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**RULES OF ORDER**

**OF**

**THE CONVENTION**

**OF**

**THE PROTESTANT EPISCOPAL CHURCH**

**IN**

**THE DIOCESE OF HAWAII**

**As amended through  
October 23, 1999**

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**RULES OF ORDER OF THE CONVENTION**

<u>Title</u>	<u>Page</u>
ORDER OF BUSINESS .....	201
PROCEDURAL RULES.....	202
METHODS OF VOTING.....	204

## ORDER OF BUSINESS

The Order of Business of the Convention shall be as follows below, provided however, that the Committee on Dispatch of Business may recommend changes in it and such changes shall be implemented upon their being approved by a majority of the Convention.

1. Opening Prayer or Service.
2. The Bishop's address if the Bishop shall choose to deliver it at this time.<sup>1</sup>
3. Announcement of committee appointments.<sup>1</sup>
4. Report of the Committee on Credentials certifying a presence of a quorum of both clerical and lay members. It shall be the duty of those individuals arriving subsequent to the report of the Committee to insure that their presence is duly recorded.<sup>2</sup>
5. In the case of a vacancy, the election of a presiding officer as provided by the Constitution of this Diocese.
6. Introduction by the Chair of new Clergy and guests.
7. Report of the Committee on Credentials on the granting of a seat and voice, but not vote, at the request of the Chair or any other members of the Convention or on its own initiative to anyone introduced under paragraph 6.<sup>2</sup>
8. Report of the Secretary including communications.
9. Report of the Committee on Dispatch of Business.
10. Report by the Bishop regarding Admission of Parishes and Missions (if any).
11. Report of the Committee on Nominations as to all offices with opportunity for nominations from the floor.
12. Balloting for elective positions in the Diocese. Subsequent ballots shall be taken after each report by the chairman of the Committee on Elections who shall be recognized immediately upon the conclusion of the matter before the Convention upon the chairman's appearance or upon the chairman's appearance as the chairman of the Committee of Dispatch of Business shall recommend.<sup>2</sup>

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<sup>1</sup> Para. 2 and 3 amended at the 16th Ann. Conv. 1984

<sup>2</sup> Para. 4, 7, and 12 of Order of Business; Para. 5, 6, 7 and 8 of Procedural Rules and Para. 2 of Methods of Voting amended at the 31st Ann. Conv. 1999

13. Petitions, memorials, motions and resolutions received for referral to appropriate committees by the Chair.

14. Report of the Treasurer of the Diocese and submission of the budget by the Diocesan Council.

15. Reports of committees and commissions of the Diocese as scheduled by the Committee on Dispatch of Business.

16. Other business as scheduled by the Committee on Dispatch of Business.

17. Courtesy resolutions.

18. Selection of time and place of holding the next meeting of the Convention.

19. Adjournment, sine die.

#### PROCEDURAL RULES

The Procedural Rules of the Convention shall follow those found in Robert's Rules of Order Revised except where other procedures are provided by the Constitution or Canons of this Diocese or by the following Procedural Rules or upon the ruling of the Chair together with the two-thirds majority vote in the affirmative for a suspension of the rules.

1. The members shall remain in order whenever the Convention is in session.

2. Members shall not address the Convention or make any motion, until after recognition by the Chair.

3. Speakers shall confine their remarks to the point under discussion.

4. No member shall address the Chair while any other member has the floor, except to present a parliamentary inquiry, a point of order, or a question of privilege touching the character of the Convention or of one or more of its members.

5. Except by leave of the Convention, no member shall speak more than twice on the same question, nor longer than three (3) minutes at one time, nor in any event, a second time until every member choosing to speak shall have spoken.<sup>2</sup>

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<sup>2</sup> Para. 4, 7, and 12 of Order of Business; Para. 5, 6, 7 and 8 of Procedural Rules and Para. 2 of Methods of Voting amended at the 31st Ann. Conv. 1999

6. All petitions, memorials, and resolutions must be reduced to writing and presented to Secretary of the Convention forty-five (45) days prior to the convening of the Convention so that they may be reproduced and distributed to the clerical and lay members prior to the convening date. In the event such petitions, memorials, or resolutions are not so received, they may not be considered by the Convention except upon a majority vote of the Convention permitting the same.<sup>2</sup>

7. No motion shall be considered unless seconded by a member from a different Parish or Mission from the mover. Any motion to amend or substitute shall be submitted in writing if so required by the Chair prior to the debate thereof.<sup>2</sup>

8. If a question under consideration contains several distinct propositions, the same may be divided on the request of any member, subject to the decision of the Chair that such division can be made. If objection is made to the division, a motion to divide may be put before the Convention. When a motion for a division is made, the mover must specify the manner in which the mover desires the question to be divided. A motion to strike out and insert shall be indivisible.<sup>2</sup>

9. When a question is under consideration, no motion shall be received except:

- (a) To adjourn
- (b) To lay it upon the table
- (c) To take a vote thereon immediately or at a time certain
- (d) To extend limits of debate
- (e) To postpone to a time certain
- (f) To commit or to recommit it
- (g) To amend, substitute or divide it
- (h) To postpone it indefinitely

Motions for any of these purposes shall have the precedence in the order herein named.

10. If a motion be carried to lay on the table an amendment or a substitute, the matter before the Convention shall be dealt with as though such amendment or substitute had not been offered.

11. The following questions cannot be laid on the table: The motion (a) to adjourn, (b) to lay on the table, (c) to take from the table, (d) to take a vote immediately or at a time certain or any question as to (e) the priority of business.

12. Amendments shall be considered in the order in which they are moved. When a proposed amendment is under consideration, a motion to amend the same may be made. No subsequent amendment to such a second amendment shall be in order, but a substitute for the whole matter may be received. No proposition on a subject differing from the one under consideration shall be received under color of a substitute.

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<sup>2</sup> Para. 4, 7, and 12 of Order of Business; Para. 5, 6, 7 and 8 of Procedural Rules and Para. 2 of Methods of Voting amended at the 31st Ann. Conv. 1999

13. An amendment or a substitute shall be debatable only when the main question is debatable.

14. The adoption of an amendment by way of substitute or otherwise shall not displace the main resolution, which, after being so amended, shall be the question before the Convention.

15. A question once determined shall stand as the judgment of the Convention, and shall not again be drawn into debate during the same session of the Convention except with the consent of two-thirds of the Convention. A motion to reconsider must be made and seconded by members who voted with the majority.

16. The motion to recess or adjourn shall always be in order when no member has the floor; but if not adopted, such motion shall not be renewed until some new business has intervened.

17. The following motions shall not be debatable: to recess, to adjourn, to refer any motion or resolution to a standing committee, to recommit without instructions any pending committee report, to lay on the table, to permit a member to change his vote, to permit withdrawal of a motion or resolution.

18. When so ordered by a vote of a majority of the members present, the Convention may resolve itself into a Committee of the Whole, in executive session or otherwise, for the consideration of any matter.

19. Reports of all committees shall be in writing, and, unless recommitted by vote of the Convention, shall be received as a matter of course, and without the necessity of motion for acceptance. All reports recommending or requiring action or expression of opinion by the Convention shall be accompanied by written resolutions for the action of the Convention.

20. By unanimous consent of the members present, any action may be taken that is not in contravention of any provisions of the Constitution or of the Canons.

21. The President shall have the right to name any member of the Convention to perform the duties of the Chair; but such substitution shall not extend beyond an adjournment or recess unless directed by the Convention.

22. All questions of order shall be decided by the Chair without debate; but any member may appeal to the Convention from such ruling, and on such appeal any member may speak, but not more than once without express leave of the Convention. On such appeal the vote shall be upon the question: "shall the decision of the Chair be sustained?"

#### METHODS OF VOTING

The voting during the Convention shall be in the manner as follows:

1. Upon any question for which provision is not otherwise specifically made in the Constitution or Canons of this Diocese, a voice vote shall be taken by "ayes" and "nays" all members present being entitled to vote. The Chair shall forthwith announce

the results. But, if the Chair is in doubt, or for other good cause or upon appeal from the announcement of the result, a vote shall be taken either by a standing vote or by a show of hands in which case each member shall have one vote.

2. Upon the request of five (5) clerical and five (5) lay members, any vote of the Convention shall be taken by orders.<sup>2</sup>

3. Any member of the Convention present when a question is put shall be expected to vote thereon unless such member is personally interested in the result or for other sufficient cause.

4. If, subsequent to a ballot being cast, an election is not complete, the number of votes received by each nominee who has not been elected shall be reported to the members of the Convention.

5. With regard to any election in which a nominee is to be elected to fill a vacancy as well as a nominee elected for a full term, in the event that both are elected on one ballot, the one receiving the greater number of votes shall be elected for the full term while the one receiving the lesser number of votes shall be elected to fill the vacancy. In the event that the nominees are elected on separate ballots, the first to be elected shall serve the full term while the second to be elected shall fill the vacancy. In the event that there are multiple vacancies, the foregoing precepts, modified to accord with the circumstances, shall be followed.

6. In the event that two or more nominees are tied in the number of votes each received on the first or second ballot in an election, and such tie is significant in determining the outcome of the election, a further ballot will be taken in an attempt to break the tie. In the event that a significant tie occurs on the third ballot, all nominees involved in the tie, or their designated representatives, shall draw straws provided by the Committee on Elections, with the nominee, either in person or through a designated representative, drawing the shortest straw being declared the winner.

(19th Ann. Conv. 1987)

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<sup>2</sup> Para. 4, 7, and 12 of Order of Business; Para. 5, 6, 7 and 8 of Procedural Rules and Para. 2 of Methods of Voting amended at the 31st Ann. Conv. 1999