

**2021 NORTHWEST WASHINGTON SYNOD ASSEMBLY
PROPOSED STANDING RULES**

Rule 1. Report of Committee on Credentials

The Committee on Credentials shall report the number of members and alternates registered as present with proper credentials immediately after the order for opening of the Synod Assembly, and it shall make a supplementary report after the opening of each plenary session. The Committee on Credentials also shall make a final report no later than 3:00 p.m. on May 15, 2021. The final report of the Committee on Credentials shall specify the following:

- A. Members of the Synod Assembly
 - 1. Total voting members present _____
 - 2. Lay persons present _____
 - a. Women _____
 - b. Men _____
 - c. Non-Binary _____
 - 3. Rostered Ministers present _____
 - a. Word & Service _____
 - b. Word & Sacrament _____
 - 4. Persons of color or whose primary language is other than English present _____
 - 5. Youth members present _____
 - 6. Young Adult members present _____
- B. Observers (persons with voice but without vote): _____
- C. Visitors _____

Rule 2. Close of Registration

Registration of members will be closed at 11:59 p.m. on March 31, 2021.
Alternates may be registered until 12:00 p.m. on Monday, May 10.

Rule 3. Log In Time

Login for members shall be available one hour before the start of the assembly.

Rule 4. Displaying of Credentials

For admission to the assembly Zoom meeting, all attendees shall be required to display on their screen their full name and congregation name given at registration (ex.: Jane Chong, Grace-Seattle). Voting members are encouraged to add their pronouns as well.

Rule 5. Resolutions and Main Motions

All resolutions shall be made by the maker and another member as a seconder.

- A. The deadline for receipt of resolutions in the Synod Office is **March 31, 2021**. No resolutions received after this date shall be considered by the Synod Assembly unless the Synod Council or the Reference and Counsel Committee determines that it is either of overriding importance or germane to the issues of the Synod Assembly agenda. All resolutions shall be evaluated by the Reference and Counsel Committee and reported upon to the Synod Assembly.
- B. Main motions made from the floor shall be submitted to the Synod Secretary via email (to be shared in the pre-assembly materials)
- C. The maker of any resolution or main motion shall provide information regarding the implications of the resolution or main motion (if adopted) that respond to the following questions:
 1. What is the financial impact of this resolution on the synod budget? If expenditures are required, what are the sources of income anticipated to accomplish the purpose of the resolution?
 2. What are the personnel implications within our synod (or churchwide)? Who will be responsible for implementation of the resolution?
 3. How does this resolution enhance and forward the mission of the church and our synod?
- D. In evaluating resolutions and main motions, the Reference and Counsel Committee shall consider at least the following criteria:
 1. Is the proposed resolution timely?
 2. Does the proposed resolution or main motion address a synodical purpose (as enumerated in †S6.02 and †S6.03 of the Northwest Washington Synod Constitution), ministry, administrative matter, or some issue affecting the Northwest Washington Synod or legitimate synodical concern?
 3. Is the resolution or main motion of overriding importance or germane to the agenda of the Synod Assembly?
 4. Is the resolution or main motion consistent with the Northwest Washington Synod Constitution, bylaws and other governing documents or rules?
 5. Are there other matters on the agenda at the Synod Assembly related to the resolution or main motion?
 6. Is the form of the resolution or main motion appropriate and is it clearly drafted?
 7. Are statements contained in “whereas” clauses accurate and necessary to an understanding of the resolution or main motion?
- E. In reviewing and evaluating resolutions or main motions, the Reference and Counsel Committee may interview the author(s) and other interested persons. Each member who offers a resolution or main motion shall be given the opportunity to discuss it with the Reference and Counsel Committee, if the member so requests.

- F. If the Reference and Counsel Committee determines that a resolution is not timely and that a resolution or main motion is neither of overriding importance nor germane to the agenda of the Synod Assembly, it shall report its conclusion to the Synod Assembly. This report shall include a recitation of the “resolved” clauses. If no further action is taken by the Synod Assembly, the minutes shall contain the report of the Reference and Counsel Committee regarding such resolution or main motion.
- G. In an effort to put resolutions in proper form, and eliminate duplication when similar resolutions are offered, the Reference and Counsel Committee is authorized to make substantive alterations in the resolutions, including consolidating similar or duplicate resolutions. Resolutions that are considered for substantive alterations or consolidation shall be determined by a two-thirds vote of the Reference and Counsel Committee. If sponsors of the resolutions have provided phone numbers and email addresses, they may be consulted regarding the changes and/or consolidation of their submitted resolutions, if time permits.
- H. When a substitute motion is made, secondary amendments may be offered first to the original motion. After all secondary amendments to the original motion have been disposed of, secondary amendments to the substitute motion may be offered. When all amendments to the substitute motion have been disposed of, the vote shall be taken on whether the substitute motion is to be substituted or rejected.
- I. When the Reference and Counsel Committee reports on a resolution or main motion, it becomes the pending business of the Synod Assembly.
- J. Any resolution submitted to the Synod Assembly but not considered, or any resolution referred to the Synod Council, shall be transmitted by the Reference and Counsel Committee to the Synod Council for review and evaluation. The Synod Council shall report the results of its consideration on proposed resolutions to the authors.
- K. Unless otherwise specified by the Reference and Counsel Committee or the Synod Assembly, all resolutions include only the “resolved” clauses. The minutes shall include a notation with the text of each resolution specifying whether only the “resolved” clauses or both the “resolved” and “whereas” clauses were adopted by the Synod Assembly.

Rule 6. Submissions in Writing to Secretary

Upon request of the Bishop or presiding officer, a main motion, an amendment to a motion, or a substitute motion shall be emailed immediately by the maker, to the Secretary. If the submission will delay unreasonably the business of the Synod Assembly, the Bishop or the presiding officer may defer the matter to a later time.

Rule 7. Limit on Speaking

No person shall speak in debate more than once on the same question, or longer than two (2) minutes, without permission of the Synod Assembly granted by a two-thirds vote without debate.

Rule 8. Automatic Call of Previous Question

After four people have spoken in a row on the same side of the motion, and no one is in line to speak on the other side, the previous question will be automatically called.

Rule 9. Limit on Debate

Unless otherwise provided in the Synod Assembly agenda or by the Bishop or presiding officer, debate on any resolution or main motion shall be limited to thirty (30) minutes.

Rule 10. Previous Question

A member who has spoken on the pending question(s) may not move the previous question(s).

Rule 11. Unfinished Business

All unfinished business at the close of the Synod Assembly shall be referred to the Synod Council.

Rule 12. Printed Reports

All reports and other material for the permanent record or printed proceedings of the Synod Assembly shall be typed and submitted promptly to the Secretary.

Rule 13. Privilege of Voice for a Specified Time

The bishop or presiding officer may grant the privilege of voice to persons who have been delegated to report to the Synod Assembly as representatives of boards, committees, organizational units or organizations scheduled in the agenda. Such persons are granted the privilege of voice for the time specified by the Bishop or presiding officer for the purpose of making such reports and participating in the subsequent discussion.

Rule 14. Reporting of Assembly Actions

The Bishop or presiding officer shall designate a person or persons to be responsible for reporting to church publications and for preparing summaries of the work of Synod Assembly suitable for use by members in reporting to their congregations and for use in local press releases.

Rule 15. Distribution of Materials to Voting Members

Materials will be shared with the Voting Members prior to and during the meeting only from the Synod Office and Assembly Leaders. Persons desiring to share materials with the assembly, must have permission from the Secretary.

Rule 16. Nominations from the Floor

All nominations from the floor, except those for the office of bishop, shall be made by completing the online nomination form no later than 12:00 pm on Monday, April 15, 2021.

Rule 17. Election of Voting Members of the ELCA Churchwide Assembly

Excluding the Bishop and the Vice President, no more than one-third of the persons elected by the Northwest Washington Synod as voting members of the Churchwide Assembly shall have attended a previous Churchwide Assembly as a voting member.

Rule 18. Privilege of Voice at the Synod Assembly

Any intern or person on the roster of another synod who is currently serving a congregation in this synod may have the privilege of voice, but not vote, at the Synod Assembly provided they have properly registered to have voice. The presiding bishop of the Evangelical Lutheran Church in America and such other official representatives of this church as may be designated from time to time by the Church Council shall have voice but not vote in the meetings of the Synod Assembly. Like privileges shall be accorded to those additional persons whom the Synod Assembly or the Synod Council shall from time to time designate.

Rule 19. Courtesy

Members shall address only the chair or address each other through the chair. Members should refer to speakers by title or some other designation, and should avoid mentioning names, if possible. A speaker's motives should not be called into question. (*Robert's Rules of Order, Newly Revised*, most recent edition).

Rule 20. Voice and Vote for those with Disability Status

Rostered Ministers who have been granted disability status shall be granted voice and vote at the assembly.

Rule 21. Technical Requirements and Malfunctions

Each member is responsible for their audio and internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, an individual's connection prevented participation in the assembly.

Rule 22. Forced Disconnections

The chair may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the assembly. The chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.

Rule 23. Elections Procedure

- A. All elections will be conducted by using Zoom Poll or E-Ballot.
- B. Elections using Zoom Poll or E-Ballot shall not be subject to a division of the house.
- C. If individual internet connection is lost, members may cast their vote by calling a special Election Phone Number (to be shared in the pre-assembly materials). Phone votes must be received prior to the official announcement of the vote.
- D. If only one person is nominated for a position, the assembly may by a motion from the Elections Committee, elect all such persons with a single action.

THE FOLLOWING RULES will take effect if the proposed constitutional amendments proposed by the Synod Council are adopted:

- E. Floor nominations for each position may be made by 12:00 p.m. on April 15. No floor nominations will be received after this date.
- F. Elections for Synod Council positions and Churchwide Voting Member positions shall be conducted in stages.

1. The youth and young adult positions shall be elected first.
2. Persons not elected shall be moved to any other category where they qualify for election. (i.e. POC, lay man, unrestricted, etc.)
3. The restricted positions for persons of color or whose primary language is other than English shall be elected next.
4. Persons not elected shall be moved to any other category where they qualify for election. (i.e. lay male, unrestricted, etc.)
5. The positions for rostered ministers, lay woman, lay man, and lay unrestricted shall be elected next.