

Guidelines for Business Procedures

1. Motion:

The mover reads the motion.

The seconder is named.

The mover has the privilege of speaking at the beginning and end of discussion of his or her motion.

2. Discussion:

Start by identifying yourself (name, presbytery).

All discussion should be directed to the President.

The correct manner in which to address the President is: "President..."

Each person may address the President only once about a motion, except the mover, who may speak both first and last.

All discussion should be clear and concise and deal only with the motion.

3. Amendments:

An amendment is a suggestion to change a motion slightly by:

- a) removing words and replacing them with others, or
- b) adding or deleting words.

An amendment cannot change the intent of a motion.

4. Amendment To The Amendment:

A motion to slightly change the amendment.

5. Voting:

Amendments must be voted upon before the original motion.

Voting will take place by raising hands and by voice.

All those with voting privileges (delegates) are expected to indicate their vote in one of those ways.

If unsure of how to vote, one should abstain.

If there is a close vote, scrutineers will count.

If there is a tie, the President will cast the deciding vote.

6. Point Of Order:

Can be made by anyone at anytime, to question procedure or to suggest an alternate procedure. (There will be no "Procedure Mike," so move directly to any mike and indicate that you have a point of order.)

7. Point Of Privilege:

A person may rise at any time during the business proceedings and ask permission to state a personal concern or a concern relating to the whole community (e.g., "I would like to introduce a guest").

8. Resolutions & Petitions:

A **Resolution** is a motion brought to a court by someone who is speaking as part of that court.

For example, a presbytery may bring a resolution to Conference as part of that Conference.

Resolutions are open to amendment.

A **Petition** is a motion brought to a court by someone who is speaking from outside the court.

For example, a pastoral charge or a presbytery asks Conference or General Council to do such and such.

Petitions may NOT be amended.

With respect to a petition to General Council, the Conference may:

- a) transmit with concurrence
- b) transmit with non-concurrence
- c) decide not to transmit.

9. Notice Of Motion:

New or emergent items may be brought to the attention of the court by means of a Notice of Motion.

Originator rises and asks permission to read a Notice of Motion.

The Business Committee may be asked to make a recommendation to the court as to whether or not the item qualifies as new and emergent.

Such Notices of Motion will be dealt with, time permitting, in "Unfinished Business," or as otherwise arranged by the Business Committee.

10. Business Committee:

To sort and clarify issues when things get bogged down in procedure wrangles or wording problems.

To deal with changes to agenda during the General Meeting.

11. Other:

Other Rules of Order are contained in *The Manual*. In general, the conduct of business is at the discretion of the President. The President may seek the advice of the Business Committee.