

RULES OF PROCEDURE – STANDING RULES

Voting Body

Voting members of this Fall Gathering shall be elected officers and board members of the Florida-Bahamas Synodical Women's Organization and one voting member from each active Unit in the synod.

Seating of Voting Members

Voting Members must register with the Credentials Committee before being seated in the voting members seating area reserved for them in the Auditorium. Voting members must wear a name tag identifying them as such and sit in the voting members section in order to take part in the business transactions of the Fall Gathering. Registration of Voting Members will close five minutes prior to each business session.

Attendance of Voting Members

Voting Members are required to attend all business sessions. If a voting member is absent or must leave the Fall Gathering, the alternate voting member may be seated after registering with the Credentials Committee and receiving a voting members' name tag. No alternate or other person may serve for a voting member who remains registered.

Quorum

A majority of the registered Voting Members shall constitute a quorum.

Ballots

Ballots will be issued only to those who have been properly registered as voting members and the elected officers and board members of the FL-BA SWO who are seated in the designated Voting Member area.

Voting Procedure

To be eligible to vote, a voting member must be seated in the designated voting members' section and be wearing a proper colored nametag. No proxy or absentee voting is permitted.

Elections will be by written ballot. A single written ballot will be cast by the secretary for each position where there is only one name on the ballot after nominations are closed for that particular position.

All other voting will be by show of voting cards.

Affirmative Vote.....Green Card Negative Vote.....Red Card

Appointment of Committees

The presiding Chair shall announce the appointment of the following Fall Gathering committees:

Committee on the Report of the President - Committee on Credentials

Resolutions Committee - Committee on Minutes

Committee on Conduct of Elections - Committee on Claims and Offerings

Introducing Business

There are four ways business is introduced:

- **Fall Gathering Program Book:**
Reports written in the program book are received as written. Recommendations attached to these reports constitute main motions and are acted on accordingly.
- **Fall Gathering Committee Oral Reports:**
The Chair of the committee usually presents these reports. Recommendations attached to these reports are main motions.
- **Introduction of Main Motions:**
When making a motion from the floor relating to subject being discussed, two copies of the motion form must be filled out and given to the Vice President. Motion forms are available in the voting member packet, or from the Vice President.
- **Introduction of New Business:**
When the Fall Gathering is not discussing the subject, resolutions are forwarded to the Resolutions Committee. Resolution Forms can be obtained from the Vice President or Chair of the Resolution Committee. The Resolutions Committee will report to the Fall Gathering with their recommendations.

Motions / Speeches

All speeches in general discussion, unless otherwise determined by a two-thirds vote, shall be limited to two minutes. No person shall speak more than twice on the same issue without the consent of the Fall Gathering and only after all others have spoken. Speakers must approach the microphone, wait to be recognized and then identify themselves by name, congregation and city, and state their purpose, i.e., "Jane Doe, St. Mark's, Tampa. I move that..."

Upon request of a Voting Member and with the approval of a majority vote of the Voting Members, a resource person may speak on a pending question.

If the presiding Chair wishes to speak to a motion, the Vice President will preside until the vote has been taken.

Reports

Reports in the Fall Gathering program book shall be received without vote as published. The Report of the President is automatically referred to the Committee on the Report of the President and it shall report to the Fall Gathering whatever comments or recommendations it deems necessary.

A report of the Conduct of Elections Committee takes precedence over any other order of business.

Governing Parliamentary Law

Robert's Rules of Order, Newly Revised, shall be the governing parliamentary law of the Fall Gathering, except as otherwise provided in its constitution and bylaws.

All actions taken shall be consistent with documents of the Evangelical Lutheran Church in America and with the documents of the Women of the ELCA.