



## **DIOCESE OF CENTRAL FLORIDA**

### **Rules of Order**

Proposed for the:      Fifty-third Annual Diocesan Convention

Date:                      January 29, 2022

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RESOLVED, that this 53rd Annual Convention of the Diocese of Central Florida adopts the following:

1. Each delegate is responsible for his or her own 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.
2. The Chair may cause or direct the disconnection or muting of a delegate's internet or audio connection if it is causing undue interference with the meeting.
3. Technical assistance will be available to delegates throughout the duration of the meeting by calling either of these numbers: (407) 542-7825 or (407) 542-5853.

#### **Registration/Voting/Quorum**

4. Delegates participating in this Convention by Zoom or by telephone as a substitute for Zoom shall be deemed:
  - to be present in person for this Convention; and
  - to be assembled for this Convention.

Delegates shall register for attendance at the Convention through the VPOLL system by answering, "Yes, I am present." Voting by the delegates shall be through the VPOLL system. The presence of a quorum shall be determined by the number of clerical delegates and lay delegates at the beginning of the meeting based on those delegates who have registered for attendance at this Convention. The Chair may call for a determination of a quorum at any time during the meeting by requesting the delegates to respond to a quorum call using the VPOLL system as instructed by the Chair.

## 53<sup>rd</sup> Annual Diocesan Convention Rules of Order cont.

### **Elections**

5. The following rules will apply for elections:
  - a. When there are staggered terms for any office, the person(s) receiving the highest number of votes shall be elected to the longest term in the earliest ballot in which any election takes place. The person(s) receiving the next highest number of votes in that ballot or subsequent ballots in which there is an election shall receive the next longest term. This process shall continue until all terms are filled.
  - b. When there is only one nominee remaining on the ballot for an office, the Chair will declare that nominee elected to the appropriate term.
  - c. On ballots subsequent to the second, the name of the nominee receiving the least votes for each office on the previous ballot shall be removed.
  - d. Nominations for elected office may be made from the floor utilizing the Zoom chat feature. In the body of the chat text, the nominating party must type the words “I (insert nominating party’s full name, in what capacity he/she is serving, i.e. lay delegate or clergy delegate, and the congregation, including city, or institution he/she represents) nominate (insert nominee’s full name) for the office of (insert office). He/she is a communicant in good standing from (insert name of church and city).” The floor will remain open for nominations for 60 seconds during which time the nominee’s Rector/Priest-in-Charge/Vicar may be contacted for confirmation of the nominee’s status as a communicant in good standing.

### **Addressing the Chair/ Amendments/Resolutions**

6. Any delegate wishing to address the Chair shall send a request via the Zoom chat feature to the Host of Convention. Delegates must type their full name, in what capacity they are serving (i.e. lay delegate or clergy delegate) and the congregation (including city) or institution they represent. The Host of Convention will notify the Secretary of Convention that a delegate wishes to address the Chair. The Secretary of Convention will notify the Chair that delegate xx from xx church/city wishes to address the Chair.
7. When addressing the Chair, a delegate shall state his/her name, in what capacity he/she is serving (i.e. lay delegate or clergy delegate) and the congregation (including city) or institution he/she represents.
8. Debate on any motion/resolution shall be limited to a total of 15 minutes unless permission to extend debate is granted by the Chair.
9. No delegate may speak more than twice on the same subject unless permission to speak is granted by the Chair.

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10. Amendments to resolutions shall be submitted in written format and must be received via email to [dcf@cfdiocese.org](mailto:dcf@cfdiocese.org) by 5 p.m. on Friday, January 28, 2022. Any amendment proposing an increase to the budget must include an equal decrease in one or more budget line items or indicate an appropriate increase in income.
11. Under the rules, a delegate who intends to make a motion or request to interrupt a speaker shall use the Zoom chat feature for so indicating and shall thereafter wait for the Chair's instructions.

### **Discussion/Debate**

12. **Addressing the Chair** - At the presentation of amendments, any delegate wishing to address the Chair shall send a request via the Zoom chat feature to the Host of Convention. Delegates must type their full name, in what capacity they are serving (i.e. lay delegate or clergy delegate), the congregation (including city) or institution they represent, and then one of the following:

- "I'm in favor of [given amendment]."
- "I'm in opposition to [given amendment]."
- "I'm addressing a procedural matter."

The Host of Convention will notify the Secretary of Convention that a delegate wishes to address the Chair. The Secretary of Convention will notify the Chair that delegate xx from xx Church in xx city of xx order wishes to address the Chair with their stated remarks (in favor, in opposition, or procedural matter). Unless otherwise authorized by the Chair, that delegate will then be given two minutes to make his or her remarks.

13. **Roll Call Vote** - In advance of voting on any matter coming to a vote, if delegates wish to request a roll call vote (per Diocesan Canon IV.3), any 10 members of convention from at least six churches or any 10 members of the clergy are required to notify the Host of Convention of their requests for a roll call vote via the Zoom chat feature by the completion of the 60-second timer to submit nominations from the floor or by the completion of debate. Delegates must type their full name, in what capacity they are serving (i.e. lay delegate or clergy delegate), the congregation (including city) or institution they represent with the message "I request a roll call vote." If these criteria are met, the Host of Convention shall notify the Chair that a roll call vote will be conducted via VPOLL. Results will be available upon request after the convention (in lieu of reading each delegate's name during virtual convention).
14. **Vote by Orders** - In advance of voting on any matter coming to a vote, if delegates wish to request that the rules of voting on that matter be changed from a simple majority to a majority by order (per Diocesan Canon IV.4), any 10 members of convention from at least six churches or any 10 members of the clergy are required to notify the Host of Convention of their requests for a vote by orders via the Zoom chat feature by the completion of the 60-second timer to submit nominations from the floor or by the completion of debate. Delegates must type their full name, in what capacity they are serving (i.e. lay delegate or clergy delegate), the congregation (including city) or institution they represent with the message "I request a vote requiring a majority by order." If these criteria are met, the Host of Convention shall notify the Chair that the voting rules will be changed in VPOLL.

**Parliamentary Authority**

11. *Robert's Rules of Order, Newly Revised 12<sup>th</sup> Edition* shall be the Parliamentary Authority for all procedures not specifically covered by the Constitution and Canons of the Diocese of Central Florida or by specific Rules of Order adopted by this assembly.