

## 2025 DIOCESAN CONVENTION | HOUSE RULES

---

The Ecclesiastical Authority will call for a motion for adoption of the agenda and the following House Rules which will operate both within and outside the Convention session and for ratification of actions heretofore taken regarding registration, nominations and proposing resolutions for this meeting of Convention.

1. Seating within the Convention proper is restricted to Lay and Clergy delegates and those given seat and voice pursuant to Article V of the Constitution. Alternates and visitors may be seated in the Visitor's Area, as defined. Alternates taking the place of a registered delegate must report to the Secretary's Registration Desk, and provide suitable certification from the priest in charge of the Congregation prior to being seated.
2. People speaking to the Convention are asked to give their names, and the name of their Parish/Mission before addressing the Convention.
3. *Robert's Rules of Order (12th Edition)* will be the Parliamentary Standard for this Convention.
4. Any Resolution, or Amendment to a Resolution being presented to the Convention for consideration, must be submitted in writing to the Secretary of the Convention in accordance with the rules of the Committee on Resolutions and Memorials. The Resolutions and Memorials Committee, in consultation with the Secretary and President of Convention, will prioritize resolutions received by the submission deadline to be presented and acted upon at Convention based on the time available to debate, discuss, and vote on them.
5. Additional filed Resolutions or Resolutions submitted at the formation of Convention may be considered with approval of a two-thirds vote of Convention.
6. 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 agenda item without amendment (other than an amendment contained in the Committee report) or debate. 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.
7. For elections to fill vacancies on Governing Bodies (e.g., Board of Trustees), there shall be one ballot for each body. In the event there are both full and partial terms open, Nominees receiving the highest number of votes shall be elected to the vacant full term. Nominees receiving fewer votes shall be elected to fill the partial-term vacancies. Any tie vote shall be broken by lot.
8. 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.

9. In the election of Deputies to General Convention candidates must receive 50% +1 in both orders to be elected. If there is no election in either order on the third or any succeeding ballot, the candidate with the lowest number of votes in the order shall be dropped from the next ballot. After the election of Deputies four each of Clergy and Lay, Alternate Deputies, four each for Clergy and Lay shall be elected by ranking all candidates appearing on the last ballot, both lay and clerical, not elected as Deputies. Counting the votes from both orders, the candidates shall be ranked in the order of total votes cast. Those receiving the highest number of votes shall be elected. If fewer than four are elected, the candidates dropped from the balloting for Deputies shall be elected in the order in which they were dropped.

10. This Convention pursuant to Canon 4.4 prescribes the following regulations and methods for the making of nominations and the conduct of elections at Convention.

### PROCEDURE FOR NOMINATIONS

- 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 as required by Rule 9, the Ecclesiastical Authority shall set an initial filing time ending no less than eight weeks before time of Convention.
- c. For any office for which there is no contested election, a second filing time shall immediately open after the close of the initial nomination deadline. The second nomination period shall close at midnight on the Wednesday following the Diocesan Convocation.
- d. The President of Convention shall provide a form for filing nominations on the Diocese website. Nominations shall be filed only by using the form provided on the Diocese website.
- e. The Nomination Form 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.
  - vi. A Candidate's Statement required on the form, and
  - vii. A digital color headshot 5"x 7" at 300 dpi (1500 x 2100 pixels), submitted as .jpg or .png
- f. Submitted Nomination Forms will be forwarded to the Chair of the Nominations Committee for review. Forms which meet all requirements will be forwarded to the Secretary of Convention to be added to the ballot. If a Nomination Form is incomplete, the Chair of the Nomination Committee will inform the Nominee. Incomplete or incorrectly submitted forms will not be forwarded to the Secretary of Convention for the ballot.
- g. Candidates are strongly urged to participate in a recorded zoom call (TBA) and answer the following Question: *What are your hopes for the life of the whole Diocese?*
- h. The names of all candidates, and their submitted statements shall be published on the diocese website no less than two weeks prior to Deanery Convocations, scheduled for Saturday, October 4, 2025

- i. Nominations from the floor of Convention shall be opened as provided for nominations by Canon

6.2. A description of the procedures and requirements for Nominations from the floor shall be included in the materials provided at the Deanery Convocations. A person nominated from the floor must be prepared to submit 5 printed copies of the completed Nomination Form at the beginning of convention. If the nominations committee finds a nomination(s) from the floor in order, after Bishop accepts, the nomination(s) will be added to the ballot(s) as well as emailed to all eligible voters.

### **CONDUCT OF ELECTIONS**

- 1) 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:
  - a) All voting shall be by individual secret electronic ballot. *(See Rules of Order, House of Deputies, articles XIV E and XV B. The votes shall be tabulated electronically, and the results reported to the President of Convention. See also Diocese Canon 4.4.)*
  - b) 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.
  - c) 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.
  - d) 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.
- 2) At least sixty days before each annual Convention and at the time of sending the notice of a meeting of Convention required by Art. XIV of the Constitution, the Secretary shall post on the Diocesan website a list of all clergy canonically and actually resident in this Diocese and give notice of the posting by electronic transmission to all clergy canonically resident in this diocese, whether actually resident or not. Within thirty days following the electronic transmission, any member of the clergy canonically resident in this diocese may enter an objection to the list by an email 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, which the Secretary of Convention shall report to Convention.