

# Rules for the 2020 Oregon Synod Assembly – On-line Version

## ORGANIZATION OF THE ASSEMBLY - REVISED

- 1) The Assembly of this synod shall be its highest legislative authority. All congregations, Ministers of Word and Sacrament, Ministers of Word and Service, officers, the Oregon Synod Council, the commission, and all committees shall be bound by all actions pertaining to them taken by the Assembly in conformity with the Oregon Synod Constitution. (S7.01.)
- 2) All voting members shall be voting members of a congregation of the Oregon Synod in accordance with †S7.25.
- 3) A Credentials Committee of three to five persons shall be appointed by the bishop and have responsibility for voting members' credentials and attendance quota status.
- 4) The Presiding Bishop of the Evangelical Lutheran Church in America, and the official representatives of the ELCA shall have voice, but not vote, at this Assembly. (S7.23.) Like privileges shall be accorded to those additional persons whom the Synod Assembly or the Synod Council shall from time to time designate, including the Parliamentarian and visiting Bishops.
- 5) This Assembly will be held entirely as an electronic meeting. It will consist of individual sessions, each of which will require joining the session separately. Each registered voting member will receive an email with instructions on how to join each session after registering. A poll will be taken at the beginning of each session to determine whether a quorum is present to do business and whether the makeup of the Assembly complies with †S6.04 of the Synod Constitution.
- 6) Every voting member will be required to register prior to the Assembly. The registration deadline is two weeks prior to the Assembly date. Registration will be closed at 6:00 pm October 23, 2020. Please be sure your congregations voting members, including lay members, pastors and deacons are registered prior to the deadline because late registration will not be allowed. Only voting members, designated guests, and Assembly support personnel will be allowed to join the Assembly. Non-voting members and all interested persons are invited to view the Assembly on the live stream link on the Synod's Facebook page.
- 7) Every voting member will be required to join the meeting using a computer with an internet connection with the zoom app installed. Each voting member must have a unique email

address. Each voting member should connect as the only person using the electronic device or internet connection. No one other than the voting member is authorized to vote or otherwise communicate with the Assembly on the voting member's computer.

- 8) Voting members for each congregation shall be the same persons for the two (2) days of the Assembly. If a congregation needs to switch to an alternate voting member the synod office must be notified of the change no later than 6:00pm Wednesday, November 4, 2020. Voting membership is not transferable to an alternate or other person after that time and date.
- 9) There will be a training session prior to the Assembly so that all voting members can become familiar with zoom protocol and voting procedures. You may be asked to vote using yes or no functions of zoom, by responding to zoom polls, or you may be asked to use a ballot submitted through chat. It will be considered out-of-order to request a written ballot on votes that are taken by using the yes or no features of zoom. We encourage all voting members to attend the training session.
- 10) Some ballots will be for electing persons to the Synod Council or to various committees. Voting members will receive bios for each person whose name will appear on the ballot prior to the opening of the Assembly. Nominations from the floor may be made under the following rules.
  - a) The nominator must have the approval of the nominee before submitting the person's name.
  - b) The nominator must submit the bio information for the nominee, using the form provided, to the synod representative by 6:30pm Friday, November 6, 2020.
  - c) If the bio is not received by the time and date noted above the nominee's name will not appear on the ballot and cannot be written in during the vote.
- 11) All meeting participants will be muted. If you wish to address the Assembly, you will need to use the raise hand feature of zoom which is found at the bottom of the Participants list. Once a person has electronically raised their hand, they should send a chat stating whether they wish to speak for or against the motion. Once the chair has recognized the person they will be invited to unmute. When you have finished speaking, you will be muted again.
- 12) Each person, when recognized by the Chair, shall state their name, congregation or institution, and whether they are speaking for or in opposition to a motion, or whether they intend to bring a motion before speaking. No person shall speak longer than three minutes, nor more than twice on the same subject, unless the voting members, by a majority vote, waive the provisions of this rule. A person may not speak in favor of or in opposition to a motion or pending matter and thereafter bring a motion. This rule shall not apply to messages and reports by the agencies and officers of this synod or to guest

speakers to whom special time has been allotted.

- 13) All proposed amendments to a motion or resolution must be presented in written form, with the changes clearly identified. Strikethrough is typical for wording to be deleted. Underline is typical for wording being added. Proposed amendments can be delivered through the chat window.
- 14) The chair will try to alternate between speakers that are for or opposed to a motion. If three speakers in a row have spoken in favor of a motion, or if three persons in a row have spoken in opposition to a motion, the chair may end discussion whether or not there are additional members wishing to speak and call for a vote on the pending motion.
- 15) A voting member who wishes to raise a parliamentary question should type a message to the Parliamentarian using the chat feature in zoom or as otherwise designated by the chair.
- 16) The Chair shall have the authority to call items of business before the Assembly in whatever order they deem expedient for the conduct of the Assembly business.
- 17) A Reference and Counsel Committee consisting of seven representatives shall be appointed by the Oregon Synod Council and shall review all proposed changes or additions to the constitution and bylaws, all resolutions according to the guidelines below, and all other items brought to the Assembly which are not contained in the Agenda or Bulletin of Reports. (S10.07.04.m.)
- 18) All reports published in the Bulletin of Reports shall be received by the Assembly without vote. The Bulletin of Reports will be sent by email to voting members prior to the Assembly.
- 19) The minutes of the Synod Assembly shall be submitted by the Synod Secretary of the Oregon Synod to the Synod Council at its next regular meeting. The Synod Council shall examine the same with care, make corrections as needed and approve the minutes of the Synod Assembly.
- 20) All motions or proposed amendments to motions before the Assembly must be submitted to the secretary in writing using the chat feature of zoom. A motion to add an expense item to the budget will be considered out of order.
- 21) Robert's Rules of Order, latest edition, shall be the governing parliamentary law of this

Assembly.(S7.32)