

*The Officers of the Covenant Ministerium recommend that the following Standing Rules be adopted for the 2022 Annual Meeting of the Covenant Ministerium:*

## **COVENANT MINISTERIUM ANNUAL MEETING STANDING RULES**

### **A. Introduction**

#### Governing Documents

The written documents that govern the Annual Meeting of the Covenant Ministerium are the Evangelical Covenant Church Constitution and Bylaws, the Rules for the Ordered Ministry of the Evangelical Covenant Church, the Covenant Ministerium Constitution and Bylaws and the current edition of Robert's Rules of Order Newly Revised, currently the 12th Edition (2020). Robert's provides that a convention or assembly of members such as the Covenant Ministerium Annual Meeting may adopt its own standing rules to supplement the provisions of Robert's and of its own documents. The standing rules require a two-thirds majority for adoption or suspension. Business brought before the Covenant Ministerium Annual Meeting that we are constitutionally required to take action on cannot be tabled or postponed indefinitely.

As members of the ministerium, we are required by our Constitution of the Covenant Ministerium (Article V, Section 5.1) to hold an annual meeting in conjunction with the Annual Meeting of the Evangelical Covenant Church and therefore the following Standing Rules are proposed:

### **B. Standing Rules of the 2022 Covenant Ministerium Annual Meeting**

1. The Business Meeting Shall Be Conducted in Hybrid Format – both with online and onsite capabilities.

1.1 All attendees, whether attending online or onsite, are expected to have reliable means for participation and are credentialed according to the principle of “one person, one login IP.”

1.2 All attendees, whether attending online or onsite, are responsible for their own personal technological connectivity and tools, this includes, audio quality and having devices fully charged for onsite and online attendees; for elements related to engaging with the voting platform, attendees may pursue assistance with the vendor platform's tech support team; a attendees personal technology failure does not constitute a point of order, of information, or of privilege to be addressed to the whole meeting. 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.

1.3 Quorum is established as the presence of one-half of those members of the Covenant Ministerium who are registered at an annual meeting of the Covenant Ministerium. Quorum is determined by the ratio of the number of delegates attending online who are logged in plus the number of onsite delegates to the number of registered delegates.

## 2. Obtaining the Floor

2.1 Only members and associate members in good standing, recognized guests, or resource persons may be present "on the floor" of the Ministerial Association Annual Meeting or request speaking privileges.

2.2 If online, only those persons who request speaking privileges through the "Ask A Question" button shall be recognized by the Chair.

2.3 If online, to raise a point of order, point of personal privilege, or other such items which require urgent attention, a member should click on "Ask A Question." An online monitor will interrupt the speaker at that time and speaking privileges will be given to the online member.

## 3. Voting

3.1 All voting, whether attendees are attending online or onsite, is conducted electronically through the AGM platform for this meeting.

3.2 All attendees will need a personal device (desktop, laptop, or mobile device) and an internet connection. For those attending onsite, an internet connection will be provided for you.

3.3 Onsite or online attendees who are logged in but who do not vote on a question will be tallied as abstentions.

## 4. Time limits

4.1 Debate on any main motion, including its subsidiary motions, will be limited to twenty (20) minutes except as otherwise specified in these standing rules or the agenda. No amendment or other subsidiary motion to a main motion shall be allowed until debate on the main motion has ceased or ten (10) minutes have passed.

4.2 No speech in debate may exceed two (2) minutes.

4.3 Time limits of debate may be extended once for an additional 20 minute period by a two-thirds majority vote. Time limits of debate for a Contested Credentials Hearing will be separately established in a motion submitted by the President of the Ministerium.

5. Debate

5.1 Members may speak once to an issue, and not again on the same issue as long as someone else, who has not yet had a turn, is seeking the floor. Once a member has spoken a second time the member cannot speak to that motion again.

5.2 The moderator will make reasonable effort to ensure an alternating pattern of speakers during debate between onsite and online attenders.

5.3 Those online members requesting speaking privileges through the “Ask A Question” button to join in the debate on a main motion or subsidiary motions will be added to a queue and will be called upon to speak.

6. Submission of Motions

All main motions and complex subsidiary motions (ex. amendments) shall be submitted in writing via email ([eccministerium@gmail.com](mailto:eccministerium@gmail.com)) to the Officers of the Covenant Ministerium in advance, before June 3rd, 2022.

7. Agenda

7.1 The agenda is prepared in advance by the Ministerium Officers and is adopted by a motion at the beginning of the Annual Meeting.

7.2 Changes or additions to the agenda may take place by a majority vote in the process of adopting the agenda. All potential additions to the agenda are to be submitted in writing to the Covenant Ministerium Officers in advance, before June 3rd, 2022.

7.3 Any items submitted beforehand are considered to be motions for amending the agenda. The president will rule on whether a motion to amend the agenda is in order in relation to the other documents governing the meeting. If in order, such amendments to the agenda will be voted on, if they receive the required second, before the motion to adopt the agenda is considered. Amendments to the agenda require a majority vote.

8. Nominations from the Floor

Persons placing names in for nomination shall obtain the prior permission of the nominee and shall so state at the time of nomination, then submit their nomination either onsite from the floor, or if online, through the “Ask A Question” button. The individual being nominated must be present at the time, either onsite or online, to confirm their willingness to accept the nomination.

9. Honorary, Advisory and Guest Members

Honorary and Advisory members shall have the privilege of voice but not vote in the assembly. The moderator may recognize resource persons to make reports or address member questions. Guest Members shall not have the privilege of voice or vote. Guest Members are invited to be present at the invitation of the moderator.

10. Modification of Agenda Order

10.1 With respect to the adopted agenda, the moderator has discretion to revise the order of agenda items at appropriate times to accommodate scheduling needs and the inclusion of non-business announcements.

10.2 At the discretion of the moderator, during important junctures or whenever needed the moderator may call the assembly to prayerful reflection.

11. Contested Credentials Hearing

11.1 During the contested credentials hearing, in the event that the minister chooses to contest online, if they or anyone serving as a witness on their behalf are unable to participate for any reason, technological or otherwise, we will use a pre-recorded video message from the minister and witnesses. The minister and any witness will be responsible to provide this video recording beforehand to the Officers of the Ministerium. Any video must be received by June 15th by the officers of the Ministerium.

11.2 The Hearing and vote will proceed using the pre-recorded video message(s) if need be. The Hearing and vote will not be invalidated in such an instance and will proceed as if the Minister were present.

11.3 In the event that videos were not received by the June 15th deadline and the minister is unable to participate for any reason, technological or otherwise, the motion for removal

will no longer be considered contested. In such an instance we will proceed with an uncontested vote on removal.

Submit all advanced notifications to the Covenant Ministerium Officers via **[ecministerium@gmail.com](mailto:ecministerium@gmail.com)**.

*Prepared by the Covenant Ministerium Officers and Anne Jorgensen, Parliamentarian (First Covenant Church, Moline Illinois).*