

## Connecticut Conference of the United Church Of Christ

### Rules of Procedure For The 142<sup>nd</sup> Fall Annual Meeting

1. The goal of these rules is to allow for maximum participation by our constituency while keeping the meeting within reasonable time limits.
2. The Annual Meeting of the Conference is held in two parts, Spring and Fall.
3. The Executive Committee of the Board of Directors is the Business Committee for each meeting.
4. Visitors are welcome and encouraged to participate in the non-business plenary, forums and workshops. Those defined in Article I of the Conference Bylaws comprise the voting members for the purpose of the business session. (Bylaws may be found at [www.ctucc.org](http://www.ctucc.org) in the section "About Us.")
5. All Resolutions or Affirmations transmitted to the Resolutions Committee by May 1 (Group A) will be sent to the delegates for information and discussion before July 1, prior to the Annual Meeting of the Conference.
6. Those Resolutions or Affirmations submitted between May 2 & October 1 to the Resolutions Committee will be placed in Group "B". These resolutions or affirmations should be a response to a compelling or urgent event, issue or concern that could not be adequately addressed before the May 1st deadline. The decision to bring Group B resolutions before the body assembled at the Annual Meeting resides with the Resolutions Committee.
7. Any Church or Association may bring any other matter to the attention of the Conference for action. The request should be placed in the hands of the Registrar by August 16. If the Board of Directors deems that it is appropriate to the goals of the Annual Meeting, it will be placed on the agenda for the Annual Meeting.
8. All proposals described above, plus regular reports of the Board of Directors, and Affiliated Organizations of the Conference, plus any proposals presented by the Board, will be included in the Call to the Annual Meeting and placed on the Agenda.
9. In order to receive consideration, any matters not included in the call should be placed in the hands of the Registrar before the meeting convenes, or up until 9:00 A.M. on Saturday. The matters will then be

referred to the Business Committee by the Moderator for consideration, or later as time allows.

10. A process shall be followed during the morning session on Saturday whereby the Conference, by its own vote, shall determine the order in which resolutions or affirmations will be considered.
11. No new matters may be introduced on Saturday after 9:00 A.M., the final day, unless there is a two-thirds vote to place such matters on the Agenda.
12. The following shall be the procedure for considering Resolutions and/or Affirmations coming to the floor of the Conference:
  - a. A designated sponsor shall be allowed five minutes to speak to the resolution or affirmation.
  - b. A designated reactor shall be allowed five minutes to respond.
  - c. The names of the sponsor and the reactor shall be given to the Moderator at the beginning of the session in which the concern will be addressed. If the name of a reactor has not been given, the reactor's time is forfeited and the Moderator shall call for discussion to begin starting with a con speaker.
  - d. The ensuing discussion shall alternate between pro and con speakers, each allowed two minutes for their statements.
  - e. Pro and con speakers will be identified by standing at microphones designated as such.
  - f. Amendments shall be in writing in triplicate. No amendments shall be made to "whereas" sections. Only one amendment to a main motion shall be considered at a time.
  - g. No speaker shall speak to the same issue twice until all those that wish to speak have been heard once, except to answer questions addressed to him/her from the floor.
  - h. The Moderator may call for a motion to close debate when discussion is deemed as revealing no new light. When a Main Motion, Resolution, or Affirmation, has stimulated pro and con discussion, at the end of the debate the Moderator may call for a moment of silent prayer and reflection before taking the vote.
  - i. In the event that a translation is needed, the Moderator will recognize a translator for equal time for the moving of a motion or responding to a motion.

13. A Resolution or Affirmation may be declared out of order by the Moderator if its sponsor is not present when it comes up for discussion and action.
14. Only materials prepared by the Connecticut Conference may be distributed in the plenary area (auditorium).
15. Media equipment is for the use only of the Connecticut Conference.
16. The Proposed Budget will be presented and voted at the same session. Before the budget has been moved and opened for debate, any motion pertaining to a definite appropriation in the budget will be ruled out of order by the Moderator, but all matters relating to the budget will be in order when that time comes.
17. The Conference will stay in session on the final day (Saturday) until all matters described above have been dealt with, or until 4:00 p.m., whichever is earlier. If at 4:00 p.m. there is still unfinished business, the Moderator will call for a vote on whether or not to continue for 15 minutes. If the vote carries by a two-thirds majority, the meeting will continue. If it does not carry, all matters remaining on the Agenda will be referred to the Board of Directors. The Annual Meeting will then adjourn following worship.
18. If the Conference votes to stay in session, the process described in #12 above will be repeated at 4:00 p.m. and every 15 minutes thereafter until all business is completed, or the meeting is adjourned with items leftover for later consideration.