

# STANDING RULES

## 218<sup>TH</sup> ANNUAL MEETING

### *NEW HAMPSHIRE CONFERENCE OF THE UNITED CHURCH OF CHRIST*

The following rules and procedures are proposed for adoption as the Standing Rules for the 218<sup>th</sup> Annual Meeting of the New Hampshire Conference, United Church of Christ.

1. The rules contained in the current 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. Delegates are asked to use floor microphones unless invited to platform by Moderators. There are three microphones on the floor. During debate, the microphones will be assigned as follows:
  - **To your left:**           *Against Motion*
  - **To your right:**       *For Motion*
  - **Center:**               *Other*
3. When speaking, please show your voting card, and state your name and the church you represent.
4. There is a three (3) minute limit on all speeches from the floor. A **yellow signal** will show at two (2) minutes and a **red signal** at three (3) minutes. PLEASE STOP TALKING WHEN YOU SEE THE RED SIGNAL.
5. Motions made from the floor must be legibly written and given to the Conference Secretary. Motion forms are available from the Conference Secretary.
6. Anyone having additional business to bring before this Annual Meeting should speak to Laura Sevigny, Chair of the Annual Meeting Planning Committee, before the noontime break. She will bring it to the attention of the Annual Meeting Planning Committee for decision.
7. Resolutions: "Be it resolved" is the only part of a Resolution that can be amended or voted on.

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