

**THE EPISCOPAL DIOCESE OF EAST TENNESSEE**  
**38th ANNUAL CONVENTION – FEBRUARY 5, 2022**  
**RULES OF ORDER**

Because of health and safety issues related to COVID-19, the 38<sup>th</sup> Annual Meeting of the Convention of the Episcopal Diocese of East Tennessee will be held electronically by remote attendance. Certain modifications and limitations on the provisions for meetings of the Convention in the Canons and Rules of Order are set forth in these Rules of Order to accommodate an electronic meeting.

**I. SPECIAL RULE OF ORDER FOR CONDUCTING THE 2022 ANNUAL CONVENTION OF THE DIOCESE OF EAST TENNESSEE DURING THE COVID-19 PANDEMIC BY REMOTE ATTENDANCE AND ELECTRONIC MEETING AS MEANS OF COMMUNICATION**

The 38th Annual Meeting of the Convention of the Episcopal Diocese of East Tennessee shall be conducted through use of an Internet meeting service designated by the President that supports anonymous voting and visible displays (i) identifying those participating, (ii) identifying those seeking recognition to speak, (iii) showing or permitting the retrieval of the text of pending motions, and (iv) showing the results of votes. This electronic meeting of the Convention shall otherwise be subject to all rules adopted by the Convention to govern its annual meeting, which may include any reasonable limitations on and requirements for members' participation. Each delegate registered and attending the 2022 Annual Convention by the use of, or a means of, communications by which all delegates and/or members participating in the Convention may simultaneously hear each other shall be deemed to be present in person, and/or present and voting, as applicable, under those Rules of Order. When in conflict with the Rules of Order of the Convention, these Supplemental Rules of Order shall prevail. This and any other such rules adopted by the Convention shall supersede any conflicting rules in *Roberts Rules of Order*.

In addition, the following procedures shall apply:

- A. Voting shall be conducted using anonymous voting software accessible over the Internet to all delegates unless a different method available through the Internet meeting service is ordered by the Bishop. An anonymous vote conducted through the designated voting software or through the Internet meeting service shall be deemed a ballot vote, fulfilling any requirement in the Constitution or Canons or rules of order that a vote be conducted by ballot. Votes shall be deemed anonymous so long as votes cast by an individual are available only to the administrator of the voting system.
- B. Except when a vote via the voting platform is required, business may be conducted by unanimous consent, as expressed through the "raised hands" or other polling function of the Internet meeting platform.

- C. Delegates shall identify themselves as required to sign in to the Internet meeting service, and shall maintain at a minimum audio access throughout the meeting whenever present, though internet audio and video access is preferred. Delegates shall sign out upon any departure before adjournment.
- D. The presence of a quorum shall be established by the online list of participating delegates.
- E. Each delegate is responsible for access and quality of their audio and internet connections necessary to participate; no Convention action shall be invalidated on the grounds that a delegate's individual connection prevented participation in the meeting.
- F. The Bishop or his authorized designee may cause or direct the muting of a delegate's connection if it is causing undue interference with the meeting. The Bishop's decision to do so during the meeting shall be recorded in the minutes.
- G. In addition to display of pending business, motions or results of votes, video of the Bishop and any officer or delegate currently recognized to speak or report shall be displayed throughout the meeting, as well as such other video displays as the Bishop designates in his discretion.
- H. The procedure to be recognized for a motion, to seek the floor, to cast a vote, or for any other action by a delegate during the virtual meeting of Convention or at any pre-Convention meetings shall be governed by the provided instructions for using the features of the Internet meeting service to conduct business at the Annual Meeting of The Convention

## **II. ORDER OF BUSINESS**

- Rule 1.01: The Order of Business shall be specified and approved by the Convention
- Rule 1.02: During balloting, the Convention may take up business, which may be interrupted for the reports of tellers and additional ballots.

## **III. CONVENTION COMMITTEES**

- Rule 2.01: The Bishop shall appoint the following Convention Committees: On Credentials, On Elections (Ballots/Tellers), On General Resolutions
- Rule 2.02: The Bishop shall appoint the following committees as prescribed by the Canons or as otherwise required: On Constitution and Canons, The Church Pension Fund Committee (appointed annually)
- Rule 2.03: Such Committees as are instructed by the Bishop shall convene in advance of the opening of Convention to consider matters referred to them. Open hearings of said committees held prior to Convention shall be subject to prior notice for access and participation.
- Rule 2.04: Reports of all Committees shall be in writing. All reports recommending action by the Convention shall be accompanied by Resolutions for such action.

#### **IV. RESOLUTIONS**

- Rule 3.01: Resolutions are submitted as the Canons may prescribe.
  
- Rule 3.02: All Resolutions and amendments proposed thereto shall be in writing and shall contain the name, parish, and city of the proponent and meet the deadline as set forth in Title I, Canon 3, Sec. 10.
  
- Rule 3.03: The Bishop shall refer all Resolutions to appropriate Convention Committees for consideration, recommendation and report to the Convention, provided, however, upon a vote of two-thirds (2/3) of the delegates present, a Resolution may be considered immediately. Consistent with the provisions of Title II, Canon 7, Sec. 2, setting forth the responsibility of the Bishop and Council to exercise all powers of the Convention between meetings of the Convention other than certain enumerated powers, any resolution, other than Courtesy Resolutions, may, under the direction of the Bishop, be referred to Bishop and Council, which may take up the resolution for consideration in the interim following the 38<sup>th</sup> Annual Meeting or refer the matter for consideration at the 39<sup>th</sup> Annual Meeting of the Convention.
  
- Rule 3.04: Where two or more Resolutions deal basically with the same subject, they shall be referred to the same General Resolutions Committee. The Committee shall make every effort to consolidate them or otherwise assure their compatibility and should also make every effort to obtain the concurrence of the proponents concerned.
  
- Rule 3.05: Each Convention Committee to which a Resolution has been referred, after providing for an open hearing held remotely in the days leading up to the convention, shall consider the form and substance of the Resolution and in making its report shall recommend (a) for adoption, (b) for adoption with amendment, (c) for adoption of a substitute drafted by the Committee, (d) for rejection, or (e) for discharge from further consideration because the subject matter has been included in another Resolution. The Committee's recommendation to the Convention shall be in the form of a motion to adopt the Committee's recommendation. The Committee Chair or other representative shall state the reasons for the Committee's recommendation. Thereafter, the proponent of the original Resolution, which is the subject of the Committee's recommendation, shall be recognized first if the proponent so desires. Amendments may be offered, including an amendment to substitute the proponent's original Resolution for that recommended by the Committee.

#### **V. MOTIONS IN ORDER OF PRECEDENCE**

- Rule 4.01: The following motions shall have priority in the order listed. The mover cannot interrupt a member who has the floor, must be recognized, and the motion must be seconded.

They are subject to the following further rules:

- (a) To Adjourn or to Recess
  - (1) Not debatable, if unqualified
  - (2) Not amendable

- (3) Cannot be laid on Table
- (4) Majority vote
- (5) The motion to adjourn shall always be in order except that it shall not be offered when another member has the floor
- (b) To Adjourn to Time Certain
  - (1) Debatable, as to the time
  - (2) Amendable, as to the time
  - (3) Cannot be laid on table
- (c) To Lay on Table or To Table
  - (1) Not debatable
  - (2) Not amendable
  - (3) Cannot be laid on Table
  - (4) Majority vote
- (d) To Vote Immediately or at Time Certain or to Extend Debate
  - (1) Not debatable
  - (2) Amendable, as to time, if a time specified
  - (3) Cannot be laid on table
  - (4) Two-thirds majority vote
- (e) To Postpone to Time Certain
  - (1) Debatable
  - (2) Amendable as to time
  - (3) May be laid on Table
  - (4) Majority vote
- (f) To Commit or recommit to any Committee
  - (1) Debatable, except as to a Convention Committee
  - (2) Amendable as to the Committee to which to be sent
  - (3) May be laid on Table
  - (4) Majority vote
- (g) To Amend or To Substitute
  - (1) Amendments and Substitutes are debatable only when Main Question is debatable
  - (2) One Amendment may be made to each independent or separable portion of a Resolution; and the right to amend extends only to one Amendment of that Amendment and to a Substitute and one Amendment thereto
  - (3) A Substitute and its Amendment may be laid on table, but cannot be otherwise voted on until original matter is perfected
  - (4) Majority vote
  - (5) Neither the Substitute nor its Amendment shall be voted on (except to lay on the table) until the original matter is perfected.

## **VI. MOTIONS WITHOUT ORDER OF PRECEDENCE**

• Rule 5.01: The following motions have no order or priority but are subject to the following rules:

- (a) Appeal from Decision of Chair
  - (1) Debatable

- (2) Not amendable
  - (3) May be laid on table
  - (4) Majority vote. A tie vote sustains Chair
  - (5) Must be made immediately after decision
- (b) To Take from Table
- (1) Not debatable
  - (2) Not amendable
  - (3) Cannot be laid on table
  - (4) Majority vote
- (c) To Recall from Committee
- (1) Debatable
  - (2) Amendable
  - (3) May be laid on table
  - (4) Two-thirds majority vote
- (d) To Create Special Order of Day for a Particular Time
- (1) Debatable
  - (2) Amendable as to time
  - (3) Cannot be laid on the table
  - (4) Two-thirds majority vote
- (e) Call for the order of the Day
- (1) Mover may interrupt a member who has the floor and is not required to be recognized or to have a second
  - (2) Not debatable
  - (3) Not amendable
  - (4) Cannot be laid on table
  - (5) No vote required, but two-thirds majority vote is necessary to suspend general or special order
- (f) To Suspend the Rules or Take Up Business Out of Order
- (1) Debatable
  - (2) Not amendable
  - (3) Cannot be laid on the table
  - (4) Two-thirds majority vote
- (g) To Divide the Question
- (1) Not debatable
  - (2) Can be amended
  - (3) Cannot be laid on the table
  - (4) Majority vote, if vote required
  - (5) May be made without being recognized and even though another member has the floor
  - (6) If the Question under debate contains several distinct propositions, which are independent of each other, at the request of any members the same shall be divided and a separate vote shall be taken but the motion to strike out and to insert shall be indivisible.
  - (7) The propositions relate to the same subject, and yet each part can stand alone, they may be divided only a regular motion and vote.

## **VII. RECONSIDERATION**

- Rule 6.01: Neither a Question once determined, nor one of like import, shall again be brought before the Convention, except on motion to reconsider made by one who voted in the majority and seconded by another who voted in the majority.
  
- Rule 6.02: Motions to reconsider are subject to the following further rules:
  - (1) Debatable when motion to be reconsidered is debatable
  - (2) Not amendable
  - (3) May be tabled
  - (4) Two-thirds majority vote
  - (5) No question can be twice considered unless it was materially amended after its first reconsideration

## **VIII. DECORUM AND DEBATE**

- Rule 7.01: No member shall be absent from the Convention unless leave has been given by the Chair, or because of inability to attend.
- Rule 7.02: No member shall address the Convention or make any motion until after recognition by the Bishop except to make a parliamentary inquiry, a point of order or a motion not requiring recognition.
- Rule 7.03: When any Delegate is about to speak, the Chair shall be addressed, the name, parish of the Delegate stated; such address shall be confined strictly to the point of debate
- Rule 7.04: Except by leave of the Convention, no Delegate shall speak more than twice in the same debate nor longer than five minutes at one time.

## **IX. VOTING**

- Rule 8.01: Nominations for Standing Committee, members of the Bishop and Council, Trustees of the University of the South, members of the Disciplinary Board and General Convention Deputies and Alternates, which are in writing and contain the nominee's name, parish, and city and not more than one hundred words of biographical information including past and present service of the nominee to the Church at all levels and received in the office of the Secretary thirty days prior to the opening of the Convention shall be included in the pre-convention delegate preparation materials. All nominations from the floor of convention must be delivered to the Secretary of convention no later than noon on the day before the Convention to allow time for proper preparation for digital voting. In addition to the information required listed above, all such nominations shall contain the name, parish, and the city of the nominator who shall obtain the nominee's consent and willingness to serve prior to submitting nomination. Incomplete nominations will not be accepted. Any required information that cannot be verified prior to noon on February 4, 2022 will result in the nomination being disqualified. Verified, written nominations shall be posted at the Convention. Nominations may be made only by the Bishops of this Diocese, Clerical and Lay Delegates, Vestries, and any other person authorized by Canon.

- Rule 8.02: Balloting for the offices set forth in 8.01 may be conducted using a virtual, electronic, internet or other online voting system or computer application approved by the Bishop with the approval of the Secretary and the Committee on Elections, or their designee. Within the Bishop's discretion, appropriate accommodation or provisions shall be made for assisting delegates without access to the balloting system, or that require technical assistance in voting. Votes/ballots cast using the virtual balloting system shall be deemed the equivalent of physical ballots or votes cast in person for all purposes hereunder. In the event of a technical failure of the digital voting system, the Bishop may direct the Secretary and the Committee on Elections to conduct a full ballot by mail in the weeks immediately following convention.

- Rule 8.03: In elections of Deputies to the General Convention and of Members of the Bishop and Council, a majority of the votes cast shall be necessary to election. In all other elections, including that of Alternate Deputies to the General Convention, a plurality shall suffice. If the Convention shall take up other business while ballots are being counted such business may be interrupted for the report of tellers and additional ballots. If all the Deputies to the General Convention are not elected on the first ballot, the remainder are to be elected from the remaining nominees by majority on the second ballot, and if all are not elected on the second ballot, the remainder are to be elected from the remaining nominees by plurality on the third ballot. The sequence of alternates is determined on the final ballot taken.

- Rule 8.04: Unless otherwise expressly provided any rules requiring a two-thirds majority shall be construed to mean the affirmative vote to two-thirds of the Delegates present and voting.

- Rule 8.05: Ballots with more or less votes than there are positions to be filled shall be declared invalid.

#### **X. COMMITTEE OF THE WHOLE**

- Rule 9.01: Whenever so ordered by a vote of a majority of the members present, the Convention may go into Committee of the Whole for the consideration of any matter.

#### **XI. UNANIMOUS CONSENT**

- Rule 10.01: By unanimous consent, any action may be taken that is not in contravention of any provision of the Constitution or the Canons.

#### **XII. GENERAL REGULATIONS**

- Rule 11.01: All materials distributed during the convention must have the express permission of the Bishop or otherwise be ordered by the majority vote of convention. No books, pamphlets or other printed matter may be distributed on the floor of Convention, or be placed on the seats or desks of the Delegates, likewise no digital materials may be shared via email or by the digital platform during the convention; but this prohibition shall not apply to Resolutions, reports, and other documents prepared or distributed by the Secretary or to ballots for elections.

#### **XIII. ROBERT'S RULES OF ORDER**

- Rule 12.01: Except when in conflict with the Constitution or Canons, or any Rules herein contained, the latest edition of Robert's Rules of Order shall govern the interpretation of Rules and procedures to be followed.

#### **XIV. AMENDMENTS**

- Rule 13.01: These Rules may be amended at any time by a two-thirds majority vote of the members present.