## 2026 DIOCESAN CONVENTION

# HOUSE RULES

**THE EPISCOPAL CHURCH IN THE DIOCESE OF NORTHERN CALIFORNIA**
**VIRTUAL CONVENTION OCTOBER 24, 2026**

**HOUSE RULES**

The Ecclesiastical Authority hereby moves for the adoption of the following 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**

Pursuant to Article VI, Section 1 of the Constitution, and order of the Bishop and Standing Committee, the 2026 Convention shall be held electronically and virtually rather than in person with clergy and delegates gathering at Designated Deanery Hubs where able, in the interest of building community within the diocese.

**I.1 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 virtually using a Zoom meeting platform.

**Seat –** The ability to participate in the Convention virtually, using 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 using the Zoom chat feature.

**Vote –** The right to cast an electronic ballot during the Convention using JotForm ballot.

**Member –** Any clergy member, lay delegate, or seat and voice who is registered to attend convention.

**I.2 Convention Manager –** In order to facilitate the conduct of this hybrid meeting of the Convention and assist the President and the Secretary of the Convention, the Ecclesiastical Authority shall appoint Lisa Taylor as Convention Manager.

**II. NOTICE OF CALL AND MEETING OF VIRTUAL CONVENTION AND CONNECTION INFORMATION**

**II.1 Call and Notice Time.** The Ecclesiastical Authority shall issue a Call for Convention to be attended virtually by Zoom with delegates gathering at Designated Deanery Hubs where possible by publishing notice for such meeting on the diocesan website no later than Monday, June 15, 2026.

**II.2 Replace a Lay Delegate with an Alternate Delegate.** No later than Friday, July 24, 2026, 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.

**I.3 Convention Manager to Send Login Information.** No later than Friday, October 16, the Convention Manager or her 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 to vote if necessary, due to technical issues using the JotForm ballot.

No later than 11:59 pm on, Saturday, October 17, 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 at convention@norcalepiscopal.org that the Alternate will be serving in place of the Lay Delegate.

**Technical terms**

- **Zoom –** the platform used for the livestream of the convention proceedings. Members attending convention at a deanery hub will watch the zoom on a screen (or screens) at the location. Only members unable to join in person may log in to the zoom meeting to participate. Zoom will also be used to enable clergy and lay delegates to appear on the zoom livestream and speak in debate
- **JotForm –** the platform used to: 1) establish quorum, 2) vote, 3) submit a motion in writing

**Technical Requirements to Participate in Convention**

- Clergy and lay delegates must check into the convention using JotForm, to establish quorum
- Members may participate in floor debate by submitting a request using JotForm, indicating their wish to speak for or against a resolution
- Members will be recognized by the President and asked to speak using the zoom connection at the deanery hub, or another location.
- Ballots will be cast using JotForm, accessed by a QR code.
- Clergy and delegates are able to share the same electronic device but must vote using their own unique code, , providing their name, congregation, and their order.
- If unable to vote using the JotForm ballot, clergy and delegates may cast a ballot by phone calling the Office of the Bishop line at 916-442-6918

## III OPENING THE MEETING AND QUORUM

**III.1 Zoom Livestream.** The Secretary shall schedule the Convention livestream to begin at least 30 minutes before the start of each session.

**III.2 Deanery Hubs.** Clergy and Lay Delegates are encouraged to gather at Designated Deanery Hubs to participate in convention. In the event a member cannot attend in person, they must be able to log in using zoom.

**III.3 Member Sign in.** All clergy and delegates must sign in to the convention on their own device (smartphone/tablet) using JotForm, accessed by a designated QR code. Each member will be required to enter their name, congregation, and ID number to establish quorum. All members, whether at the deanery hub or another location, must sign in prior to the beginning of the business session.

**III.4 Signing in and out.** Members not at a deanery hub shall sign into the Zoom meeting whenever present and shall sign out upon any departure before adjournment.

**III.5 Authorized participants.** Only people who have registered as Clergy and Lay Delegates for convention are authorized to participate. All other attendees may observe the proceedings via Zoom

**III.6 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. At all times subsequent to the formal organization of Convention, it shall be assumed that a quorum is present unless the point of no quorum is raised by any member, in which case the quorum shall be determined by a call of the Clergy and of the Parishes and Missions entitled to representation.

**III.7 Zoom Display of President.** The President shall appear onscreen throughout the Zoom business session livestream. If the livestream fails, convention will automatically be placed in recess until restored.

**III.8 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

**IV.1 Parliamentary Standard.** Roberts Rules of Order (12th Revised Edition) will be the Parliamentary Standard for this Convention.

**IV.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 audio only, calling into the Zoom phone line provided the week prior to convention

**IV.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 Zoom Chat function. The President's decision on the matter is final and shall be announced during the meeting and recorded in the minutes.

**IV.4 Deanery Hub Coordinator.** Each Deanery Hub shall have a designated person responsible for ensuring the Zoom livestream is functioning, and will manage access to debate by clergy, lay delegates, and those with seat and voice. The Ecclesiastical Authority shall approve the appointment of designated coordinators at deanery hubs.

**IV.5 Assignment of the Floor.** Members wishing to be recognized by the Convention President must do one of the following:

- If present at a deanery hub, they must use the JotForm link
- If participating using Zoom, they must use the raise hand function or the JotForm link

**IV.6 Participating in Debate.** Members, when recognized by the President, may speak for or against a resolution using an electronic device at their individual home or at a deanery hub.

**IV.7 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 using a designated JotForm link. For the motion to be recognized, the author's name and congregation must appear in the body of the motion.

**IV.8 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 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.

**IV.9 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 without needing to be recognized by the President. Members may second a motion by using the chat function in Zoom.

**IV.10 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.

**IV.11 Election to Governing Bodies.** Where there is an election to a Governing 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 numbers of votes shall fill the partial terms in the order of votes received. Any tie vote shall be broken by lot.

**IV.12 Minutes.** The Assistant Secretary shall record the minutes of the proceedings of the Convention, submit them for approval by 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 Convention.

**IV.13 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.

**IV.14 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)

**IV.15 Procedure for Governance nominations.** Pursuant to Canon 4.4, the regulations and methods for the making of nominations have not changed from previous years, except as follows:

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:

In setting the times for filing nominations for office, the Ecclesiastical Authority shall set an initial filing time ending on Tuesday, September 10. For any office for which there is no contested election, a second filing time shall open on Saturday, September 11, and close on Wednesday, October 16. Nominations must be filed by midnight on the last day set for of the second filing time.

The President of Convention shall provide a form for filing nominations on the Diocesan website. Nominations shall be filed only by using the form provided on the Diocesan website. Such nominations shall be deemed filed with the Secretary of convention.

**IV.16 The Governance Nomination Form shall include the following information:**

- Name, phone number and email address of the nominee
- Order of the nominee (clergy or lay)
- Congregation and location of which the nominee is a member
- Office the nominee is seeking
- Name, order, and congregation if nominated by someone else
- A Candidate's Biographical Statement of no more than 250 words
- A Candidate's Statement answering the following question: What talents and spiritual gifts do you bring to the Standing Committee/Board of Trustees? (250 Words Maximum)
- A high-resolution color headshot, jpg format, 3.5Mb maximum

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 Deanery Convocations on Saturday, September 19.

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.

## V. CONDUCT OF ELECTIONS

**V.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:

- Each clergy and lay delegate entitled to vote shall be allowed to cast a vote with reasonable privacy and anonymity.
- Clergy and lay delegates must cast their vote on an electronic device using a JotForm ballot
- Clergy and lay delegates must cast their vote using their own login credentials
- In the event a clergy or lay delegate is unable to cast a ballot using their device, they may call the Office of the Bishop at 916-442-6918 to enter their vote. 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.

Each voting member will be allowed a maximum of 15 minutes to cast their ballot in each election.

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 at Convention and shall be published on the diocesan webpage as soon as possible after the close of Convention.

**V.2 Publication of these Rules.** The provisions of this Rule regarding "Procedures for Governance Nominations" shall be included with the notice and time and place of Convention specified by Article VI, Section 3 of the Constitution.

**V.3 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 will post on the Diocesan website a proposed 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 has 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.