

## Proposed Standing Rules

2025 Covenant Ministerium Annual Meeting

Agenda Item 5b

**The Officers of the Covenant Ministerium recommend that the following Standing Rules be adopted for the 2025 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 2025 Covenant Ministerium Annual Meeting**

##### **1. Hybrid Format**

- 1.1 Delegates attending onsite are credentialed and authenticated with a personalized voting card, which will be provided at registration. The voting card must be kept secure and not shared. Voting cards will be used in conjunction with the voting device, which will be maintained by the vendor (LUMI) and provided to onsite delegates. For issues related to the voting card or voting device, delegates may seek assistance with the vendor's tech support team.
- 1.2 Delegates attending online are expected to have reliable means for participation and are credentialed according to the principle of "one delegate, one login IP address." Delegates attending online are responsible for their own personal

technological connectivity and devices; for elements related to engaging with the voting platform, delegates may pursue assistance with the online tech support team. A delegate's 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 credentialed delegates who request speaking privileges shall be recognized by the Chair.
- 2.3 If you are an online delegate, the "Speaking Queue" covers all the ways delegates may speak from the floor. When a motion is in debate, and your comment is in favor or opposed, indicate that as you reserve your position in line (the queue).
- 2.4 Online delegates will use the "Speaking Queue" to raise a point of order, point of personal privilege, or other such items which require urgent attention. If you have a question only for clarification, you do not need to indicate "for" or "against." An online monitor will bring the matter to the attention of the meeting moderator at that point.

## **3. Voting**

- 3.1 All voting, whether attendees are attending online or onsite, is conducted electronically for this meeting.
- 3.2 Online delegates will need a personal device (desktop, laptop, or mobile device) and an internet connection. Onsite delegates will be provided with a personalized voting card and a voting device by the vendor (LUMI).
- 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 thirty (30) 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. The moderator has discretion to enlarge the time for speech in debate due to interpretation of speeches not made in English.
- 4.3 Time limits of debate may be extended once for an additional 20-minute period by a two-thirds majority vote.

## **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 Recognizing that delegates will be engaging online and onsite, every effort will be made to ensure the experience is similar for a delegate regardless of the mode of participation. Within the limits of technology and/or delegate's connectivity, our hope is that no preference or priority will be given to either category of delegate. Customarily, Ministerium Annual Meetings have attempted to organize debate alternating between speeches in favor and against, following the mic sequence. Seeking to uphold that custom while recognizing the differences in delegate participation, we will strive to provide online and onsite delegates similar opportunities to engage.

## **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 11th, 2025.

## **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 11th, 2025.
- 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 or online, from the floor. 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.

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

*Prepared by the Covenant Ministerium Officers and Kendall Churchill, Parliamentarian (First Covenant Church, Youngstown Ohio).*