

## **Missouri Conference of the United Church of Christ Standing Rules for the Conference Annual Gathering**

1. Visitors are welcome and encouraged to participate in the non-business plenary, forums and workshops. Those defined in Article II of the Conference Bylaws comprise the voting members for the purpose of the business session. Bylaws may be found at [www.mmsucc.org](http://www.mmsucc.org).
2. A process shall be followed during the last session on the first day of the Gathering whereby the Conference Annual Gathering delegates, by its own vote in approving or modifying the proposed agenda, shall determine the order in which resolutions will be considered.

The following shall be the procedure for considering resolutions coming to the floor of the Conference:

- a. The resolution sponsor shall be allowed five minutes to speak to the resolution or affirmation.
  - b. A reactor or opponent if available shall be allowed five minutes to respond.
  - c. The names of the sponsor and the reactor shall be given to the Moderator at the beginning of the session in which the concern will be addressed. If the name of a reactor has not been given, the Moderator shall call for discussion to begin starting with a con speaker.
  - d. The ensuing discussion shall alternate between pro, con and neutral speakers, each allowed two minutes for their statements.
  - e. Pro, con and neutral speakers will be identified by standing at microphones designated as such.
  - f. Amendments shall be in writing. No amendments shall be made to "whereas" sections except after the main matter, the "therefore" sections, has been perfected. Only one amendment to a main motion shall be considered at a time. However, one amendment to the proposed amendment may be introduced and considered.
  - g. No speaker shall speak to the same issue twice until all those that wish to speak have been heard once, except to answer questions addressed to him/her from the floor.
  - h. The Moderator may call for a motion to close debate when discussion is deemed as revealing no new substantive matters. When a main motion or resolution has stimulated pro and con discussion and the issue appears divisive, at the end of the debate the Moderator may call for a moment of silent prayer and reflection before taking the vote.
  - i. In the event that a translation is needed, the Moderator will recognize a translator for equal time for the moving of a motion or responding to a motion.
3. The Moderator may declare a resolution or affirmation out of order if its sponsor is not present when it comes up for discussion and action.
  4. Only materials presented to the Missouri Mid-South Conference prior to agenda adoption or revision may be distributed in the plenary area (auditorium).

5. The Proposed Budget will be presented at the first business session and voted on at one of the sessions on the second day of the meeting. Before the budget has been moved and opened for debate, any motion pertaining to a definite appropriation in the budget will be ruled out of order by the Moderator, but all matters relating to the budget will be in order after the motion is properly open for debate.
6. The Business Session of the Conference Annual Gathering will stay in session on the last day of the meeting until all matters described above have been dealt with, or until the scheduled adjournment time. If at the scheduled adjournment time there is still unfinished business, the Moderator shall call for a vote on whether or not to continue for 15 minutes. If the vote carries by a two-thirds majority, the meeting will continue. If it does not carry, all matters remaining on the agenda will be referred to the Conference Council. The Annual Gathering will then adjourn following a closing prayer.
7. If the Conference votes to stay in session, the process described in #6 above will be repeated every 15 minutes after the scheduled adjournment time until all business is completed, or the meeting is adjourned with items leftover for later consideration.
8. At the close of business the secretary shall be instructed to complete the minutes. The Conference Council, at its next regular meeting after the minutes are recorded shall review the minutes and vote on their acceptance. The minutes shall be presented to and reviewed by the next regular meeting of the Conference.

Adopted June 5, 2015 at Conference Annual Gathering