h. (1) above.

- i. 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.

- j. 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.
- k. 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, except that the person presenting the budget resolution may address Convention for not longer than ten 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 at least 60 days 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. Such nominations shall be in the form of the nominee's name, home parish, and the office for which he or she is nominated. A brief written statement of the nominee's qualifications and service in Church and civic affairs together with a statement signed by the nominee that he or she will, if elected, perform the duties of the office shall be delivered to the Secretary of Convention in advance of rising to make the nomination.
  - 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. Members of the Standing Committee, Deputies and Provisional Deputies to General 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 valid ballots cast for each particular position at 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 number of valid votes cast for each

particular position 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 additional ballots until the positions are filled.

- XIII. 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.
- XIV. 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 2017.