

2023 Indiana-Kentucky Synod Assembly
Rules of the Assembly

1. **Agenda and Rules:** The agenda and the rules of procedure will be adopted during the first plenary session of the synod assembly. Once adopted, neither document may be amended except by a two-thirds majority vote of the assembly.
2. **Quorum:** One-half of the members of the Synod Assembly shall constitute a quorum. (S7.14) The presence of a quorum shall be determined by the online list of participating members. The chair shall verify the presence of a quorum before stating the question on any new motion or taking any vote and, if a quorum is absent, shall declare that fact. A point of order based on the apparent absence of a quorum shall be out of order except following any vote for which the announced totals add to less than a quorum.
3. **Proxy or Absentee Voting:** Proxy and absentee voting shall not be permitted in the transaction of any business of this synod. (†S7.31)
4. **Signing in and out:** Voting members shall identify themselves as required to sign in to the Internet meeting service and shall maintain Internet and audio access during the meeting whenever present, but shall sign out upon any departure before adjournment.
5. **Technical Requirements and Malfunctions:** Voting members are responsible for their own audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
6. **Forced disconnections:** The chair may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The chair's decision to do so shall be announced during the meeting and recorded in the minutes.
7. **Making a Motion:** If a voting member wishes to make a motion (including any motions to amend a pending matter or refer a pending matter) the motion must be submitted in writing via private message to "Motions" on the Zoom platform. The Motions Monitor will forward the motion to the chair of the assembly. When recognized by the chair, the maker of the motion should identify themselves (including name and congregation name, city, and state) and state the motion using: "I move that...". The chair shall then announce whether the motion requires a second. After it is moved (and seconded) the chair shall restate the motion and, if appropriate, ask for discussion.
8. **Speaking during Discussion:** If a voting member wishes to speak to a pending matter, they will request permission by sending a private Chat message via to "Motions" – indicating name, congregation name, city and state, and whether favoring or opposing the pending matter or is asking a clarifying question. Speakers are limited to no more than two minutes; and a voting member may address the same topic no more than two times. Speakers will alternate between those speaking for and those speaking against the pending matter.
9. **Interrupting a member:** A voting member who intends to make a motion or request that under the rules may interrupt a speaker shall send a private Chat message to "Motions" and shall thereafter wait a reasonable time for the chair's instructions before attempting to interrupt the speaker by voice.

10. **Moving the Previous Question:** A member who has spoken on the pending question(s) may not move the previous question. A motion to end debate by moving the previous question shall apply only to the immediately preceding motion. A motion to end debate on all matters on the floor or more than the immediately pending question is not in order.
11. **Resolutions:** Because of the limitations of an online assembly, only resolutions received 30 days prior to the assembly shall come before the synod assembly. The deadline to receive resolutions is May 11, 2023. (Alters S7.41.D21. for this meeting of the Assembly.)
12. **Voting:** Voting will be accomplished by use of the Zoom polling feature, which shall be deemed a ballot vote. Business may also be conducted by unanimous consent.
13. **Parliamentary Procedure:** The latest edition of Robert's Rules of Order shall govern parliamentary procedure of this Synod Assembly (S7.32).
14. **Substitute Motions:** When a substitute motion is made, secondary amendments may be offered first to the original motion. After all secondary amendments to the original motion have been disposed of, secondary amendments to the substitute motion may be offered. When all amendments to the substitute motion have been disposed of, the vote shall be taken on whether the substitute motion is to be substituted as the original motion or be rejected.
15. **Recounts out of Order:** Motions to order a recount are not in order.
16. **Unfinished Business:** Upon the adjournment of the Synod Assembly, all remaining unfinished items of business shall be referred to the Synod Council for disposition. †S10.02.