

**RULES OF ORDER
FOR CONDUCTING THE BUSINESS OF THE ANNUAL CONVENTION
OF THE DIOCESE OF THE CENTRAL GULF COAST**

RULE I.

After Divine Service, the President shall take the chair, and call the Diocesan Convention to order, when the order of proceedings shall be as follows:

Section 1. The Secretary, or Assistant Secretary, of the last Diocesan Convention, if present (or the Secretary of the Standing Committee) shall determine, by roll call, or registration, which of the Clergy entitled to seats are present.

Section 2. The Secretary shall, in like manner, determine which of the Lay Delegates, for whom the Certificates of Election are in order, and who are, therefore, entitled to seats, are present.

RULE II.

A quorum being found present, the President shall declare the Diocesan Convention organized for business.

RULE III.

The Diocesan Convention shall then proceed to the election of a Secretary, who shall have the power to appoint assistants, with the concurrence of the Convention.

RULE IV.

The President shall appoint the following committees of the Diocesan Convention:

1. Dispatch of Business - to consider and recommend to the Convention an Agenda (order of business) for the Convention.

2. Credentials and Privileges - to consider and recommend to the Convention granting courtesy seat and voice to designated persons and to consider and recommend to the Convention on questioned credentials.

3. Canons and Rules of Order - to consider and recommend to the Convention actions concerning Canons and Rules of Order.

4. Status of Parishes and Missions and Admission of New Parishes - to consider and recommend to the Convention on change of status of congregations as well as admission of new congregations.

5. Finance - to consider and recommend to the Convention on the budget of the Diocese, on use of offerings during Convention liturgies, and on other matters of financial concern of the Diocese.

6. Elections - to act as tellers of votes for election of Standing Committee members, of Clerical and Lay Deputies to General Convention, and of other offices as needed except for the election of a Bishop for which special rules of order shall be adopted.

7. Such other committees as the President shall determine.

RULE V.

All reports of Officers and Committees, Agencies, Commissions, and Coordinators shall be submitted in writing to the Bishop no later than thirty (30) days prior to the opening of the Convention and distributed to each congregation no later than ten (10) days prior to the opening of the Convention.

RULE VI.

Section 1. All Resolutions to be presented by Delegates to the Convention shall be submitted, in written form, to the Secretary no later than forty-five (45) days prior to the opening of the Convention. These pre-filed Resolutions shall be distributed to each congregation within the Diocese no later than thirty (30) days prior to the first day of each Convention.

Section 2. Resolutions to alter or amend the Canons of the Diocese shall be submitted, in written form, in accordance with Canon 28, to the Secretary no later than ninety (90) days prior to the opening of the Convention and shall be distributed to the congregations of the Diocese no later than sixty (60) days prior to the opening of Convention.

Section 3. At the first business meeting of the Convention, the substance of each Resolution presented under the provisions of Sections 1 and 2 shall be made known to the Convention together with assignment of each Resolution to a committee of the President's choice. Each Resolution shall be read at length at that time if requested. Copies of all Resolutions shall be made available at Convention to all Delegates.

Section 4. Resolution not presented in accordance with Sections 1 or 2 may be introduced by a Delegate to the Convention and accepted for consideration only by a two-thirds (2/3) vote of Convention taken at the first business meeting.

Section 5. Nothing in this Rule shall prevent the Bishop from introducing new matters to the Convention for consideration or action through the Bishop's Address to Convention; and nothing in this Rule shall prevent a committee of Convention from introducing new matters to Convention through its majority report. However, neither the Bishop nor a committee of Convention may introduce proposed amendments to Canons other than in conformity with Canon 28.

RULE VII.

Nominations for Standing Committee and for Clerical and Lay Deputies to General Convention (in the years for such election) may be submitted by Delegates not later than thirty (30) days prior to the opening of Convention and distributed to each congregation no later than ten (10) days prior to the opening of Convention. This provision shall not preclude Delegates from making nominations for these offices from the floor during Convention.

RULE VIII.

Once the Convention is organized for business in accordance with Rule II, and a Secretary elected (and assistants appointed) in accordance with Rule III, the Convention shall follow an order of business adopted by the Convention in the form of an Agenda upon presentation by the Committee on Dispatch of Business. Once adopted, this Agenda may be modified or suspended upon a two-thirds vote of the Convention. This Agenda shall include the following:

- The Bishop's Address
- The Report of the Standing Committee
- The Reports of the General Officers
- The Reports of committees of the Convention
- The Adoption of the Operating Budget for the Diocese and other financial concerns
- The Elections of the Officers and Committees, Commissions, Agencies, and Coordinators of the Diocese.

RULE IX.

No Delegate shall be absent from the sessions of the Convention without leave of the President or the Delegate is unable to attend.

RULE X.

When a Delegate is about to speak in debate, or deliver any matter to the Convention, the Delegate shall rise, as able, and, upon being recognized by the President and with due respect, address the President in an audible voice speaking only to the point in debate. No Delegate shall speak twice in the same debate without leave of the Convention.

RULE XI.

When the President is putting any question, the Delegates shall continue in their seats and not hold private discourse. Every Delegate present shall vote when a question is put, unless excused by the Convention.

Section 1. Action upon a question put by the President shall be determined by a majority of votes cast, except on a question for which a two-thirds vote is required by these Rules or the Canons.

Section 2. When the question is for the election of members of the Standing Committee, Clerical and Lay Deputies to General Convention, and to any other office in the Diocese excepting the election of a Bishop for which special rules of order shall be adopted, the following will apply: If, after the second ballot, all open positions are not filled by majority vote, then on the third and next succeeding ballots, there shall be retained only twice the number of nominees as there are unfilled positions, said nominees to be taken from those receiving the highest number of votes, until, by majority vote, a nominee is elected.

RULE XII.

When a question is under consideration, no motion shall be made unless to lay upon the table, to postpone to a certain time, to commit, to amend, or to offer a substitute. Motions for any of these purposes shall have precedence in the order named. A motion to lay on the table shall be decided without debate.

RULE XIII.

A motion to adjourn shall always be in order, and, if unqualified, shall be decided without debate.

RULE XIV.

No motion shall be considered as before the Convention, unless seconded, reduced to writing, and submitted to the Secretary before the vote.

RULE XV.

A question having been once determined shall stand as the judgment of the Convention and shall not again be considered during the session; but, a question having been decided may be reconsidered with the consent of two-thirds (2/3) of the members present on a motion to that purpose by one (1) of the majority of the first decision.

RULE XVI.

All questions of order shall be decided by the President in the first instance; but any members may appeal from such decision, and, on such appeal, no member may speak more than once without leave of the Convention.

RULE XVII.

These Rules of Order may be suspended by a vote of two-thirds (2/3) of the Delegates present.

RULE XVIII.

Except in conflict with the Constitution or Canons, or any Rule herein contained, the latest edition of *Roberts' Rules of Order* shall govern the interpretation of these Rules and the procedures to be followed.

RULE XIX.

The above shall be the Rules of Order of all future Annual Conventions of the Diocese, unless altered or rescinded.