

# *Southern California Conference*

## *2021 Special Constituency Session Rules*

### *(VIRTUAL)*

Approved by the Southern California Conference Executive Committee

#### *The Basic Principles of Parliamentary Procedure*

1. The purpose of parliamentary procedure is to promote cooperation, fairness, and efficiency in the transaction of an organization's business, including the rights of the minority.
2. The parliamentary procedure assumes that all delegates have equal rights, privileges, and obligations in the fair conduct of business.
3. The majority vote decides the direction the organization takes.
4. Every delegate has a right to be informed about the meaning of all items brought before the assembly.
5. Each delegate has a right to full participation in the discussion of every proposal brought before the group for a decision.

#### *Procedures for VIRTUAL Participation in the Special Constituency Session of the Southern California Conference*

To facilitate clarity of understanding and efficiency in processing the desires of the assembly, the following procedures shall be followed:

1. A delegate must have their name, delegate status and the entity they represent or their *delegate-at-large* status during the meeting in order to participate in the Special Constituency Meeting. (i.e. John Smith, delegate, entity you represent or John Smith, delegate at large).
2. Any delegate who wishes to make a **substantive** motion, amend an existing motion, or comment regarding a motion on the floor, will be asked to make this request in the chat feature. They will be allowed to address the meeting once the chair acknowledges them to speak. (*The chat will be locked down so delegates can only talk to the Special Constituency Session officials and not each other*).
3. Requests to make **procedural** motion, such as a parliamentary inquiry, privileged motion, or a Point of Order, will also be made in the chat. Someone will discuss your procedural motion via the chat to ascertain the nature of your inquiry. All procedural motions will take precedence over all other motions. Once the procedural motion has been verified, and the speaker of the procedural motion has been acknowledged by the chair, the procedural motion may be presented.
4. A motion to amend must specifically state those words which are to be added, deleted, or substituted, followed by a statement of how the motion would read if amended. A motion to amend must be germane to the main motion which is to be amended.
5. The special Ad Hoc Region Structure Evaluation Committee Report will be concluded with a motion from the Executive Committee regarding the disposal of that report. The usual options include **a)** adopting the report (officially endorsing the finding, opinions, and recommendations), **b)** adopting a portion of the report, **c)** referring the report to another committee, **d)** postponing any action on the report, **e)** filing the report, or **f)** rejecting the report.
6. A delegate will not speak to a motion more than twice and will only speak a second time after all others wishing to speak have done so.
7. There will be a time limit of two minutes for speeches from the floor; four minutes if the speech is being translated.

## *The Use of “Motions” to Conduct Business*

A “motion” is the formal presentation of a proposal to the assembly for its consideration. To present a motion, a delegate requests to “present a motion.” When the delegate is permitted to speak, they may address the chair as “Mr. Chairman.” After the delegate is acknowledged by the chairman, he/she proposes his/her motion starting with the words, “Mr. Chairman, I move that...” Most motions also require a “second,” that is, an affirmation that at least one other person wants the motion to be considered.

– Adapted from Sturgis *Standard Code of Parliamentary Procedures* (2009 Edition).

### *Rules Governing Various Motions Used to Conduct Business*

There are basically four types of motions:

- Main Motion**                      A **main motion** is a motion whose introduction brings business before the assembly.
  
- Subsidiary Motion**            A **subsidiary motion** assists in treating or disposing of a main motion and sometimes other motions. (Tabling, previous questions/vote immediately, refer to committee, amendments, postpone indefinitely, and limit time of debate.)
  
- Privileged Motion**            A **privileged motion** has to do with special matters of immediate and overriding the importance and do not relate to the pending business. (Fixing time of future meeting, recess, adjournment, fixing time at which to adjourn, and questions of privilege or interrupting pending business to state an urgent request or motion.)
  
- Incidental Motion**            An **incidental motion** deals with questions of procedure. (Appeals regarding points of order and/or information, division of the house/requires a standing vote, and withdrawing or modifying a motion.)

#### **Motions in Order Vote Of Precedence Debatable Required**

Main motion .....	Debatable .....	Majority
Reconsider .....	Debatable .....	Majority
Rescind or Amending previous Motion .....	Debatable .....	Majority
Amend .....	Debatable .....	Majority
Resume consideration .....	Debatable .....	Majority
Postpone indefinitely .....	Debatable .....	Majority
Refer to Committee .....	Debate only on merits of referral .....	Majority
Postpone indefinitely .....	Debate only on the time of postponement .....	Majority
Limit/or extend debate .....	Not Debatable .....	2/3
Vote immediately (“previous question”) .....	Not Debatable .....	2/3
Postpone temporarily (“table”) .....	Not Debatable .....	Majority
Recess .....	Debate only on the length of time .....	Majority
Adjourn .....	Not Debatable .....	Majority

Other incidental motions and requests include: Appeal, suspend rules, object to consideration, Point of Order, parliamentary inquiry, question of privilege, withdraw motion, division of question, division of assembly.

## ***Registration and Check-in Protocol***

1. **YOU WILL NOT NEED TO PRE-REGISTER AS SUGGESTED IN THE TOWN HALLS.** Instead, all delegates will receive a “Zoom link” to use to join the Virtual Special Constituency on Sunday, September 19, 2021. This link should not be shared with anyone else, it is only for Delegates and Delegates-at-large. We will register you once you join the meeting, and then let you into the meeting. (Please note: The Constituency will be “live-streamed” for guests if they want to watch. This live stream will be available from a link which will be put on the Special Constituency Website, [www.2021sccsession.org](http://www.2021sccsession.org) under a “watch live” tab).
2. On the day of the Special Constituency, all delegates will enter a virtual waiting room for screening, being allowed into the meeting on an individual basis. It is essential that you display your name on your zoom profile so session officials will know you are a delegate and allow you to enter the meeting.
3. In addition to your name, all delegates must display their delegate status and the entity they represent or their delegate-at-large status during the meeting. Please follow the instructions below to display the required information:
  - a. Before joining the meeting, go to your Zoom profile, click edit and then add your name, delegate status and entity behind your name where it says, “display name.” This is the preferred method for our meeting since it will facilitate your smooth acceptance into the meeting from the waiting room. (An example should look like this once done: *First and last name, Delegate status, entity represented*).
  - b. If you need a “video demonstration on how to put your name, delegate status and entity your represent on your Zoom profile, go to our session website and click on the “Zoom tab.”
  - c. Once you are in the meeting, you can make any necessary corrections by right clicking over your picture while on zoom and go to change name.
- d. If you have technical problems logging on the Zoom Constituency Link the day of the Special Constituency Session you can call 818-546-8400 where we will have someone available to help.