

STANDING RULES

224RD ANNUAL MEETING NEW HAMPSHIRE CONFERENCE OF THE UNITED CHURCH OF CHRIST 1ST ANNUAL MEETING GRANITE STATE ASSOCIATION

The following rules and procedures are proposed for adoption as the Standing Rules for the 224th Annual Meeting of the New Hampshire Conference, United Church of Christ and the 1st Annual Meeting of the Granite State Association.

1. The rules contained in the current (12th) edition of *Robert's Rules of Order Newly Revised* shall govern the Annual Meeting in all cases to which they are applicable and in which they are not inconsistent with the Conference bylaws or any special rules of order the Conference may adopt.
2. The delegates of the 224th Annual Meeting will be gathered in a hybrid format – both in-person and using Zoom Webinar. Virtual voting will be accomplished through the use of Zoom Webinar Polling feature. The technology allows for only one vote per each connected device. Visitors (non-delegate guests) will be gathered in a hybrid format – both in-person and watching via YouTube live streaming.
3. The event planner shall send a communication by e-mail to all delegates registered to participate remotely, at least one week before the meeting, with the time of the meeting, the URL and codes necessary to connect to the Zoom Webinar. The communication will also include a copy of, or a link to, these rules.
4. The event planner shall schedule Internet meeting service availability to begin at least 15 minutes before the start of the meeting.
5. All participants must use their name, as provided upon registration, plus church name and city when connecting to the meeting. When speaking in-person, please show your voting card, and state your name and the church you represent.
6. In accordance with the Conference bylaws, the presence of a quorum shall be established by Conference staff, determined by the online list of participating delegates and those delegates in attendance on-site.
7. Each remotely participating delegate is responsible for his or her audio and internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of a delegate's individual connection prevented participation in the meeting.
8. Delegates and persons given the privilege of voice without vote shall address the Moderator:

Remotely by using the Question and Answer feature in the Zoom Webinar Platform indicating their desire to speak to an issue plus indicating their position: ***Against Motion, For Motion, or Other.*** After the Moderator recognizes the speaker, the speaker shall state their name and the church they represent.

In-person delegates are asked to use the floor microphones. There are three microphones on the floor. During the debate, the microphones will be assigned as follows: ***to your left (red): Against Motion; to your right (green): For Motion; center (blue): Other.***

9. A delegate placing a motion before the body must also provide a legibly written version to the Conference Secretary. Remotely connected delegates may do so by typing it in the Zoom Question and Answer feature.
10. The Conference Secretary, or any assistants appointed by him/her/them for this purpose, shall designate the display/projection, both in the room and on the Webinar screen, of the immediately pending question and other relevant pending questions (such as the main motion, or pertinent part of the main motion, when an amendment to it is immediately pending); and to the extent feasible shall cause such questions, or any other

documents that are currently before the meeting for action or information, to be displayed therein until disposed of.

11. No one may speak to the same debatable motion more than once except to answer questions from the floor or the moderator.
12. There is a two (2) minute limit on all speeches.
13. Anyone having additional business to bring before this Annual Meeting should contact the Reverend Carlos Jahola-Straight, Chair of the Annual Meeting Planning Committee, before 9 am on Friday, October 24, 2025. He will bring it to the attention of the Annual Meeting Business Committee for decision.
14. Resolutions: "Be it resolved" is the only part of a Resolution that can be amended or voted on.
15. The business of the Granite State Association shall be dealt with in the following manner:
 - a. Given the "Conference Acting as Association" model utilized by the Granite State Association, all Delegates, Authorized Ministers, etc. with voice and vote for the New Hampshire Conference Annual Meeting shall also have voice and vote for the Granite State Association Annual Meeting. All those granted voice for the Conference Annual Meeting shall have voice at the Association Annual Meeting.
 - b. The establishment of a quorum for the New Hampshire Conference Annual Meeting shall also establish quorum for the Granite State Association Annual Meeting.
 - c. All Standing Rules for the New Hampshire Conference Annual Meeting remain applicable for the Granite State Association Annual Meeting.
 - d. All matters of business before the Granite State Association shall be decided by a simple majority vote unless otherwise stipulated by *Robert's Rules of Order Newly Revised*.
16. All unfinished business shall be referred to the Board of Directors per Article VIII, Section 2 of the By-Laws of the New Hampshire Conference.

Our parliamentarian this year is Joan Prue, a Registered Parliamentarian and member of the National Association of Parliamentarians and its New Hampshire White Mountain Unit. During business sessions she will be seated near the presiding officer. Please feel free to ask her a question before or after plenary sessions or during break times.

SOME USEFUL MOTIONS TO HELP GUIDE US THROUGH OUR BUSINESS

The following table lists the 5 Privileged and 7 Subsidiary Motions in the order of their precedence. The Motion to ***Fix the Time to Which to Adjourn*** holds the highest rank; the ***Main Motion*** holds the lowest rank. With some exceptions, motions of the lower rank are out of order when a motion of higher rank is pending.

TYPE OF MOTION	Is Second Required?	Debatable?	Amendable?	Vote Required	Purpose
<i>PRIVILEGED MOTIONS</i>					
<i>Fix the Time to Which to Adjourn</i>	Yes	No	Yes	Majority	To set the time for another meeting
<i>Adjourn</i>	Yes	No	No	Majority	To end the meeting
<i>Recess</i>	Yes	No	Yes	Majority	To interrupt a meeting for a short time to provide an intermission
<i>Raise a Question of Privilege</i>	No	No	No	None, Chair grants	To obtain action immediately in an emergency
<i>Call for the Orders of the Day</i>	No	No	No	None	To demand adopted order of business be followed
<i>SUBSIDIARY MOTIONS</i>					
<i>Lay on the Table</i>	Yes	No	No	Majority	To set aside an item of business at least temporarily
<i>Previous Question</i>	Yes	No	No	Two-Thirds	To close debate
<i>Limit or Extend Limits of Debate</i>	Yes	No	Yes	Two-Thirds	To limit or extend limits of debate on a pending question
<i>Postpone to a Certain Time</i>	Yes	Yes	Yes	Majority	To delay action
<i>Commit (or Refer) to a Committee</i>	Yes	Yes	Yes	Majority	To refer an item to a committee or other entity
<i>Amend</i>	Yes	Yes*	Yes	Majority	To modify or alter a motion
<i>Postpone Indefinitely</i>	Yes	Yes	No	Majority	To kill a motion without bringing it to a vote
<i>THE MAIN MOTION</i>					
	Yes	Yes*	Yes	Majority	To introduce new business

* A ***Main Motion*** and a ***Motion to Amend*** are generally debatable. However, if the ***Motion to Amend*** is applied to a motion that is not debatable, the ***Motion to Amend*** is not debatable.

The information above reflects the general rules; however, there are many exceptions.

In addition to the motion types listed above, there are two other classes of motions:

1. ***Incidental Motions***: deal with issues of procedure
2. ***Motions that Bring a Question Again Before the Assembly***: deal with issues that have been previously decided