

# **DIOCESE OF DELAWARE**

## **RULES OF ORDER FOR DIOCESAN CONVENTION**

### **I. Pre-Convention Journal**

No later than thirty days prior to Convention, the Secretary of the Convention shall send the members of Convention whichever of the following materials as have been received by the Secretary as of that time:

1. Agenda for Convention;
2. Report of the Nominating Committee;
3. Resolutions to be considered at Convention; and
4. List of Appointments and Committees.

### **II. Agenda**

After the convening of the Convention, an Agenda or Order of Business shall be adopted by a majority vote. For all Annual Conventions, such Agenda or Order of Business shall include the following:

- (a) the registration of clergy and lay delegates;
- (b) the declaration of a quorum present;
- (c) the appointment and confirmation of the Secretary of the Convention;
- (d) the appointment and confirmation of the Registrar of the Convention;
- (e) the appointment and confirmation of the Chancellor when the latter's term of office expires with the Annual Convention;
- (f) announcement of committee appointments;
- (g) the nominations for offices to be filled by the Annual Convention;
- (h) the election to offices;
- (i) the presentation of Annual Reports;
- (j) the report of the Treasurer of the Diocesan Council and the presentation of the budget;
- (k) the report of the Committee on Resolutions;
- (l) the report of the Committee on Constitution and Canons; and
- (m) the report of the Committee on the Place of the Next Convention.

### **III. Nominations**

- a. Nominations of all elective offices to be filled at Convention shall be completed as prescribed by Canon 20, Sec. 1-5.

- b. At convention, Nominations shall only be accepted from the floor if such nomination is seconded, consent of the nominee is provided, and the necessary form setting forth the nominee's name and short statement of qualifications is submitted to the Secretary of Convention.
- c. Every nominee must satisfy the criteria necessary to be eligible for the position as set forth in the Constitution and Canons of the Diocese.
- d. No nominations shall be accepted once balloting has begun for such position unless, due to nominees withdrawing their names from consideration, the number of nominees on the ballot is insufficient to fill the number of vacancies to be filled.

#### **IV. Elections**

- a. All elections at the Annual Convention shall be conducted as prescribed by Article VI and Article XIV of the Constitution:

#### **ARTICLE VI**

##### **Transaction of Business at Convention**

Sec. 1. The Bishop of the Diocese shall be President of each Convention and preside at all sessions thereof. At the request of the Bishop, or in case of the Bishop's absence or of a vacancy in the Episcopate, the Convention shall elect a President pro tempore. The election of a President pro tempore may be by orders if called for pursuant to the provisions of Sec. 3 of this Article.

Sec. 2. Subject to the provisions of Article XVI, twenty clergy and forty lay delegates shall constitute a quorum for the transaction of business, but a smaller number may adjourn from day to day.

Sec. 3. A vote on any question shall ordinarily be determined by a joint vote. In a joint vote the clergy and laity shall vote together, and a majority of the whole vote cast shall be necessary to carry a question. All elections in Convention shall be by joint vote unless otherwise provided for by Constitution or Canon and shall be by ballot. A vote on any question shall be ordinarily determined by a joint vote.

Sec. 4. A vote by orders shall be had upon any question when called for by five clerical members or the lay delegation from five Congregations entitled to vote. In a vote by orders, except as provided in Section 5 hereof, a majority of each order shall be necessary to carry any measure.

Sec. 5. Election of a Bishop shall be provided in Article XVI and election of General Convention Deputies and Alternates shall be as provided in Article XIV. All other elections shall be by a majority of the votes cast. (A nominee must receive a simple majority of the total votes cast to be elected.) If, however, an office remains unfilled after two ballots have been taken, any such office shall be filled by having the members of the Convention vote, with the nominees receiving a plurality vote being elected.

Sec. 6. Elections required by constitutional or canonical provision to be by ballot may be conducted without ballot by a unanimous vote of the Convention.

Sec. 7. Except as provided by any other Article in this Constitution, all persons elected as provided for in this Article shall take office as prescribed in the Canons.

Sec. 8. In all cases of failure or omission to elect any officer or committee member, the persons or person then in office or belonging to the committee, shall continue in office until a successor or successors shall be elected and installed as prescribed by the Canons.

## **ARTICLE XIV**

### **Deputies to the General Convention**

Sec. 1. At the Annual Convention in the year next preceding the year in which the regular meeting of the General Convention is to be held, there shall be elected by concurrent ballot of the clergy and lay orders, voting separately, four clerical deputies and four lay deputies. A nominee must receive a simple majority of the total votes cast in each order to be elected. If, however, any deputy position remains unfilled after two ballots have been taken, any such positions shall be filled by having the members of the Convention vote jointly (not by orders), with nominees receiving a plurality vote being elected. Immediately following the election of General Convention deputies, there shall be elected four clerical alternate deputies and four lay alternate deputies from the panel of candidates who were not elected as deputies in accordance with Sec. 1., or, if there should be an insufficient number of such candidates, by election following open nominations. The Convention shall vote jointly (not by orders) with each member of Convention voting for two alternate deputies. The four nominees receiving the most votes shall serve as the alternate deputies with the ranking of such alternates determined by the total number of votes received.

Sec. 2. At the Annual Convention next preceding the General Convention, there shall be an election in the manner before prescribed to fill up the required number of clerical and lay deputies and alternates.

Sec. 3. If any vacancy should occur in the list of deputies at a time not provided for by Sec. 2, the alternate who has received the largest total number of votes shall fill such vacancy; provided, however, that in the event of a tie between two or more alternates, the Standing Committee shall appoint a deputy from among them. In the absence of any available alternate, the vacancy shall be filled by the Standing Committee; provided, however, that should a vacancy occur during the meeting of the General Convention, such vacancy shall be filled by the remaining deputies.

- b. No blank ballot shall be accepted.
- c. No ballot shall be accepted unless the number of persons for whom votes are cast is equal to the number of vacancies to be filled.
- d. The tally on each ballot during the election of the Deputies and Alternates to General Convention (and during the election to other diocesan offices should there not be a clear election) should be made available to the Convention delegates before the next ballot.

## V. Resolutions

- a. Any resolution (other than courtesy resolutions and resolutions arising from the General Convention) to be considered at Convention shall be submitted in writing to the Secretary of Convention and must be received by the Secretary no later than sixty days in advance of the Convention. The Secretary of Convention shall promptly forward any proposed resolutions received to the Committee on Resolutions.
- b. Courtesy resolutions shall be submitted in writing to the Secretary of Convention no later than ten days prior to Convention. Any other courtesy resolutions shall only be accepted for submission to Convention at the discretion of the President of Convention.
- c. Resolutions may be submitted by (a) any member of the clergy or delegate entitled to vote at the Convention or (b) on behalf of a Congregation in this Diocese or St. Andrew's School Chapel Organization. Resolutions submitted on behalf of a Congregation or St. Andrew's School Chapel Organization shall contain the name of the person duly authorized by the organization to respond to questions concerning the resolution.
- d. Debatable resolutions received later than sixty days in advance of the Convention may only be considered by the Convention upon the affirmative vote of two-thirds of those present and entitled to vote at the Convention.

## VI. Appointments and Committees:

### a. Appointments of Individuals Requiring Confirmation:

There shall be the following appointments made by the Bishop and confirmed by the Annual Convention upon motion, second and affirmative voice vote by a majority of those members of Convention entitled to vote:

- A. Secretary of the Convention (Art. XII)
- B. Registrar of the Convention (Art. XI)
- C. Chancellor of the Diocese (Art. X)
- D. Vice-Chancellor of the Diocese (Art. X)
- E. Parliamentarian
- F. Bishop's Warden
- G. Church Periodical Club Representative
- H. Clergy Deployment Officer
- I. Liturgical Officer
- J. Episcopal Relief and Development Officer
- K. Chaplain to the Port of Wilmington
- L. Chaplain to Sussex Correctional Institution

- M. Education for Ministry
- N. United Thank Offering
- O. Diocesan Representative on Province III Council

b. Appointments of Committees Requiring Confirmation:

There shall be the following committees appointed by the Bishop and confirmed by the Annual Convention upon motion, second, and affirmative voice vote by a majority of those members of Convention entitled to vote.:

- A. Commission on Ministry (Canon 6)
- B. Committee on Advance and Development Funds (Canon 8)
- C. Personnel and Compensation Committee

c. Appointments of Convention Committees Not Requiring Confirmation

There shall be the following committees of Convention appointed by the Bishop without the need for any affirmative action by the Annual Convention. The Committees shall be recognized by the Annual Convention and thanked for their services in preparing for the Annual Convention:

A. Agenda Committee (Committee for the Dispatch of Business) – Not later than 180 days prior to the Annual Convention, the Agenda Committee shall be appointed by the Bishop without the requirement of any affirmative action by the Convention. The Agenda Committee shall consist of five persons including the Bishop, with no more than a bare majority of members being of the same order. The duties of the Agenda Committee will be to arrange and facilitate the manner of conducting the business of Convention. The Committee shall submit the proposed agenda for business of the Annual Convention to the Secretary of the Convention not later than 60 days prior to the Annual Convention. The Committee shall present the agenda at the Annual Convention for approval by motion, second, and affirmative voice vote by a majority of members of the Annual Convention entitled to vote.

B. Nominating Committee (Canon 20) – Not later than 180 days prior to the Annual Convention, the Bishop and Diocesan Council shall appoint the members of the Nominating Committee. The members of the Nominating Committee shall be appointed in accordance with the requirements set forth in the Canons of the Diocese of Delaware, and the Nominating Committee shall have the duties set forth therein.

C. Committee on Resolutions – Not later than 180 days prior to the Annual Convention, the Bishop shall appoint the members of the Committee on Resolutions. The duties of the Committee on Resolutions shall be to receive, review and publish resolutions for consideration at the Annual Convention.

D. Committee on Elections and Balloting – Not later than 90 days prior to the Annual Convention, the Bishop shall appoint from members of the Clergy canonically resident in the Diocese and Laity domiciled in the Diocese as the Committee on Elections and Balloting. The duties of the members of the Committee on Elections and Balloting shall be to conduct any elections held during the Annual Convention and report to the Convention on the results of such elections. Upon direction of the Bishop, the Secretary of the Convention may appoint additional members to the committee in order that the official members of the Committee on Elections and Balloting who are serving as delegates to Convention are not obliged to absent themselves from the business of the Convention while ballots are being counted.

E. Committee on the Place of the Next Convention – Not later than 180 days prior to each Annual Convention, the Bishop shall appoint three members to the Committee on the Place of the Next Convention, at least one of whom shall be a member of the Laity. The duties of the Committee shall include evaluating, selecting and organizing the location of the second Annual Convention following its appointment.

F. Committee to Review Minutes – The minutes of the Convention as recorded by the Secretary of the Convention shall be approved by a committee of three persons who served as delegates to the Convention, said committee to be appointed by the Bishop.

## **VII. Other provisions**

- a. Terms used in these Rules of Order shall have the meaning given to them in the Constitution and Canons of the Diocese of Delaware.
- b. The Convention shall follow Robert's Rules of Order, to the extent possible, for all matters on the floor at Convention.