



DISPATCH OF BUSINESS & GENERAL RULES OF ORDER
The 186th Convention of the Diocese of Michigan
Held in a Virtual Format

Dispatch of Business

1. Each business session of the Convention will be opened with prayer.
2. The President may recognize Points of Personal Privilege only during the time designated for announcements by the Secretary at the end of the last business session.

Meeting Participation

1. Upon entering the meeting room, members shall mute their microphone. Microphones shall remain in this status unless otherwise directed by the President or a meeting facilitator, or as necessary to object to a vote by unanimous consent, as outlined in #4 under Voting.
2. Membership shall make identification by full name (first and last name) as required to sign into the Internet meeting service. Clergy eligible to vote will designate "VC" at the beginning of their name. Lay Delegates will indicate "LD" at the beginning of their name.
3. Members shall maintain Internet access throughout the meeting.
4. Members shall ensure they are signed in to the meeting room using one device only.
5. Members shall also maintain audio connection throughout the meeting (whenever present), either through the use of the member's computer microphone and speakers through the Internet meeting service or through participation in the linked telephone connection.
6. Each member is responsible for his or her connection to the Internet and telephone conference call; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented him or her from participating in the meeting. Assistance may be requested through the Chat Box. Contact information will be communicated to all delegates and clergy so that assistance may be requested via phone or email.
7. The President may cause or direct the disconnection or muting of a member's connection, audio, or web camera if it is causing undue interference with the meeting. The President'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.

Motions

1. The meeting room Chat Box will be used for submitting written motions and technical assistance purposes only.
2. A member who intends to make a motion that under the rules may interrupt a speaker shall enter the member's full name and the type of interrupting motion and shall thereafter wait a reasonable time for the chair's instructions before attempting to interrupt the speaker by voice.

3. As needed, the parliamentarian may intervene during the meeting to consult with the President during which time the members will stand at ease until the President reconvenes the meeting.
4. Motions to be presented may be submitted prior to the opening of the business meeting. Otherwise, motions must be submitted in writing in the Chat Box or other area designated by the President during the meeting.
5. A member intending to offer an amendment to a motion, or to propose instructions to a committee, shall, before or after being recognized, post the motion in the Chat Box or other area designated by the President, preceded by the member's name and a number corresponding to how many written motions the member has so far posted during the meeting (e.g., "DEON SMITH 3:" or "FRANCES JONES 2:").

Resolutions and Reports

1. All resolutions to be considered by the Convention must be submitted in accordance with Canon 1.1.4.1.
2. All reports, which have been printed and distributed to members of the Convention prior to the convening of the body and not requiring Convention action, shall be presented by title only.

Voting

1. On the request of any five members of the Convention, a vote by orders shall be taken and entered in the Minutes.
2. Except as provided by canons, all elections shall be by majority vote. If there is not an election to all offices on the first ballot, a second ballot shall be taken with regard to any office still to be elected, and the number of candidates placed on the second ballot shall be reduced to no more than twice the number of candidates to be elected to each unfilled office.
3. Elections will be conducted by a voting feature via the Internet meeting service, polling service, or mobile devices unless otherwise ordered by the President, the membership, or required by the rules. When required or ordered, other permissible methods of voting are by electronic roll call (show of hands) or by audible roll call. Instructions will be given to those wishing to vote via call in by phone.
4. Business may also be conducted by unanimous consent. If a member objects to unanimous consent, he/she shall immediately unmute their microphone and state, "I object."

Debate

1. The rules of debate shall be as follows:
 - a. The originator or representative of a committee originator of a resolution and the first person to speak in opposition to it shall be granted a maximum of three (3) minutes debate.
 - b. Subsequent speakers, both pro and con, shall be granted a maximum of one and a half (1½) minutes per speech during debate.
 - c. A person wishing to speak to a motion should type their name in the Chat Box. The President will recognize each person wishing to speak, and at that time, they will unmute themselves and speak.
 - d. Delegates speaking in favor of a resolution and those speaking in opposition to it shall be heard alternately.

- e. The total time granted to debate and to amend a resolution shall not exceed fifteen (15) minutes.
 - f. During the first fifteen (15) minutes of debate, no motion to move the previous question, postpone, or otherwise limit debate (except on debate relating to amendments) shall be in order unless no one is seeking recognition for debate purposes. Said motions may be in order immediately following the close of the initial fifteen (15) minutes of debate.
2. No member of the Convention shall speak twice on the same subject until all others desiring to speak shall have had the opportunity to speak one time.

Parliamentary Authority

1. The rules contained in the current edition of "*Roberts Rules of Order-Newly Revised*" shall govern the Convention in all cases to which they are applicable, and in which they are not inconsistent with the Constitution and Canons of The General Convention, or of the diocese, or the General Rules of Order of this Convention.
2. These rules shall not be suspended or amended except by a two-thirds vote.