

**May 16, 2026 - Special Online Meeting of the  
2025 Northwest Washington Synod Assembly Voting Members**

**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 opening of the Special Assembly Meeting of the 2025 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 11:30am on May 16, 2026. The final report of the Committee on Credentials shall specify the following:

**Members of the Special Online Meeting of the 2025 Synod Assembly**

- Total voting members present
- Lay persons present
  - Women
  - Men
  - Non-Binary
- Rostered Ministers present
  - Word & Service
  - Word & Sacrament
- Persons of color or whose primary language is other than English present
- Youth members present
- Young Adult members present
- Visitors/Volunteers

**Rule 2. Close of Registration and Alternates**

Registration of voting members – or alternates - will be closed at 12:00pm on May 1, 2026.

**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 Special Online Meeting of the 2025 Synod Assembly, 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**

As a special assembly, the only business to be considered is that which was in the official notice for this special assembly. No resolutions or main motions will be considered from the floor. Any main motions or resolutions submitted by a member of the special assembly shall be immediately forwarded to the Synod Council for further consideration. NOTE: the following is the timeline for the budget. Comments and motions regarding the budget will be received until March 31, 2026.

**Here is the timeline for budget process –**

- Executive Committee Reviews 2027 Process ..... December 11, 2025
- Finance Committee Reviews 2027 Process ..... December 15, 2025
- Revenue & Expense Forms Distributed ..... December 16, 2025
- Initial Revenue & Expense Forms Returned ..... January 2, 2026
- Staff Completes Review of Draft Budget & Proposals ..... January 4, 2026
- Council Update on Draft Budget & Proposal Ranking ..... January 7, 2026
- Finance Committee Update on Draft Budget ..... January 19, 2026

Council Receives Draft Budget .....	February 12, 2026
Finance Committee Reviews Draft Budget .....	February 16,2026
Finance Committee Approves Recommended Budget .....	March 16,2026
Council Approves Recommended Budget .....	March 21, 2026
Recommended Budget Shared with Synod .....	March 23, 2026
Deadline for Comments and Motions Submitted to Treasurer.....	March 31, 2026
Recommended Budget Comments Shared .....	April 9, 2026
Finance Committee Update .....	April 20,2026
Online Budget Presentation .....	April 30, 2026
Assembly Considers Recommended Budget .....	May 16, 2026

**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. These will be forwarded to the synod council for consideration.

**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 Assembly Voting Members 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. Previous Question**

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

**Rule 10. Unfinished Business**

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

**Rule 11. 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 12. 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 13. 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 14. 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 Friday, May 1, 2026. *(All voting members will receive an initial report of those standing for election from the Nominating Committee via email on April 20, 2026. On May 4, 2026 all voting members will receive the final report of those standing for election from the Nominating Committee via email.)*

**Rule 17. 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 18. 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 19. 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 20. 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 21. 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 22. Elections Procedure**

- All elections will be conducted by using Zoom Poll.
- Elections using Zoom Poll shall not be subject to a division of the house.
- 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.
- 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.