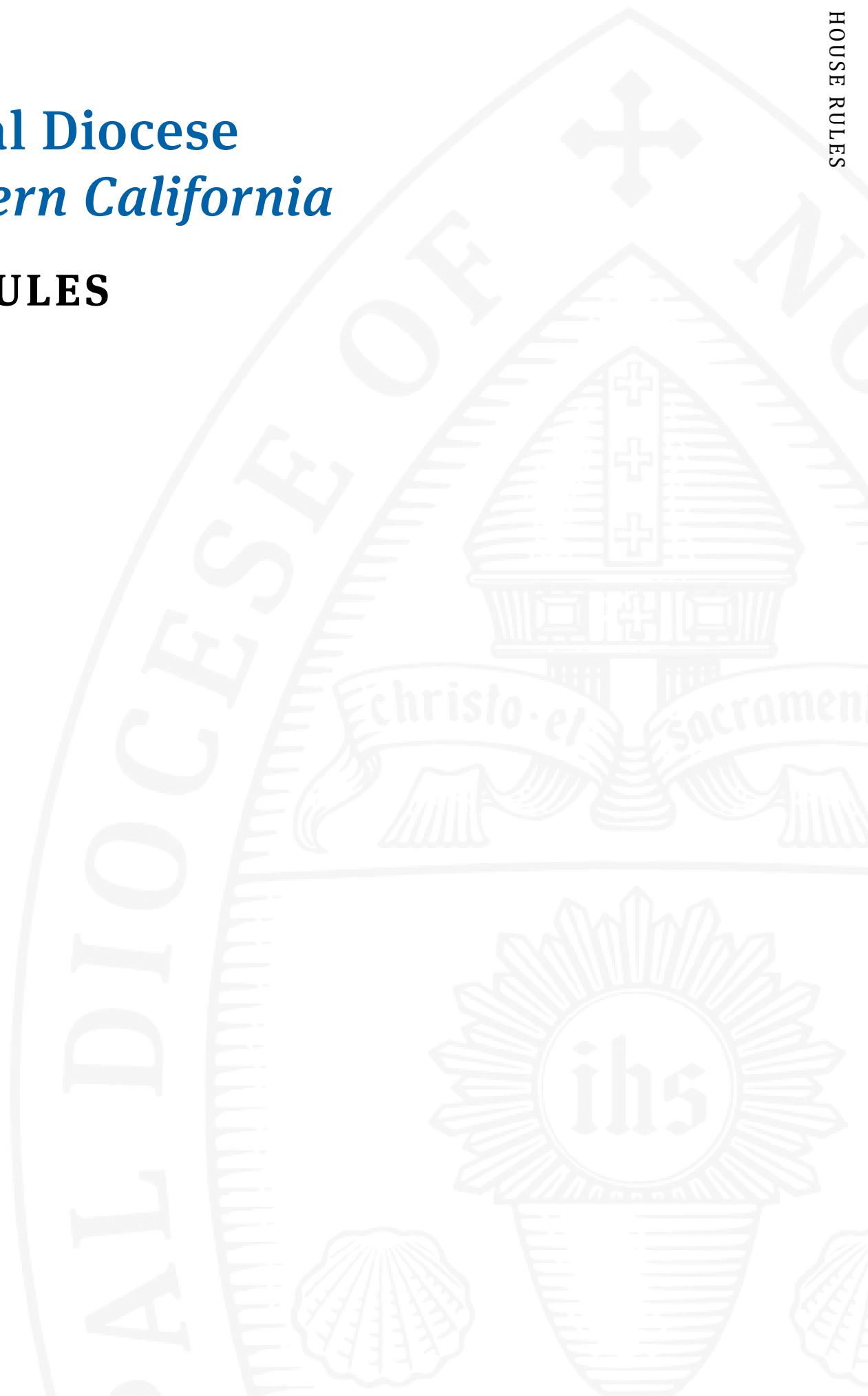


# Episcopal Diocese *of Northern California*

## HOUSE RULES



The Ecclesiastical Authority hereby moves for the adoption of the following Amended House Rules which shall operate both within and outside of the Convention session and ratification of actions already taken in accordance with the Original Rules:

### I. GENERAL

1. Originally the 2021 Convention was scheduled to be in person in Redding, California, and Original House Rules were posted at the diocese website. However, as the Delta Variant increased the prevalence of illness due to COVID 19, the Bishop determined the Convention would be held electronically because of the public health risks arising from in person indoors contact. Therefore, the Amended Rules of Order set forth herein incorporate and shall supersede the regular Rules of Order which had been proposed for the 2021 Convention. To the extent these Rules conflict with those Original Rules of Order, these Rules shall prevail.

**2. Purpose:** The purpose of these Rules is to facilitate the calling and meeting of the 111th Convention of the Episcopal Diocese of Northern California meeting electronically and virtually as directed by the Ecclesiastical Authority of the Diocese. The Convention is authorized to adopt these rules pursuant to Canon 6.1.

**3. Interpretation of certain Constitutional and Canonical Terms:** For purposes of this Convention, these terms shall have the following interpretation:

**Convention** – The meeting of clergy and laity of the Episcopal Diocese of Northern California conducted electronically using a Zoom meeting platform.

**Seat** – The ability to participate in the Convention via electronic connection to the Zoom meeting platform.

**Voice** – The right to make oral statements during the Convention via electronic means on the Zoom meeting platform and the right to make written statements during the Convention via electronic

means using the Zoom platform chat feature.

**Vote** – The right to cast an electronic poll vote or file an electronic ballot during the Convention using the Zoom Poll feature.

### 4. Convention Manager and Zoom/voting

**consultant:** In order to facilitate the conduct of this electronic meeting of the Convention and assist the President and the Secretary of the Convention, the Ecclesiastical Authority shall appoint Alan Rellafor as Convention Manager, and Eric Nicholas (or his representative) of AEProductions as Zoom/voting consultant.

## II. NOTICE OF AMENDED CALL AND MEETING OF VIRTUAL CONVENTION AND CONNECTION INFORMATION

**1. Amended Call and Notice Time:** The Ecclesiastical Authority shall issue an amended call for Convention to be attended electronically by Zoom by publishing notice for such meeting on the diocesan website no later than Monday, October 4, 2021. This amended call shall affirm that the deadlines set under the house rules previously posted for the 2021 Convention remain in full force and effect, except as stated herein. Registration for Convention or appearance at Convention constitutes a waiver of any objection to the Amended Call or Amended Notice.

**2. Members to Furnish Email Address.** No later than Friday, October 15, 2021, every member of the clergy entitled to seat, voice, or vote in Convention must notify the Convention Secretary of his or her email address in order to participate in this year's Convention. No later than October 15, 2021, every rector, vicar, or warden of any congregation entitled to representation in Convention must notify the Convention Secretary of the email address of (a) every Lay Delegate of such congregation and (b) any Alternate who pursuant to Canon 2.3 will replace an elected Lay Delegate who is unable to attend the Convention.

**3. Secretary to Send Login Information.** No later than Tuesday, November 2, 2021, the Secretary of Convention or his designee shall send an email to every member of Convention setting forth (a)

the time of the meeting, (b) the login information needed to connect to the Zoom platform, and (c) a phone number and access codes to connect via telephone if internet service is unavailable.

**4. Replacing an elected Lay Delegate with an Alternate.** No later than 2:00 p.m. on the first day of the Convention, Friday, November 5, 2021, if an Alternate will replace an elected Lay Delegate, the rector, vicar or warden of the congregation to which the Lay Delegate and Alternate belongs shall advise the Convention Registrar via email that the Alternate will be serving in place of the Lay Delegate.

### III. OPENING THE MEETING AND QUORUM

**1. Login Time.** The Secretary shall schedule the Zoom meeting service availability to begin at least 30 minutes before the start of each session of the Convention.

**2. Signing in and out.** Members shall sign into the Zoom meeting and audio access whenever present and shall sign out upon any departure before adjournment. Only people who have registered for convention are authorized to participate.

**3. Quorum.** The Sergeant-at-Arms shall determine and report to the Secretary the presence of a quorum as required by the Constitution based on members' login information. The members present shall continue to do business until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum.

Less than a quorum can adjourn.

**4. Zoom Display of President.** The zoom screen of the President shall be displayed throughout the meeting business session. If the zoom screen fails, convention will automatically be in recess until the screen is restored.

**5. Recording.** The Convention Manager shall arrange for recording of the Convention so that the public and members of the Diocese other than members of the Convention may observe the proceedings upon conclusion of the Convention.

### IV. CONDUCT OF MEETING

**1. Parliamentary Standard.** *Roberts Rules of Order (12th Revised Edition)* will be the Parliamentary Standard for this Convention, except that this Convention is being held electronically for the reasons stated above and as a result, these Rules supersede Roberts Rules to the extent of any inconsistencies.

**2. Technical requirements and malfunctions.** Each member is responsible for his or her audio and Internet connections; no action shall be invalidated on the grounds of the loss or poor quality of a member's individual connection. In the event a member of convention wishes to be recognized and has technical difficulties, he or she may participate by phone or by audio only.

**3. Forced disconnections.** If a member's connection is causing undue interference with the meeting, or a member is disruptive, the convention manager shall force mute that connection. The member may then appeal to the President using the Chat function. The President's decision on the matter is final and shall be announced during the meeting and recorded in the minutes.

**4. Assignment of the floor.** To seek recognition by the President, a member shall use the Zoom "raise hand" feature and await recognition. Using the zoom Chat feature, either the Secretary or the Convention Manager shall ascertain the nature of the request and relay it to the President. Once the pending action is completed, the Convention Manager shall clear the online queue.

**5. Motions submitted in writing.** A member intending to make a main motion, to offer an amendment, or to propose instructions, shall, before or after being recognized, post the motion in writing in Zoom Chat. In order for the motion to be recognized, the author's screen name and parish must appear in the body of the motion.

**6. Display of motions.** The Secretary shall display the immediately pending question and other relevant pending questions (such as the main motion, or the pertinent part of the main motion, when an amendment to it is immediately pending)

on screen; and, to the extent feasible, the Secretary, or any assistants appointed by him or her for this purpose, shall cause such questions, or any other documents that are currently before the meeting for action or information, to be displayed therein until disposed of.

### **7. Seconding of motions and related posts.**

Members responding “so moved” to a request from the President for a motion, or seconding any motion that requires a second, may do so using the Zoom Chat feature without needing to be recognized by the President.

**8. Consent Agenda.** In its report the Committee on Resolutions and Memorials may recommend to Convention additional Resolutions concerning routine or noncontroversial matters as a Consent Agenda. The Consent Agenda shall be considered by Convention as a single agendum without amendment (other than an amendment contained in the Committee report) or debate; however, before putting the Consent Agenda to a vote, the President shall allow a reasonable time for questions and answers to those questions and provide an opportunity for objections. Upon an objection by any three delegates, lay or clergy, from three different congregations or the Representative at Convention presenting the Resolution, a Resolution shall be removed from the Consent Agenda and considered by Convention after consideration of all other Resolutions.

**9. Election to Multi-Member Bodies.** Where there is an election to a multi-member body, such as the Board of Trustees, to fill both full terms and one or more partial terms (resulting from a vacancy in office, for example), there shall be a single ballot for all members, and nominees receiving the highest number of votes shall fill the full terms and nominee receiving lesser required numbers of votes shall fill the partial terms in the order of votes received. Any tie vote shall be broken by lot.

**10. Minutes.** The Secretary shall record the minutes of the proceedings of the Convention, submit them for approval to a Minutes Committee consisting of three members appointed by the bishop, and upon approval by the Minutes

Committee cause them to be published in the Journal of the Diocese.

**11. Controversies.** Any controversy over filing times set forth in the original House Rules for this Convention may be presented to the Committee on Credentials by filing with the Secretary of Convention before the formation of convention. The matter shall be included in the Report of the Secretary of Convention. The Convention shall hear and determine the matter, including, for due cause, granting a waiver of a deadline and imposing reasonable conditions.

**12. Late Resolutions and Canonical Changes.** Late Resolutions may be received by unanimous consent of Convention on formation and shall be referred to the Committee on Resolutions and Memorials. Late Canonical changes may be received by unanimous consent of the Convention and will be referred to the Committee on Constitution and Canons or to a Special Committee. (Constitution, Art. VI, Sec.3)

**13. Procedure for nominations** (set forth here for convenience from the original house rules for this convention.) Pursuant to Canon 4.4, the regulations and methods for the making of nominations have not changed from previous years, except as follows:

- a) All persons eligible to hold elected office may nominate themselves or be nominated by any person with seat, voice and vote at Convention in accordance with the following rules:
- b) In setting the times for filing nominations for office, the Ecclesiastical Authority shall set an initial filing time ending no less than eight weeks before time of Convention. For any office for which there is no contested election, a second filing time shall end on the Wednesday next following the date set for pre-convention Deanery Convocations. Nominations must be filed by midnight on the last day set for filing.
- c) The President of Convention shall provide a form for filing nominations on the Diocesan website. Nominations shall be filed only by e-mail to a designated staff person and only

by using the form provided on the Diocesan website. Such nominations shall be deemed filed with the Secretary of convention.

- d) The form for nominations shall include the following information:
- i) Name, phone number and email address of the nominee
  - ii) Order of the nominee (clergy or lay)
  - iii) Congregation, including city, of which the nominee is a member
  - iv) Office the nominee is seeking
  - v) Name, order (clergy or lay), signature with date, and congregation including city of the person making the nomination.
- e) The nominee shall submit either with the nomination form or under separate cover, but in all cases prior to the published deadline:
- i) A Candidate's Statement of no more than 250 words, and
  - ii) A high-resolution color photograph, and
  - iii) Written responses (250 – 300 words each) to the following questions:

**SUPPLEMENTAL QUESTION 1:**

***Where have you seen our mission statement "Making Disciples, Raising up Saints, and Transforming Communities for Christ" in action, and how could your governance body support them for the Diocese as a whole?***

**SUPPLEMENTAL QUESTION 2:**

***As we enter the post-pandemic world, how do you see the diocese and its governance structures moving forward?***

- f) Candidate must participate in a zoom call (TBA) and answer the following Question:

**SUPPLEMENTAL QUESTION 3:**

***What are your hopes for the life of the whole Diocese?***

- g) The names of all candidates, and their submitted statements shall be published on the diocesan website as soon as possible, and, for those filed within the initial filing time, in no case less than two weeks prior to the announced date of the preconvention deanery convocations.
- h) Nominations from the floor of Convention shall be opened as provided for nominations by Canon 6.2 as modified by these rules. A description of the procedures and requirements for Nominations from the floor shall be included in the materials provided at the pre-convention deanery convocations. Any persons who have not been nominated through the Nominating Committee or the Secretary of Convention may be nominated for office by written nomination for such purpose, completed and submitted to the Secretary no later than one week prior to the opening of the Convention, provided that when the President invites nominations from the floor for that office, the person making the nomination confirms the nomination and the person nominated confirms willingness to serve if elected and the nomination is accompanied by a written confirmation from the person nominated of the person's willingness to serve if elected. A person nominated from the floor will be required to submit a nomination form containing the information required by the e-mail nomination form, a Candidate's Statement of no more than 250 words, a color photograph, and written responses to the questions provided (listed in section 16.e. and 10.f above).

### 14. CONDUCT OF ELECTIONS

- a) In addition to following any applicable provision of the Constitution or Canons of The Episcopal Church or this Diocese, the President of Convention shall conduct all elections in the following manner:
  - i) Each clergy and lay delegate entitled to vote shall be allowed to cast a vote with reasonable privacy and anonymity.
  - ii) If sharing a device, clergy and lay delegates must cast their votes using their own login credentials.
  - iii) Votes will be taken using the Zoom polling feature.
  - iv) Per Article X, section 2 of the Constitution, a voice vote may be used in place of a ballot for any uncontested election when approved by unanimous consent of the Convention.
- b) The results of all elections shall be reported to the President by the Sergeant-At-Arms or the Secretary. The results of all elections shall be announced by the President of Convention and shall be published on the diocesan webpage as soon as possible after the close of Convention.
- c) Publication of these Rules. The provisions of subsection (a) of this Rule regarding “Procedures for Nominations” shall be included with the notice and time and place of Convention specified by Article VI, Section 3 of the Constitution.

following the electronic transmission, any member of the clergy canonically resident in this diocese had the right to enter an objection to the list by electronic transmission addressed to the Secretary and the Chair of the Committee on Credentials. After reasonable notice and an opportunity for the objector to be heard, the Committee on Credentials shall render its recommendation to the Secretary, which the Secretary shall report to Convention.

### 15. PROPOSED LIST OF CANONICALLY RESIDENT CLERGY

At least sixty days before this annual Convention and at the time of sending the original notice of a meeting of Convention required by Art. XIV of the Constitution, the Secretary posted on the Diocesan website a proposed list of all clergy canonically and actually resident in this Diocese and gave notice of the posting by electronic transmission to all clergy canonically resident in this diocese, whether actually resident or not. Within thirty days