

Rocky Mountain Conference

Annual Business Meeting Materials

Standing Rules 2023

1. "Robert's Rules of Order, Newly Revised" shall be followed. The Parliamentarian shall be elected by the Board of Directors prior to the Annual Celebration Business Meeting.
2. Matters deemed by the Moderator to be merely format, routine, and non-controversial may be disposed of by common consent. However, if there is an objection, the chair will await a formal motion and submit the question to debate and vote.
3. Resolutions deemed not merely formal and non-controversial may be submitted by any voting delegate, congregation, association, commission, or committee of the Conference for action by the Annual Celebration Business Meeting. A resolution addresses the mission and/or teaching ministry of the Conference and its related bodies. As it relates to the Church's mission, the resolution should empower the Conference to act in new areas of responsibility. Further, it shall address the congregations, the denomination, or other bodies, regarding issues of nurture and justice from our Christian perspective. As it relates to the teaching ministry, the resolution should enhance members' knowledge of the Christian faith, improve the life of persons living in community, and help us make decisions as Christians in a secular world. A resolution that seeks to amend the prior work of a Conference committee must first be submitted to the committee chairperson thirty (30) days prior to the Annual Celebration Business Meeting.
4. Resolution forms are available to interested persons prior to the Annual Celebration Business Meeting; due on Sunday, 4/16/2023. The Business Committee will receive resolutions and approve those to be circulated to the churches and other recognized ministries of the Conference thirty (30) days prior to the Annual Celebration Business Meeting. A resolution similar to the one addressed at an Annual Celebration Business Meeting in the past five years may be referred by the Board of Directors to an appropriate committee and not considered by the Annual Celebration Business Meeting.
5. Each resolution submitted must contain the following wording:

"THEREFORE BE IT RESOLVED, that we, the delegates of the 49th Annual Meeting of the Rocky Mountain Conference of the United Church of Christ, hybrid meeting (in person and virtual video conferencing) under the non-profit meeting voting guidelines of the State of Colorado, on Saturday, June, 17, 2023, shall/shall not...". Summary information accompanying a resolution shall address the following in addition to its titles: The person(s), group or committee bringing the resolution, its purpose, to whom it is addressed, expected results, who will implement or follow up, when and by whom is report back expected, anticipated costs and source of funds, how this resolution impacts the Conference's mission and/or teaching ministry, and how it promotes or preserves healthy ministry relationships in the Conference.
6. A resolution received after the deadline may be approved for presentation at the Annual Meeting if the Board of Directors Executive Committee, in its sole discretion, deems it to be of a significant and timely nature.
7. Procedure for presentation at the Annual Celebration Business Meeting of properly submitted resolutions will be the following: The presenter will have two (2) minutes to introduce a resolution. Six (6) persons will have one (1) minute each to speak alternating pro and con, at which time a vote

will be taken to extend discussion on the resolution, or refer it back to the appropriate committee for further consideration, or to vote For or Against the proposed resolution.

8. In considering a resolution, action is taken on the "Therefore, be it resolved..." section. Amendments may be made only as to the "Therefore, be it resolved..." section of a resolution. (The "whereas" section is background information.)
9. Amendments must be presented in writing to the meeting chair after they have been presented and seconded. Only one amendment will be considered at a time. One wishing to offer an additional amendment should announce the intention to offer the further amendment after action is completed on the pending amendment.
10. To close debate, the proper motion is "I move the previous question" or "I move to close debate." The mover must gain recognition and the motion must be seconded at which time debate is immediately suspended. The motion to call the question to a vote cannot be amended and requires a two-thirds vote to pass. It will not suffice merely to call "Question" if there are still delegates who wish to speak.
11. Delegates shall state their names when they are recognized to speak. No speaker shall speak on the same issue more than once, except to answer a question addressed to them from the floor. Except when rising to a point of order, or to second a motion, delegates may be requested to speak from a microphone.
12. The Moderator, with the assistance of the Parliamentarian, is charged with the duty of providing orderly disposition to the business of the Rocky Mountain Conference. Any ruling may be appealed by a delegate. The appeal requires a second. The majority vote by the delegates upon the appeal will prevail.
13. The Nominating Committee presents a slate of nominees for all Board and Committee Positions. Additional nominations are also allowed from the floor at Annual Celebration. These nominations can only be made by individuals nominating themselves or by others who secure permission from the individual to be nominated. During Annual Celebration, prior to the Business Meeting when the vote on the Board and Committees will occur, there will be an opportunity provided for nominations from the floor. Between that time and the time of the business session, the Google Form for Nominations must be filled out online and the individual being nominated must submit a brief bio describing their interest and/or experience for the position.
14. The Moderator shall provide equal consideration and access to those participating on-line and in-person. The Moderator may solicit active participation and comments from the on-line constituency. In debate on a business item, the Moderator may follow a policy of alternating in-person and on-line comments in proportion to the size of in-person and on-line communities, along with an alternation of pro and con speakers.
15. On-line voting procedures will provide clear information about the topic of the vote, at a level at least corresponding to that provided for in-person voting. Immediate polling and "show of hands" votes need only basic context; voting through external services (ballots or resolutions) will provide clear information, which accurately reflects any amendments made to previously distributed materials.
16. When votes are taken, the voting procedures will ensure that neither the in-person nor the on-line votes influence the other community. Generally, this will mean that the on-line participants will vote

first (by polling, a show-of-hands vote, or an external voting service). When on-line voting is completed, by any method, but not announced, the in-person vote will be taken, and then the two sets of votes will be announced and combined, with equal weight given to all votes.

17. The voting methods of on-line and in-person delegates will be separated so that double voting is not possible (within reasonable expectations). For the election of officers and committees, in-person delegates may be given access to the external on-line voting platform, if (a) provisions also are made for paper ballots on-site, and (b) those paper ballots are provided only to individuals who have not participated in the on-line voting (as determined by reports from the external voting service).
18. On-line voting will be given adequate time to be conducted carefully, but efficiently, with respect equal to that given to in-person votes. (Just as a voice vote called when an in-person delegate is out of the room may exclude that delegate, so an on-line method may not include every potential individual who does not respond in a timely way.)
 - For quick polling, the voting period may be one minute or responses from 90% of a reasonable voting pool, whichever comes first.
 - For voting in breakout rooms, time will be allowed for each room to record the votes of those who are actively present in the room.
 - For voting through an external service, reasonable time will be allowed to (a) prepare an accurate and descriptive ballot including any amendments or nominations from the floor, (b) circulate the ballot through email notices to all appropriate delegates, and (c) have the delegates access and vote their ballots. (That access may be slower for some than others, especially if in-person delegates are using the external service.) For voting through an external service, the voting will begin as quickly as possible, and a time will be specified for the end of on-line voting for that topic.

Approved by the RMC Board 5/31/23