

STANDING RULES FOR MEETINGS OF PENNSYLVANIA SOUTHEAST CONFERENCE

1. All documents, printed advance materials together with all photocopied reports of the Conference Consistory, Ministry Council, Mission and Ministry Teams and Task Forces distributed during the sessions are the official documents for discussion and actions.
2. All persons in attendance may be granted the right of voice on the floor of the meeting. Only delegates may vote and make motions. Those persons speaking shall identify themselves by name, church and office.
3. The limits of debate will be as follows:
 - A. Three minutes for the first speech on any debatable item.
 - B. One minute for those wishing to speak a second time on the same motion or report.
4. In order to cast a vote, one must have been named by a local church as its delegate (or alternate if the delegate is absent) or be an ordained minister with full standing in one of the Associations of the Pennsylvania Southeast Conference of the United Church of Christ, a Commissioned Minister, a Lay Association Moderator or any delegate provided for in the Bylaws.
5. Only the votes of those qualified to vote and holding an official voting card will be counted on any issue.
6. The Executive Committee, consisting of the Moderator, Vice Moderator, Secretary and Treasurer, shall be constituted in accordance with Article V, Section 2 of the Bylaws of the Conference.
7. The Executive Committee shall be available for consultation at any time during the Conference Meeting. This Executive Committee will receive all business items and determine when they may best be considered by the Conference. It will arrange business items in such a way that duplication may be avoided and the agenda expedited and items referred to the proper Mission or Ministry Team. Full freedom of presenting matters of concern as prescribed by Roberts' Rules of Order, Newly Revised, shall be guaranteed.
8. Nominations for any position may be made from the floor. The Moderator shall not accept nominations from the floor unless the persons nominated have consented to serve if elected. The person making the nomination shall provide the full name, address, telephone number and home church of the nominee to the Conference Secretary.
9. **ALL MOTIONS** are to be given in writing to the presiding officer as soon as a second to the motion is made. Motion blanks are available from the Secretary.
10. The minutes of Meetings of the Conference shall be presented to the Conference Consistory for approval prior to their mailing to the pastors and the delegates.
11. The Conference authorizes the Executive Committee of each Conference Meeting to dispose of all resolutions to the Conference in session and/or to the appropriate Mission Team(s), Ministry Team(s) or Task Force(s).
12. All resolutions must be submitted to the Executive Committee, through the Conference Secretary, by December 1 of the year prior to the Spring Meeting, and by June 1 prior to the Fall Meeting for recommendation by the Executive Committee to the Conference Meeting, Mission Team(s), Ministry Team(s) and/or Task Force(s). This will provide adequate time for Mission Team(s), Ministry Team(s) and/or Task Force(s) to work on said resolutions.
13. In terms of issues related to current events or to timely developments, such resolutions may be submitted to the Executive Committee for disposition at the Conference Meetings prior to the official convening of the meetings. All resolutions must be submitted in quantities of 200 for possible distribution to the delegates.