

**NORTHERN CALIFORNIA NEVADA CONFERENCE UCC
ANNUAL MEETING — 2006
BUSINESS SESSION PROCEDURES AND RULES**

INTRODUCTION & INTENT OF THE PROCEDURES AND RULES

The Business Committee of the Annual Meeting proposes these procedures and rules for the Business Session of the Annual Meeting.

These procedures have been drafted in order to:

- allow for full discussion and understanding of the business items
- and
- expedite the voting process.

There are opportunities for discussion at the Discernment Sessions and during the Business Session. During the Business Session, all questions regarding procedure, process, and rules are appropriate when addressed to the Moderator.

If the standing rules are set aside, it shall only be for the purpose of expanding the time for discussion and shall include a maximum of 2 speakers for and 2 speakers against, for a maximum of 2 minutes each.

Please note that, because the Northern California Nevada Conference is a church rather than a legislative body, we emphasize discussion, which is the exchange ideas and viewpoints, rather than debate, which implies opposing stands.

ANNUAL MEETING BUSINESS SESSION PROCEDURES

BUSINESS ITEMS

Business items come to the Annual Meeting as Proposals from member congregations of the Conference, Associations, the Conference Board of Directors, or other Conference bodies. The Proposals are reviewed by the Business Committee for conformance to Conference bylaws and policies, and may be edited by the Business Committee in order to comply with the bylaws and policies. After approval by the Business Committee, Proposals become business items for consideration by the Annual Meeting.

Business Items are of three types:

1. **Administrative Action or Affirmation:** an internal policy statement, ratification of a General Synod action, bylaw revision, goal budget, recognition of a partner institution, etc.
Annual Meeting votes on Administrative Actions or Affirmations.
2. **Position Statement:** requires a stand be taken by vote of the delegates at the Annual Meeting.
Annual Meeting votes on Position Statements.

3. Issue of Concern: an item for study and discussion, often referred to the Board of Directors for follow-up.

Annual Meeting does not vote on Issues of Concern.

DISCERNMENT SESSIONS

There will be two Discernment Sessions offered for each proposed Position Statement and each Issue of Concern, and for those Administrative Actions or Affirmations where the Presenter requests a Discernment Session. This will allow everyone at Annual Meeting to attend Discernment Sessions for two different business items.

The Business Committee urges each church to be sure that their members who attend Annual Meeting cover those Discernment Sessions of greatest interest to the church.

Delegates are strongly encouraged to attend the Discernment Session for any business item about which they have a strong interest. During the Business Session, priority in speaking to the business items will be given to those who have attended the Discernment Session on the business item under discussion.

The Policy on Proposals established by the Board of Directors details the functions of the Discernment Sessions:

PURPOSE OF DISCERNMENT SESSIONS: To allow those attending to hear the Presenter(s) speak to a specific Proposal, ask questions, gain clarity, and offer comment. The Presenter is the advocate for the Proposal, usually one of the originators of the Proposal.

The Business Committee will assign a Facilitator and a Recorder to each Discernment Session.

The Discernment Session's Facilitator sets the structure for the Discernment Session, monitors the time, and facilitates the meeting so that people have the opportunity to ask questions, express views, etc. in an atmosphere which is respectful of all opinions. The Recorder keeps notes as may be helpful for the Discernment Session's Facilitator.

PROCESS FOR SPECIFIC DISCERNMENT SESSIONS:

Administrative Action or Affirmation—The Presenter receives comments and suggestions to be reported to the Annual Meeting when the Administrative Action or Affirmation is brought to the Business Session. Administrative Action or Affirmations cannot be changed by the Discernment Sessions, but the Administrative Action or Affirmation can be amended when considered on the floor of the Annual Meeting.

At the conclusion of each Discernment Session regarding an Administrative Action or Affirmation, the Discernment Session Facilitator MAY, if there are strong reactions for or against the proposed Administrative Action, designate (2) two people to speak in support of and (2) two people to speak against the Administrative Action in the Business session. These Speakers will be selected from among those participating in the Discernment Session. The names, church affiliation and Association of each Speaker shall be provided in writing to the Moderator and Scribe at the close of the Discernment Session.

Position Statement—Changes can be made by the Discernment Sessions IF the suggested change is acceptable to the Presenter. Any changes, along with dissenting recommendations, are received by the Presenter for reporting and presenting to the Annual Meeting. Position Statements can be amended by the Annual Meeting. Dissenting Reports from the Discernment Sessions may become amendments to the proposal by substitution. The Discernment Session’s Facilitator will confirm that there are persons to speak for and against the proposal during the Annual Meeting and that any changes made by the Discernment Sessions are transmitted in writing to the Moderator and Scribe so that the modified Position Statement is the official version. There can be no further “friendly amendments” to the Position Statement after the Discernment Session is concluded.

At the conclusion of each Discernment Session regarding a Position Statement, the Discernment Session Facilitator MAY, if there are strong reactions for or against the proposed Administrative Action, designate (2) two people to speak for and (2) two people to speak against the Position Statement in the Business Session. These speakers will be selected from among those speaking for and against the Position Statement at the Discernment Session. The Discernment Session Facilitator will endeavor to select Speakers who are representative of the various positions taken at the Discernment Session. The names, church affiliation and Association of each Speaker shall be provided in writing to the Moderator and Scribe at the close of the Discernment Session.

Issue of Concern—The Presenter receives comments and suggestions to be reported to the Annual Meeting when the Issue of Concern is presented to the Annual Meeting.

PRESENTATION & DISCUSSION OF BUSINESS ITEMS IN THE BUSINESS SESSION

1. Prior to the Business Session, the Moderator consults with the Presenter of each business item and determines how much time is necessary for the presentation and how much time will be allotted. Some business items are self-explanatory; others require the setting of context and background so that they can be fully understood by the Annual Meeting; some Administrative Actions and Position Statements have implications beyond the vote taken. Thus, the time allotted to each presentation will vary.
2. After the Discernment Sessions and prior to the Business Session,
 - a. Facilitators for Discernment Sessions on Administrative Actions/Affirmations advise the Moderator if there will be Speakers for and against the proposed Administrative Action and, if so, who they will be.
 - b. Facilitators for Discernment Sessions on Position Statements tell the Moderator who will be speaking for and against the proposed Position Statement and transmit to the Moderator any changes that have been made in the Position Statement by their Discernment Session.

3. PRESENTATION AND DISCUSSION OF ADMINISTRATIVE ACTIONS / AFFIRMATIONS

PRESENTATION:

Moderator introduces the Presenter, refers delegates to the proposed Administrative Action, and notes how much time is allotted for the presentation.

Presenter(s) make(s) presentation.

QUESTIONS FOR CLARIFICATION:

Moderator announces that questions for clarification may be asked by the delegates, and states how much time is allotted for questions and responses.

Delegates ask questions.

Presenter(s) respond(s) to questions.

DISCUSSION:

Moderator announces that discussion will begin, and calls upon any Speakers designated from the Discernment Sessions to come forward to speak.

Each Speaker is allowed a maximum of (2) two minutes to speak. If Speakers have been designated from the Discernment Sessions to speak for and against the proposed Administrative Action, there will be a maximum of two speakers for the proposed Administrative Action and two speakers against the proposed Administrative Action from each of the Discernment Sessions, for a possible total of eight Speakers. If there are not (4) four Speakers for and (4) four speakers against each Administrative Action from the Discernment Sessions, any voting delegate may speak for or against an Administrative Action to bring the total number of Speakers for and against an Administrative Action to four each.

At the discretion of the Moderator and within the available time, additional speakers may be allowed.

4. PRESENTATION AND DISCUSSION OF POSITION STATEMENT

At the Business session, each Speaker shall be allowed a maximum of (2) two minutes to speak for or against each Position Statement. If there are not (4) four Speakers for and against each Position Statement, any voting delegate may speak for or against a Position Statement to bring the total number of Speakers for and against a Position Statement to four each.

At the discretion of the Moderator and within the available time, additional speakers may be allowed.

5. PRESENTATION OF ISSUES OF CONCERN

At the Business session, there will be a period of presentation of each Issue of Concern. At the end of that period, the Issue of Concern may be referred to an appropriate body of the Conference, along with the notes from the discussion at the Discernment Sessions.

6. AMENDMENT OF ADMINISTRATIVE ACTIONS OR POSITION STATEMENTS

- a) After the maximum of (4) four Speakers have spoken for and against each Administrative Action or Position Statement, the Moderator shall inquire of the body if there be any Amendments. Any voting delegate may offer an Amendment of an Administrative Action or Position Statement without need of a Second. Amendments will be considered on a first voiced, first considered basis. Amendments may only be voiced from a microphone within the meeting hall.
- b) If no Amendment to an Administrative Action or Position Statement is voiced, that Item will move to a vote before the body, requiring a majority vote to pass.
- c) A maximum of (2) two Amendments to any Administrative Action or Position Statement will be considered. Amendments must be presented in writing to the Scribe.
- d) Should a First Amendment to an Administrative Action or Position Statement be offered, the Amendment will proceed to discussion before the body. The voting delegate proposing a First Amendment shall be allowed to speak first to the Amendment. Thereafter, any voting delegate may speak to the Amendment on a first come, first served basis.
- e) A maximum of (2) two Speakers for and against each amendment will be heard. Each of these Speakers shall have a maximum of (2) two minutes each to speak to the Amendment. After the maximum of (2) Speakers for and against any First Amendment have spoken, the First Amendment will move to vote before the body.
- f) After consideration of a First amendment, the Moderator shall inquire of the body if there be any Second Amendment. Any voting delegate may offer a Second Amendment of an Administrative Action or Position Statement without need of a Second. Second Amendments will be considered on a first voiced, first considered basis. Second Amendments may only be voiced from a microphone within the meeting hall.
- g) If no Second Amendment to an Administrative Action or Position Statement is voiced, the Item will move to a vote before the body. Administrative Actions and Position Statements require a majority vote to pass.
- h) Should a Second Amendment to an Administrative Action or Position Statement be offered, the Second Amendment will proceed to discussion before the body. The voting delegate proposing a Second Amendment shall be allowed to speak first to the Second Amendment.
- i) After the maximum of (2) Speakers for and against any Second Amendment have spoken, the Second Amendment will move to a vote before the body. If a Second Amendment passes, the

Amended Administrative Action or Position Statement shall move to a vote before the body. If a Second Amendment fails, the Administrative Action or Position Statement will move to a vote before the body.

7. QUESTIONS OF CLARIFICATION OR PROCEDURE

Questions of clarification of the content of a Business Item or of the procedures will be heard and decided by the Moderator. Questions on content or procedure may be voiced from the floor, but may not be argued from the floor. If an individual voices a question of content or procedure from the floor and is recognized by the Moderator, that individual must proceed to a microphone to be heard.

8. SECONDARY RULES

The Moderator may be guided by general principles of Roberts Rules of Order, where these rules are silent. At his/her discretion, the Moderator may invoke strict Roberts Rules of Order as the governing Rules for the Annual Meeting at any time.

NORTHERN CALIFORNIA NEVADA CONFERENCE UCC

ANNUAL MEETING RULES

The business sessions of the Annual Meeting are governed by the NCNC UCC Bylaws, the Business Policy, The Business Session Procedures, and these Annual Meeting Rules. The following Annual Meeting Rules are proposed for adoption by the delegates who make up the voting body:

1. The Moderator (or Vice Moderator) (hereafter "Moderator") will chair the business session(s) in accord with these Rules and the Business Session Procedures.
2. Only delegates can vote, and they must display their delegate name tag in order to vote.
3. A person who wishes to speak on a Business Item will go to a floor microphone. The Moderator will recognize the person and ask the person to identify herself/himself by name, church of membership, and Association.
4. Only voting delegates may initiate action from the floor of the meeting. Delegates should place in writing and sign any action before they present it, so that there will be an accurate record.
5. If a Business Item is proposed after the Annual Meeting has begun, the Business Committee will review it for clarity, form and timeliness and will recommend to the Annual Meeting whether and how it should be considered by the Annual Meeting.
6. Business Items proposed after the Annual Meeting has begun will require a 2/3 vote of the voting delegates to be considered.
7. Votes on all Position Statements and Administrative Actions or Affirmations will be reported in the minutes and other accounts of the meeting by numerical or majority results. Discussion and referrals related to Issues of Concern will be reported in the minutes.
8. Voice without vote will be granted to all our ecumenical and interfaith visitors and to members of national and regional settings of the UCC.

If anyone in attendance wishes to distribute printed material to all present, she/he should (1) sign the material or otherwise note who is distributing it, and (2) have the material approved by the Business Committee before distributing it. (Any Conference Staff or Officers can direct you to a member of the Business Committee.)