

**Western Iowa Synod ELCA
Standing Rules for the 2010 Synod Assembly**

1. Sessions. All sessions of the Synod Assembly shall begin promptly at the place and hour specified.
2. Registration. Everyone attending the Synod Assembly must register. Registration fees are: Voting Members \$149; non-voting guests \$98. This entitles each registrant to a Synod Assembly agenda and assembly nametag marked to include assembly meals.
3. Assembly Voting Members. Voting Members of the Synod Assembly shall be designated by congregations and otherwise determined in accord with Chapter 7 of the Constitution of the Western Iowa Synod, ELCA. Any individual otherwise qualified to be a Voting Member of the Assembly, shall not be permitted seat, vote or voice until after completing registration.
4. Voting Member Credentialing. All Voting Members of the Synod Assembly must also present themselves to the check-in table for Voting Members, and receive a registration packet, before being seated at the Assembly. This registration step entitles each Voting Member to an electronic voting remote.
5. Registration Closes. Registration for the each session of the assembly shall close at the scheduled time for the session to begin.
6. Order of Business. The adoption of the Synod Assembly agenda, with necessary changes, shall become the order of business for the Assembly.
7. Quorum. One half of the registered voting members of the Synod Assembly shall constitute a quorum.
8. Decorum and Etiquette. Respect, dignity, civility and courtesy shall be guidelines for the tone and content of all Assembly discussion. Behavior outside these guidelines and which continues after warning shall be grounds for the assembly chair to restrict any further privilege of the floor.
9. Privilege of the Floor. Privilege of the floor shall be granted only in accord with Chapter 7 of the Constitution of the Western Iowa Synod, ELCA. Privilege of the floor for Voting Members shall include seat, voice and vote. Privilege of the floor for non-voting members or guests shall include seat only, unless otherwise designated by the Synod Assembly or the Synod Council in accordance with S7.24. No Voting Member shall speak more than three (3) times on the same subject during a session, nor longer than two (2) minutes at one time. A second or third time to speak on one subject may be granted only after all other Voting Members desiring to speak on the subject have had the

opportunity to do so. Any Voting Member desiring the floor shall rise, approach one of the authorized microphones, and when recognized by the Assembly Chair, state his/her name and the name and location of her/his congregation. A Voting Member must move to one of the authorized microphones to move to end debate.

10. Voting Procedure. To be eligible to vote, a Voting Member must be seated in the assembly. No proxy or absentee voting is permitted. A two-thirds vote of voting members present and voting is required for adoption of amendments to the constitution and by-laws of the Western Iowa Synod, to add an item of new business to the agenda, and to appropriate funds, whether by amendment to the budget or otherwise, without the approval of the Synod Council (WIS Constitution S7.32.02). A majority vote of voting members present and voting is required for approval of the Western Iowa Synod budget, resolutions, and other actions as specified in Robert's Rules of Order. Votes will be taken by electronic vote and/or with green and red voting cards.

11. Elections. All elections shall be by written ballot. A person making a nomination from the floor must be certain that the nominee will accept the position if elected and be prepared to provide the biographical information. The wearing of promotional buttons or slogans, the distribution of material of the carrying of placards to promote one nominee over another is not permitted at any time. The election of synod secretary, nominating committee, committee of assembly business and counsel, synod council, consultation committee and committee on discipline shall take place on Saturday May 1, 2010.

12. Motions and Resolutions. The following procedure applies to all motions or resolutions offered to the Assembly.

a. Any voting member of the Synod Assembly desiring to add an item of new business to the agenda of the Synod Assembly shall present such an item to the chair no later than one-half hour following the close of the first plenary session of the Assembly. The Assembly Chair shall immediately refer it to the Committee of Assembly Business and Counsel. (WIS Constitution, Section S7.40.04)

b. Every motion or resolution submitted to the Synod Assembly and its Committee for Assembly Business and Counsel shall be presented to the Assembly in whole or part or by reference to the published reports. In presenting motions or resolutions, the Committee for Assembly Business and Counsel shall take one of the following actions:

1. To report a resolution or motion and recommend its adoption.
2. To report a resolution or motion and recommend its adoption with amendment.
3. To report a resolution or motion and recommend its defeat.
4. To report a resolution or motion and offer a substitute resolution.

5. To report a resolution or motion and recommend that the matter be referred by the bishop to an appropriate council, board or committee.
6. To report a resolution as information (A two-thirds vote of the Synod Assembly shall be required to consider a resolution reported as information.) (WIS Constitution S7.40.04.e).

c. Any motion to amend a motion or resolution properly before the Assembly and recognized by the Assembly Chair as part of the order of business, is subject to an initial determination by the Assembly Chair as to whether said motion to amend is germane to the specific subject matter of the motion or resolution then under consideration by the Assembly, before any discussion of that motion to amend shall proceed after it is seconded. If the ruling of the Assembly Chair is that the motion to amend is germane, further discussion and action by the Assembly on that motion to amend shall proceed. If the ruling of the Assembly Chair is that the motion to amend is not germane, the motion to amend will be referred immediately and without further discussion to the Committee for Assembly Business and Counsel, which shall take one of the actions described in Rule 11b, in connection with reporting the motion to amend back to the Assembly at a later time consistent with the order of business.

d. All actions taken by the Assembly shall be consistent with the Constitution, By-laws and documents of the Evangelical Lutheran Church in America and the Western Iowa Synod, ELCA.

13. Reports. All Synod committee or other reports to the Assembly shall be written. They shall be computer produced, type written or legibly handwritten on 8½ x 11 inch white bond paper, and presented to the Assembly Chair before any oral presentation of the report is given to the Assembly. The reporting person and/or committee shall be identified at the beginning of the report. The committee chair or other responsible person for the report shall sign it. The reporting speaker giving the oral report may present the entire report or highlights from it, at her/his option or at the discretion of the Assembly Chair. Except by prearrangement as a part of the Synod Assembly agenda or by additional time granted by the Assembly Chair, no oral report to the Assembly should exceed fifteen (15) minutes in length. In the interest of time anyone giving a report shall address the Assembly Chair only.

14. Governing Parliamentary Law. In matters pertaining to Parliamentary Law or procedure, *Robert's Rules of Order Newly Revised*, latest edition, shall govern, except where inconsistent with the Constitution and By-laws of the Western Iowa Synod, ELCA or these Standing Rules of the Assembly.

15. Distribution of Materials. Distribution of materials at the Assembly shall be in accordance with the Policy on Distribution of Materials at the Synod Assembly as adopted by the Synod Council.

POLICY ON DISTRIBUTION OF MATERIALS AT THE SYNOD ASSEMBLY.

Materials produced by the synod staff, boards and committees may be distributed to voting members and visitors at the synod assembly convention center as long as such materials are relevant to the overall work of the synod. Synod staff, boards and committees may distribute materials produced by other organizations as long as such materials are directly related to the work of the synod or its boards and committees.

Agencies and institutions that are directly related to the Western Iowa Synod may, with the approval of the Assembly Business and Counsel committee, distribute materials at the assembly convention center that interpret their work and their relationship with the synod.

Other organizations or individuals who want to distribute materials at the assembly convention center must receive advance approval from the Assembly Business and Counsel Committee. Such materials must be submitted to the ABC Committee for review prior to distribution. Approval will be granted on a case-by-case basis. Material approved for distribution shall further the mission of the Western Iowa synod and its congregations.

The purpose of this policy is to foster the effective working of the voting members of the assembly in conducting the work of the synod, to encourage support of the Evangelical Lutheran Church in America and to insure fairness in response to a variety of requests.