

2022 Annual Meeting Procedural Guide

1. Voting membership consists of ordained ministers of the Conference and two (2) lay delegates from each local church, plus one (1) for each additional 500 members or major fraction thereof, beyond the first 500, and also such lay persons, not delegates from their local church, who are at the time serving as an officer of the Conference, a member of the Board of Directors, or as Chairperson of a Commission, Council, or Standing Committee designated in this connection; and all commissioned or licensed workers or ministers engaged in full-time church service, and all full-time Directors of Christian Education who have been certified by the UCC through its appropriate agency and by an Association of the Conference.
2. A quorum for a Conference meeting shall consist of Representatives, either ordained ministers or lay delegates, from at least one-third of the constituent churches of the Conference, provided that such ministers and local churches have full standing in the United Church of Christ.
3. A simple majority is required for transaction of all business unless otherwise provided for in the Constitution. One such exception which requires a two-thirds vote is an overture to General Synod (Constitution, Article VII, D).
4. Only registered voting delegates situated within the bar of the house may vote. The bar of the house this year includes the entire seating area in Pillsbury Hall.
5. All motions regarding budgetary items or financial commitments beyond the budget must be referred first to the Business Committee.
6. Subject to waiver by an affirmative vote of at least two-thirds of those present and entitled to vote, no resolution or other action, except elections, matters of procedures and amenities shall be voted upon unless a recommendation that the same be presented for vote shall have been adopted by the Business Committee.
7. Discussion on any motion shall be limited to five (5) consecutive minutes per presenter and two (2) minutes to each of the other speakers. A delegate who has spoken shall not speak a second time on the same question as long as any delegate who has not spoken on that question desires to speak. Please always identify yourself and your church.
8. All major motions and amendments shall be placed in writing by the mover and immediately delivered to the presiding Moderator. Please see an usher for a sheet on which you can print major motions. Please print and include your name, church name, and church location.
9. Friendly motions and amendments to amendments are not permitted.
10. Nominations may be made from the floor for any office or posted at the time of the election providing the nominee has consented to serve if elected.
11. The Secretary's Minutes will not be read and approved at the opening of each succeeding session, but will be read and approved by a Committee of three persons authorized by the Board of Directors.
12. Procedures shall follow Robert's Rules of Order, newly revised, except as modified by this Procedural Guide.
13. According to our polity, the actions taken speak only for those assembled here, but should be held in the highest regard by every local church (Constitution, Article V).

Cheryl Dodds, moderator

Robert's Rules Reduced

(for use by the Wisconsin Conference UCC)

The following motions, adapted from Robert's rules of Order, should be sufficient for Conference business. Any motion takes precedence over those listed below it in the table. However, once an undebatable motion has been made and seconded, the Chair will normally not recognize other speakers until the vote has been taken.

Motion	Debatable?	Vote Required?	Amend-able?	Action
To adjourn (recess)	No	Majority	No	“Adjourn” ends the entire meeting. “Recess” is to a specified hour.
The order of the day	No	Majority	No	Forces an immediate return to the established agenda.
To suspend the rules	No	2/3	No	Suspends the stated rules or order or agenda for a specified purpose.
To table	No	Majority	No	Lays aside the main motion and any motions pertaining to it until taken from table.
The previous question	No	2/3	No	Forces immediate vote on motion to refer, amend, and the main motion to which they pertain.
To limit debate	No	2/3	No	Limits duration of debate on a particular motion.
To refer	Yes	Majority	Yes	Refers matter to a committee or other specified group.
To amend	Yes	Majority	No	Amends main motion by “adding”, “deleting”, or “substituting.” “Amendments to amendments” will not be recognized by the Chair.
The main question	Yes	Majority*	Yes	Opens a new subject to debate. In order only when no other motion is on the floor. *Overtures to General Synod require 2/3 vote.
To take from table	No	Majority	No	Reopens debate on a matter previously tabled. Will be accepted only when no other motion is on the floor.
To reconsider	No	Majority	No	Reopens debate on a matter voted upon earlier in the meeting. Must be made by one who voted with the prevailing side. Will be accepted only when no other motion is on the floor.

Main motions and amendments to main motions must be presented to the Chair in writing at the time they are made.