

Greater Milwaukee 2022 Synod Assembly
Rules and Procedures
Recommended for Adoption by the Synod Assembly by the Synod Council,
17 March 2022

Memorials and Resolutions Explained

The Evangelical Lutheran Church in America provides three primary avenues for communication from synods to the churchwide organization and the Churchwide Assembly, using two vehicles, memorials and resolutions. The three avenues are:

- 1) Synod Assemblies may address the Churchwide Assembly through memorials;
- 2) Synod Councils may address the ELCA Church Council through resolutions, and;
- 3) Synod Councils may address churchwide units or offices through the ELCA Church Council's Executive Committee (including forwarding resolutions adopted by Synod Assemblies).

Memorials address broad policy issues and are passed by synod assemblies for consideration by the Churchwide Assembly. Only a Synod Assembly may address a memorial to the Churchwide Assembly. Synod councils are not authorized to adopt memorials. Once received by the churchwide organization, memorials are referred to the Memorials Committee, which is appointed by the Church Council to review and make recommendations to the Churchwide Assembly, in accordance with bylaw **12.51.02**. (CBCR). The Memorials Committee meets in the year of a churchwide assembly after all synod assemblies are over.

Resolutions are requests from synods to the Church Council or units or offices of the churchwide organization. Either synod assemblies or synod councils may originate resolutions. As a practical matter, resolutions have a narrower focus than memorials because they are requests for consideration or action by the Church Council or by individual units or offices of the churchwide organization by way of the Church Council Executive Committee. Thus, for example, a request for the Church Council to recommend a parliamentary rule or some action by a unit of the churchwide organization would be the subject of a resolution, but a request to change an ELCA policy should be a memorial. Frequently, synod councils will pass resolutions between meetings of their Synod Assembly and forward them to the Church Council for consideration, or to the Church Council Executive Committee if the desired action involves referral to a unit or office of the churchwide organization.

Resolutions calling for synod action are also in order at the Synod Assembly. These generally will address policy concerns, where the entity presenting the resolution is asking for a particular policy or action by the synod.

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Overview

The Greater Milwaukee Synod Council recommends to the Synod Assembly the following Rules and Procedures for 2022.

These will be formalized by the Assembly at the First Plenary Session of the Assembly, but will be followed prior to that action.

The Synod Council may approve, upon the recommendation of the bishop, that a meeting of the Synod Assembly take place by means of an online meeting platform (such as Zoom webinar). This platform must allow that all participants who are entitled to voice and vote can communicate with others in the meeting, in accordance with the Synod's governing documents and Illinois State Statutes.

I. Memorials and Resolutions

- A. Deadlines for submission of memorials and resolutions:
- Tuesday, March 15, 2022 by congregations, committees, or conferences. **(SC21.11.14.)**
 - Friday, March 18, 2022 for Synod Council initiated resolutions.
- B. Memorials and resolutions may only be submitted by vote of a conference, a committee of the synod, or a congregation (by council or congregational vote), or by action of the Synod Council. If more than one conference, committee, or congregation wishes to put forth a resolution, it must be submitted by each individual conference, committee, or congregation. Should multiple similar or identical resolutions or memorials be submitted, the Reference and Counsel Committee may combine them into one resolution or memorial. Memorials and resolutions that conflict with the governing documents of the ELCA are “improper motions” and will not be considered. The memorials and resolutions that meet these criteria are included in the Pre-Assembly materials. Anyone seeking to have additional memorials or resolutions considered may only do so by moving a suspension of the rules for the purpose of considering that memorial or resolution. Such a motion requires a two-thirds vote to carry.
- C. By synod council action **(SC98.05.02)**, memorials or resolutions, when called onto the agenda, must be moved by a member of the Assembly acting as a sponsor, who would then be the first individual to speak in favor of the memorial or resolution after its reading by the chair of the Reference and Counsel Committee.
- D. All resolutions submitted by the deadline will be reviewed for editing, clarity and consistency prior to submission to the Reference & Counsel Committee. Those submitting resolutions should avoid, if at all possible, the use of footnotes or links to the internet, which may be removed at the

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discretion of the Reference & Counsel Committee. Entities submitting resolutions calling for synod action should be aware that, given limited resources, some detailed plans for action may not be feasible, and may not be supported by the Reference & Counsel Committee. Resolutions that would have the effect of increasing budgetary items without recommending corresponding decreases in other budgetary items will be ruled “out of order,” consistent with Rule VII below.

- E. A voting member wishing to present an amendment or substitute motion shall present the exact wording in writing to the designated person prior to moving the amendment.
- F. Resolutions not addressed by the Synod Assembly shall be forwarded to the Synod Council.

II. Registration

- A. The Synod Council shall also establish a registration deadline in advance of the meeting, providing sufficient time for meeting information and voting registration credentials to be distributed.
Registration for the 2022 Synod Assembly shall close at 11:59 pm on Sunday, May 15th. No registrations will be received after the deadline has passed. Due to the limitations of the meeting host software and voting credentials, no walk-in registrations will be accepted.
- B. Those individuals who are neither Voting nor Advisory Members of the Synod Assembly will be directed to watch the Assembly via livestream through the Synod Facebook page.

III. Agenda

- A. The business of the assembly shall be conducted during plenary sessions held on 20-21 May 2022. The chair shall have authority to call items of business before the assembly in whatever order is most expedient for conducting assembly business. Resolutions or other business not addressed by the Synod Assembly shall be forwarded to the synod council.
- B. The agenda shall be presented and adopted at the beginning of the first plenary session. If any voting member desires to add any item of new business to the agenda after the initial adoption of the agenda by the assembly, the voting member shall present such item of business to the chair. A two-thirds vote of the voting members present and voting shall be required to add the item of new business to the agenda.

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IV. Quorum

Fifty percent (50%) of voting members who have confirmed registration upon the beginning of the assembly shall constitute a quorum as required by constitution (S7.14.).

V. Floor Procedures

A. Registered voting members and advisory members shall have equal privilege of addressing the assembly. Advisory members will have voice but no vote on matters before the assembly. They shall include: lay members of committees, leadership teams, task forces and work groups; lay members of synod assembly committees; lay members of the synod staff; representatives of synod partners in ministry; and representatives from ELCA synodical, and churchwide offices.

B. Voting or advisory members with a procedural question or issue may seek to be recognized at a microphone, with a white card indicating a procedural question.

C. When an item of business is opened by the chair for discussion, those voting or advisory members wishing to speak shall indicate their preference to do so with green (in favor) or red (opposed) cards at the microphone. When indicating their preference to speak, voting or advisory members must specify if they are speaking for or against the item under consideration.

D. Once recognized by the chair, each speaker will state their name, preferred pronouns and congregational membership. No person may speak more than once on an item of business until all others who wish to speak have had opportunity to do so.

E. Speeches from the floor during debate shall be limited to three (3) minutes. Those whose primary language is not English may exceed the limit for translation purposes with the discretion of the chair.

F. The chair will rotate speaking privileges between proponents and opponents of a measure, as indicated by card color or the chat platform. Debate will terminate when three speakers have been heard on each side of the issue on the floor, unless otherwise determined by a majority vote of voting members present and voting.

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G. If a voting member recognized by the chair desires to make a motion, the motion is to be made first, before the voting member speaks to it. Once a motion is made, if there is a second the voting member may then speak in support of the motion made.

H. The chair may recognize an individual(s) to provide pertinent background information regarding a resolution. Such speakers shall be limited to four (4) minutes.

I. Following the reading of the resolution or the introduction of the item of business, discussion on any item of business shall be limited to thirty (30) minutes. This rule may be suspended by a two-thirds vote of voting members present and voting.

J. All motions amending a memorial or resolution must be presented to the chair of the Assembly in writing, preferably in advance of making the motion or, if that is not possible, immediately after making the motion. This shall be submitted electronically by e-mail to: assembly@gmselca.org.

VI. Rules Specific to Online Assembly Members during Floor Debate

A. Voting or advisory members with a procedural question or issue may seek to be recognized using the chat function of the meeting platform. A moderator of chat function will alert the chair.

B. The chair will regularly check on those joining by phone to ascertain if they wish to speak to an issue.

C. When an item of business is opened by the chair for discussion, those voting or advisory members wishing to speak shall indicate their preference to do so in the chat function of the meeting platform. When indicating their preference to speak, voting or advisory members must specify if they are speaking for or against the item under consideration. Moderators will keep a speakers list and provide it to the chair.

VII. Voting

A. Voting, except for contested elections, may, at the discretion of the chair, be conducted by raised hand function, a polling feature on the meeting platform, an electronic voting application, or by a division of the house upon request.

The Chair will allow for at least one (1) minute for voting to occur.

In determining the outcome of a vote, only the yes and no votes shall be counted in determining the total number of votes required for adoption.

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Abstentions may be recorded, but do not count in the vote total. Proxy and absentee voting shall not be permitted in the transaction of any business of the Synod Assembly.

B. In the case of contested elections or motions, voting shall take place by means of a secure voting platform that ensures all voting members are able to vote. The Chair will allow for a reasonable amount of time for voting to occur.

C. No division of the house is in order when a vote has been taken by written or electronic ballot.

D. All voting members shall register by 12:00 midnight on Sunday, May 15, 2022. No voting member shall be able to vote unless duly checked in or logged in with the credentials committee. Voting members attending in person must also check in at the registration table at the Italian Community Center. Voting members attending virtually must log in to the voting platform.

VIII. Elections

A. Nominees for the offices to be filled by Assembly action are listed in the Pre-Assembly materials. **I. Nominations from the floor for non-conference elections will be accepted by the Nominating Committee until 9 a.m on Saturday, May 21st.** Anyone wishing to place a name in nomination must:

1. Have the nominee's consent to run and serve if elected, and
2. Submit to the Assembly registration table the required biographical data at the time of nomination or submit such information virtually at milwaukee.synod.org/nominations.

B. Elections shall be by electronic voting application. Unless otherwise stated, all elections must be by a majority of the legal votes cast. In the event that no majority is attained on the first ballot, the names of the two candidates receiving the highest number of votes shall be listed on the second ballot. In the case of groupings of nominees, twice the number of candidates to be elected shall advance to the next ballot..

IX. Privilege of Voice

Guests may be accorded the privilege of voice by a majority vote. Voice may also be granted to those persons designated by the Synod Council, as provided for in S7.23. of the Synod's Constitution.

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X. Distribution of Materials

No materials may be distributed to the Synod Assembly without the advanced approval of the bishop or the Reference and Counsel Committee of the Assembly.

XI. Changing Synod Budget Amounts on Assembly Floor

Any proposal increasing any line item in the proposed 2023-2024 Budget shall indicate from which line or lines an equal amount is to be subtracted.

XII. Additional Rules

- A. A motion to adjourn shall be debatable.
- B. The chair, at any time, may declare a recess of the assembly for purposes of addressing technical issues.
- C. All matters not governed by rules of this assembly or by specific assembly action shall be governed by Robert's Rules of Order, Newly Revised, in its most current edition.

XIII. Rules of Procedure for the Election of a Bishop

A. **Presider:** The representative of the churchwide organization shall preside over the assembly whenever the assembly is in session and considering business related to the election of the synod bishop, or when the assembly is casting ballots in this election. Upon conclusion of balloting or of specific business related to the election, the bishop shall resume presiding over the assembly.

B. **Pre-Identification Process:** Any member of a Greater Milwaukee Synod congregation may submit to the Bishop Election Committee by March 15, 2022, the name and contact information of possible nominees for bishop. Any ELCA rostered minister of Word and Sacrament is eligible to be nominated. A Committee co-chair will contact persons so identified and invite them to complete a Biographical Information Form and an Authorization and Release for Background Check, and to respond to designated questions by video. Such videos and biographies will be made available for viewing on the synod webpage prior to the Synod Assembly and will be removed from public view at the close of assembly registration. Pre-identified candidates only become nominees if they are nominated by ecclesiastical ballot at the assembly. All nominees must be willing to authorize and release background checks conducted for this election process.

C. **Election Process:** The bishop shall be elected by ecclesiastical ballot, as defined in the synod constitution S9.04. In this election process there is the possibility for election to office on any ballot if one nominee achieves the required number of legal votes cast applicable to a particular ballot. Balloting shall take place using an electronic voting system, Lumi, in consultation with the Bishop Election Committee. The election process precludes spoken floor nominations.

D. **First Ballot:** Three-fourths (75%) of the legal votes cast shall be necessary for election on the first ballot. If no one is elected, the first ballot shall be

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considered the nominating ballot. After the results of the first ballot are announced, the Bishop Election Committee will attempt to inform all candidates receiving five or more nominating votes. Such nominees will be sent a Biographical Information Form and an Authorization and Release for Background Check. Nominees from the first ballot have until 7:30 a.m. CDT Saturday May 21, 2022 to remove their names from the second ballot. Rights to withdraw from subsequent ballots are precluded.

E. **Second Ballot:** Three-fourths (75%) of the legal votes cast on the second ballot shall be necessary for election. If no one is elected, the third ballot shall be limited to the seven persons (plus ties) who received the greatest number of legal votes on the second ballot. These seven candidates will be asked to provide a completed Biographical Information Form and an Authorization and Release for Background Check before 10:00 a.m. Saturday, May 21, 2022. Biographical Information, submitted by nominees, will be distributed to voting members prior to the casting of the third ballot. Any changes to biographical information submitted by nominees, will be at the discretion of the Bishop Election Committee, in consultation with the representative of the churchwide organization.

F. **Third Ballot:** Prior to the third ballot, the seven nominees will be invited to address the assembly, with each speech limited to five minutes, including a response to one question from the Bishop Election Committee. Candidates who are not present at the assembly may speak live via Zoom. A timekeeper shall indicate to the speaker when 30 seconds remain of the allocated time and when the allocated time has elapsed. The sequence of the speeches shall be determined by lot. Two-thirds of the legal votes cast shall be necessary for election on the third ballot.

G. **Fourth Ballot:** If there is no election on the third ballot, the three persons (plus ties) receiving the greatest number of legal votes on the third ballot will be invited to address the assembly by responding to questions predetermined by the Bishop Election Committee. Candidates will be able to review in advance all but one of the questions to be posed (the same unseen question will be posed to each candidate). Each candidate will be limited to fourteen minutes of response time and will not hear the responses of the other candidates. A timekeeper shall indicate to the speaker when 30 seconds remain of the allotted time and when the allotted time has ended. On the fourth ballot, 60% of the legal votes cast shall be necessary for election.

H. **Fifth Ballot:** If there is no election on the fourth ballot, the two persons receiving the greatest number of legal votes on the fourth ballot will not be asked to respond to any questions or have any opportunity to speak to the assembly. On the fifth ballot, a majority of the legal votes cast shall be necessary for election.

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- I. The Chair of the Assembly may adjust the agenda, including modifying any specified times for action, to facilitate the election of the bishop.