

Voting Membership

- †S7.21. The membership of the Synod Assembly, of which at least 60 percent of the voting membership shall be composed of laypersons, shall be constituted as follows:
- a. All ordained ministers under call on the roster of this synod in attendance at this Synod Assembly shall be voting members.
 - b. All associates in ministry, deaconesses of the Evangelical Lutheran Church in America, and diaconal ministers, under call, on the official lay rosters of this synod shall have both voice and vote as lay voting members in the Synod Assembly, in addition to the voting membership of lay members of congregations provided in item †S7.21.c.
 - c. A minimum of one lay member elected by each congregation with fewer than 175 baptized members and a minimum of two lay members elected by each congregation with 175 baptized members related to this synod, normally one of whom shall be male and one of whom shall be female, shall be voting members. The Synod Council shall establish a formula to provide additional lay representation from congregations on the basis of the number of baptized members in the congregation. The Synod Council shall seek to ensure that, as nearly as possible, 50 percent of the lay members of the assembly shall be female and 50 percent shall be male. Additional members from each congregation normally shall be equally divided between male and female.
 - d. Voting membership shall include the officers of this synod.
- S7.21.01 All retired ordained ministers, associates in ministry, deaconesses, and diaconal ministers on the rosters of the synod shall elect 10 percent of their numbers to be voting members; all others shall be advisory members with voice but not vote.
- S7.21.03 Any non-rostered lay Synod Minister on the bishop's executive staff in the Southeastern Minnesota Synod shall be a voting member of the Synod Assembly, provided that such an individual is also a voting member of a congregation of this synod.
- S7.23. All retired ordained ministers, all ordained ministers on leave from call, all associates in ministry on leave from call or retired who are not elected as voting members, all deaconesses of the Evangelical Lutheran Church in America on leave from call or retired, and all diaconal ministers of this church on leave from call or retired, all of whose names appear on the rosters of this synod, shall have the privilege of voice but not vote at all meetings of the Synod Assembly. 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 also 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.
- S7.24. Ordained ministers under call on the roster of this synod shall remain as



members of the Synod Assembly so long as they remain under call and so long as their names appear on the roster of ordained ministers of this synod. Associates in ministry, deaconesses of the Evangelical Lutheran Church in America, and diaconal ministers of this church serving under call on the roster of this synod shall remain as members of the Synod Assembly so long as they remain under call and so long as their names appear on the official lay roster of this synod. Lay members of the Synod Assembly representing congregations shall continue as such until replaced by the election of new members or until they have been disqualified by termination of membership. Normally, congregations will hold elections prior to each regular meeting of the Synod Assembly.

- †S7.25. With the exception of ordained ministers on the roster of this synod who reside outside the territory of this synod, each member of the Synod Assembly shall be a voting member of a congregation of this synod.
- S7.26. This synod may establish processes through the Synod Council that permit representatives of authorized worshiping communities of the synod, under Evangelical Lutheran Church In America bylaw 10.02.03., to serve as voting members of the Synod Assembly, consistent with †S7.21. Such authorized worshiping communities, acknowledged under criteria and procedures of the Evangelical Lutheran Church In America Division for Outreach and the Church Council of the Evangelical Lutheran Church in America, shall accept and adhere to the Confession of Faith and Statement of Purpose of this church, shall be served by leadership under the criteria of this church, and shall be subject to the discipline of this church.
- S7.27. This synod may establish processes through the Synod Council to grant an ordained minister from a church body with which a relationship of full communion has been declared and established by the Churchwide Assembly of the Evangelical Lutheran Church in America the privilege of both voice and vote in the Synod Assembly during the period of that ordained minister's service in a congregation of this church.
- S7. 28. Duly elected voting members of the Synod Council who are not otherwise voting members of the Synod Assembly under †S7.21. shall be granted the privilege of both voice and vote as members of the Synod Assembly.
- †S7.31. Proxy and absentee voting shall not be permitted in the transaction of any business of this synod.
- S7.32. Robert's Rules of Order, latest edition, shall govern parliamentary procedures of the Synod Assembly, unless otherwise ordered by the assembly.
- S7.34 Committees of the Synod Assembly.
- S7.34.01. Committee on Reference and Counsel.



- S7.34.02. There shall be a Committee on Reference and Counsel, consisting of six members, appointed by the Synod Executive Committee, for staggered terms of three years. This committee shall receive, review, edit, and present resolutions to the Synod Assembly.
- S7.34.A05 Resolutions for consideration by the annual Southeastern Minnesota Synod Assembly may be submitted as follows: (1) by majority vote of a congregation of the synod at a regular or special meeting of the congregation; (2) by approval by a two-thirds vote of a congregation council; (3) by majority vote of a committee of the Southeastern Minnesota Synod; (4) by majority vote of a conference assembly; or (5) by a group of at least ten members of congregations of the Southeastern Minnesota Synod elected to serve as voting members of the forthcoming synod assembly. Minutes showing adoption of such proposed resolutions from a meeting of a congregation, Congregation Council, committee of the synod, or conference assembly must accompany the submitted resolution. The signatures, typed names, and telephone numbers must be provided by voting members (of the forthcoming synod assembly) submitting a resolution.
- S7.34.B05 Resolutions for consideration by the annual Southeastern Minnesota Synod Assembly shall be received by the synod's Committee on Reference and Counsel by February 15 of the year of the assembly or three days after the conference assemblies, whichever is later. The committee shall review each resolution, and background information on the subject of the resolution, and may include a recommendation "to adopt" or "to decline" in the preassembly report. The committee may include a recommendation to give voting members elected to serve at the assembly adequate time to consider the resolution.
- S7.34.C05 The Synod Assembly may allow an exception to the submission deadline of S7.34.B05 provided: (a) any late resolution shall be submitted to the Committee on Reference and Counsel by 3:00 p.m. on the first day of the Synod Assembly, and (b) the Synod Assembly, by motion passed by majority vote, specifically orders that such late resolution be placed on the Synod Assembly agenda.
- S7.34.03. Election Committee.
- S7.34.04. An Election Committee consisting of one person chosen from among the voting members from each conference shall be appointed by the Synod Executive Committee to prepare and have charge of the ballots, supervise the election, keep an accurate roster of voters, and announce results to the Synod Assembly.
- S7.34.05. Credentials Committee.
- S7.34.06. There shall be a Committee on Credentials appointed by the Synod Executive Committee from registered voting members to that Synod Assembly to act on applications and examine credentials of Synod Assembly voting members. Every congregation shall submit the credentials of its lay voting members to the Credentials Committee at least 30 days prior to the opening of a Synod Assembly.



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, By-Laws, and Continuing Resolutions of the Southeastern Minnesota Synod, ELCA. See S7.21 - .32.

Voting Member Credentials

Voting privileges may be transferred from one member to another within a congregation between the first and second days of assembly. The vote is not transferable after the opening of the first plenary session, Saturday, May 6, 2006.

Voting members must transfer their materials with their vote. No additional materials will be available.

Order of Business

The adoption of the Synod Assembly agenda, with necessary changes, shall become the order of business for the Assembly.

Quorum

Fifty percent (50%) of the registered voting members shall constitute a quorum.

Decorum & 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.

Privilege of the Assembly Floor

Voting members of the assembly shall have prior right to the assembly floor.

Officers of the Evangelical Lutheran Church in America and the Southeastern Minnesota Synod of the ELCA shall be entitled to the privilege of the floor at all times.

Voting members addressing the assembly during the discussion of a pending motion or resolution shall identify themselves by name and congregation.

Unless otherwise determined by a majority vote of the assembly, all speeches during discussion of motions or resolutions shall be limited to two minutes each.

A person who has addressed the assembly on the pending motion or resolution may not speak to that pending motion or resolution again unless all others wishing to speak have done so.

Voice Granted

Pastors not on the Southeastern Minnesota Synod roster serving as interim pastors in the synod shall have voice on the assembly floor. S7.23

Budget Impact

Any resolution that adds money to the budget should show a reduction of an equal amount in that same budget, or provide a proposal as to how the additional funds would be acquired.

Voting Procedures

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 is required for adoption of amendments to the constitution and by-laws of the Southeastern Minnesota Synod. A majority vote is required for approval of the synod budget, resolutions, and other actions as specified in Robert's Rules of Order. Elections shall be by written ballot; all other voting will be by a showing of voting cards:

Affirmative vote – Green card

Negative vote – Red card

In all elections by the Synod Assembly, other than for the bishop, a majority of the legal votes cast shall be necessary for election.

Resolutions

A resolution for consideration at the Synod Assembly must be submitted to the Committee on Reference and Counsel no later than March 15, 2006.

Resolutions may be submitted by:

- by majority vote of a congregation of the synod at a regular or special meeting of the congregation
- by approval of a two-thirds vote of a congregation council
- by majority vote of a committee of the Southeastern Minnesota Synod
- by majority vote of a conference assembly
- by a group of at least ten members of congregations of the Southeastern Minnesota synod elected to serve as voting members of the forthcoming synod assembly

Minutes showing adoption of such proposed resolutions from a meeting of a congregation, Congregation Council, committee of the synod, or conference assembly must accompany the submitted resolution. The signatures, typed names, and telephone numbers must be provided by voting members (of the forthcoming synod assembly) submitting a resolution.

(S7.34.A05)

Resolutions submitted to the Committee on Reference and Counsel after March 15, 2006 will come before the assembly only by means of a motion to suspend the rules for the purpose of considering the late resolution. A vote to suspend the rules requires a two-thirds vote. (S7.34.B05, C05)

- The deadline for submitting late resolutions at the 2006 Synod Assembly is 3 p.m., Friday, May 5, 2006.
- These late resolutions must be submitted to the Assembly on-site office and the author may be asked to meet with the Committee on Reference and Counsel. These resolutions may be submitted by the same groups listed above.

Nominations

Nominations for synod vacancies have been printed in this Pre-Assembly Report.

Nominations will not be read to the assembly as part of the assembly agenda.

Additional nominations for any vacancies can be made until 5 p.m., Friday, May 5, 2006 by completing the 2006 Nomination Form. Nomination forms will be available at the head table on the assembly floor. Additional nominations will be announced Saturday morning at the first plenary of the day.

Ballots will be distributed prior to voting.

Distribution of Materials

Materials produced by the synod staff, teams and committees may be distributed to voting members and visitors at the synod assembly as long as such materials are relevant to the overall work of the synod. Synod staff, teams 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 teams and committees.

Agencies and institutions that are directly related to the Southeastern Minnesota Synod may, with the approval of the Bishop, distribute materials at the assembly that interpret their work and their relationship with the synod.

Other organizations or individuals who want to distribute materials at the assembly must receive advance approval from the Bishop. Such materials must be submitted to the Bishop 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 Southeastern Minnesota 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.

Visitor Seating

Visitors are welcome at the Assembly. As a courtesy, please sit in the designated visitor area.



Selected rules from Robert's Rules of Order Newly Revised 10th Edition

To accomplish this:	Interrupt the speaker?	Is a second necessary?	Is it debatable?	Can it be amended?	Necessary vote	Can it be reconsidered?	Page in Roberts' Rules
Amend a motion	no	yes	yes-if motion to be amended is debatable	yes	majority	yes	§12 pg 125
Appeal decision of the chair (Chart 1, pg 10, #18 & 19)	yes	yes	yes	no	majority	yes	§24 pg 248
Call the question/end debate/previous question	no	yes	no	no	2/3	no (unless vote is not taken)	§16 pg 189
Division of the house/verify a vote	yes	no	no	no		no	§29 pg 270
Friendly amendment	no	yes	yes	yes	majority	yes	§12 pg 154
Give further study/refer to committee	no	yes	yes	yes	majority	yes	§13 pg 160
Majority vote	means more than 1/2 votes cast by persons legally entitled to vote, excluding blanks or abstentions						
Objection to consideration of a motion	yes	no	no	no	2/3	yes	§26 pg 258
Parliamentary inquiry	yes	no	no	no			§33 pg 280
Postpone for a certain time	no	yes	yes	yes	2/3	yes	§14 pg 172
Raise a question/privilege	yes	no	no	no			§19 pg 216
Reading papers, permission to	Table of Rules, pg 25, #70						
Reconsider an action	no	yes	yes (if motion to reconsider is debatable)	no	majority	yes	§33 pg 280
Suspend the rules temporarily	no	yes	no	no	2/3	no	§25 pg 252
Table business	no	yes	no	no	majority	no	§17 pg 201
Take up a matter previously tabled	no	yes	no	no	majority	no	§34 pg 289
Unanimous ballot							§46 pg 428
Yield to another speaker	not allowed						
							§43 pg 376



Assembly Rules & Procedures