

# **RULES & PROCEDURES**

## ***2024 Annual Meeting of the Maine Conference United Church of Christ Saturday, October 19, 2024***

### **1. Adoption of Rules**

Once a quorum is declared, the Annual Meeting is called to order, and Appointments are announced, the next item of business is the adoption of the Rules and Procedures for the Annual Meeting. These Rules and Procedures expire with the adjournment of this Annual Meeting and must be adopted again, as needed. The Rules and Procedures are adopted by a majority vote unless they remove privileges from any member, whereupon they must be adopted by a two-thirds vote.

### **2. Adoption of Agenda**

The Agenda for the Annual Meeting shall be the item of business to immediately follow the Adoption of the Rules and Procedures to be considered by the Delegates in accordance with the Official Call to the Annual Meeting. After its adoption by the Delegates, the Agenda becomes the “order” for the meeting.

### **3. The Chair**

The presiding officer shall be the Chair of the Board of Directors of the Maine Conference of the United Church of Christ.

### **4. Voting Remotely**

Delegates to this 2024 Annual Meeting of the Maine Conference United Church of Christ acknowledge, authorize, and ratify Annual Meeting delegates who as, needed, will voting remotely by means of electronic communication and voting procedures. Otherwise voting will take place in person, as outlined below.

### **5. Floor Procedures**

For business matters to be recognized by the Chair, each delegate and clergy will state their name and church. Stand to Chair’s right is for opposition to the motion, to the Chair’s left for opposition to the motion. Neutral position is in the center. Each delegate will state their name and church. Clergy will state name and church.

For business matters for delegates via ZOOM to be recognized by the Chair, you will use the Zoom Q&A Function to submit Motions, Comments (meaning a pro, neutral, or con for a motion), Points of Order, or Business Questions. Your submission must begin with an identifying term IN ALL CAPS. Please use: “MOTION”, “PRO”, “NETURAL”, “CON”, “POINT OF ORDER”, or “BUSINESS QUESTION”, followed by a colon and then your submission. You may elect to speak on your submission by typing "VERBALLY"; however, all Motions must be submitted in writing even if you also elect to submit them verbally. At the start of the Annual Meeting, we will review the process and show detailed examples of how this function works.

## 6. **Parliamentary Authority**

Subject to these Rules and Procedures, the parliamentary authority for this meeting shall be Robert's Rules of Order, Newly Revised. The Chair will make all rulings with advice, if necessary, from the Parliamentarian, and subject, in accordance with parliamentary authority, to an appeal by any Delegate regarding the decision of the Chair.

## 7. **Debate on Motions**

The Chair will recognize, in order, each person who wishes to speak. The Chair will open the floor discussion calling for questions about process, procedure, points of order. Remote Delegates will be included in discussion and debate as set forth in Item 7.

Voting. b. Remotely below. Following those comments, the Chair will begin to call on one person for the motion and then one person against the motion, if in fact they are identified as such. This back and forth will continue until there are no longer persons to speak both pro and con. The Chair will then call for an end of discussion and a vote on each Motion.

Debate will be subject to the following limits on time:

1. a.) Debate on each motion shall be limited to three (3) minutes for the opening statement.
2. b.) Additional debate shall be limited to speeches of not more than two (2) minutes each.
3. c.) Debate on any amendments shall be limited to two (2) minutes for any opening argument and to one (1) minute for those who wish to speak in support or opposed.
4. d.) Debate shall alternate between pro, neutral, and con comments and shall be closed after no less than three pro and three con speakers, and after those six potential speakers when we reach an imbalance between pro, and con. In the event there are only comments made from one position; then the chair will determine how many non- redundant comments will be read, this will not exceed six.
5. e.) An affirmative vote of a simple majority of voting delegates is required for passage of motions, resolutions and/or amendments.

f.) By agreement of two-thirds of the voting delegates, the body may reconsider previous action and extend, as well as limit, debate.

## 8. **Voting**

An explanation of procedure and a test vote will be administered to ensure that all delegates understand how to exercise their vote via in person or polling function of Zoom.

1. a) Individual Voting via ZOOM:

Voting by individuals logged in to Zoom shall be by the polling function of the Zoom platform. Following the call for a vote, the Motion or Nomination will be shared on the screen and read verbally, following the verbal reading, the poll will open for each delegate. Delegates will be asked to vote “Yes” or “No” or “Abstain” in the poll. Delegates will have 30 seconds to make their choice and click on the appropriate button. Zoom automatically tallies the poll results and will be verified by the Registrar. For each Motion or Nomination the Reporting Teller will collect additional votes from the Group Teller, add them to the individual vote totals, and report the voting results to the Registrar for presentation to the Chair.

2. b) Group Voting:

For those Delegates logged in on Zoom collectively in a group, someone will select “We Are In A Group” on the polling window that has opened and submit the vote. Then each Delegate will utilize the Chat function of Zoom to register their vote privately to the Group Teller.

For example, three delegates sharing one computer will vote for each motion by writing in a private chat to the Group Teller: “YES: (Number of Votes), NO: (Number of Votes), ABSTAIN: (Number of Votes)”. Groups must check-in with the Group Teller upon joining the meeting so we can verify your votes and make sure we record them properly.