
Rules of Order

For the Convention of
The Episcopal Church in Hawai‘i

As amended through
October 25, 2025

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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.
3. Announcement of committee appointments.
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.
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.
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.
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*.

Articles 2 and 3 amended at the 16th Ann. Conv. 1984

Articles 4, 7, and 12 amended at the 31st Ann. Conv., 1999

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.
6. All petitions, memorials, and resolutions will be considered by Convention under the following requirements:
 - (a) **Advance Submission Requirement:** All petitions, memorials, and resolutions must be reduced to writing and electronically presented to the 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.
 - (b) **Additional Submission Requirement after 45 days prior to the convening of the meeting of Convention:** Any petition, memorial, and resolution intended for consideration from the floor of Convention after 45 days prior to the convening of the Convention, must be submitted in writing and electronically delivered to the Secretary of Convention no later than seven (7) calendar days prior to the convening of the Convention.
 - (c) **Additional Submission Requirement after 7 days prior to the convening of the meeting of Convention:** NO petition, memorial, and resolution will be accepted after seven (7) calendar days prior to the convening of the Convention except by unanimous consent of the Convention or declaration of emergency by the President of Convention. Such petitions, memorials, and resolutions must be submitted in writing and electronically delivered to the Secretary of Convention, and hard copies of such petitions, memorials, and resolutions must be printed and distributed by the proposer to all voting members on the floor of Convention.
 - (d) **Distribution to Delegates:** Petitions, memorials, and resolutions submitted prior to the 45 days prior to the convening of the Convention will be in the Annual Meeting workbook. Resolutions submitted after 45 days prior to the convening of the Convention shall be made available to delegates at least seven (7) days prior to the convening of the Convention through official communication channels.
 - (e) **Presentation Procedure:** Petitions, memorials, and resolutions submitted after 45 days prior to the convening of the Convention must be formally presented from the floor during the designated time for such proposals. The presenter must be a

registered member of the Convention.

- (f) **Motion to Consider:** After presentation, a motion must be made and seconded, by a member from a different congregation, to consider the petition, memorial, or resolution. Debate on whether to consider shall be limited to fifteen (15) minutes total.
 - (g) **Threshold for Acceptance:** Petitions, memorials, and resolutions submitted after 45 days prior to the convening of the Convention shall only proceed to full debate and potential action if two-thirds (2/3) of registered delegates present approve to accept the resolution for consideration.
 - (h) **Discussion and Voting:** Once accepted, the petition, memorial, or resolution enters full debate under the general Rules of Order. Amendments may be proposed, and a final vote may be called once discussion is complete or closed.
 - (i) **Format of Resolutions:** All resolutions submitted to the Convention must be in the form and style of resolutions as required by the General Convention of the Episcopal Church and as otherwise directed by the President of this Convention.
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.
 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.
 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
 10. Motions for any of these purposes shall have the precedence in the order herein named.
 11. 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.
 12. 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.
 13. 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.

14. An amendment or a substitute shall be debatable only when the main question is debatable.
15. 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.
16. 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.
17. 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.
18. 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.
19. 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.
20. 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.
21. 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.
22. 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.
23. 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 with express leave of the Convention. On such appeal the vote shall be upon the question: "shall the decision of the Chair be sustained?"

Articles 5, 6, 7 and 8 amended at the 31st Ann. Conv., 1999

Article 6 amended at the 57th Ann. Conv., 2025

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” of 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.
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.

Article 2 amended at the 31st Ann. Conv., 1999

Social Media

This policy as adopted by Diocesan Convention on October 12, 2024, applies only to the use of social media and electronic communication while the Convention is in a convened meeting. Communication during other activities taking place while members of the Convention are gathered, but not convened, (meals, ministry site visits, worship, personal time, etc.) fall outside the scope of this policy.

The terms social media and electronic communications include but are not limited to:

- electronic distribution of photographs, email, blogs;
- the use of Instagram, Twitter, Facebook, Snapchat, LinkedIn, other social media platforms,
- videotaping, live streaming, audio taping
- and other multimedia, including electronic listening and/or recording devices.

During any convened meeting of Convention, those present (ex. Members of the Convention, invited guests, chaplains, translators, visitors, members of media, and staff designated by the Bishop or other authorized chair of the meeting) have the following rights:

- 1) Photographs or other recordings (sound or video) may be taken only with the permission of those in the photograph, video or recording; an exception is given to designated/authorized individual(s) taking pictures or recording the meeting. Those authorized individual(s) will be identified at the beginning of the Convention.
- 2) Photos and recordings may only be released after permission is given at the end of that session by the individuals, not during the session.

It is assumed that speakers may be quoted from meetings of Convention, but these quotations may not be communicated in any form until the adjournment of the meeting.

The Episcopal Church in Hawai'i uses photographs and videos of events in brochures and newsletters, on its website, social media outlets, and other purposes. Unless this permission is revoked in writing to the Episcopal Church in Hawai'i, you agree to the use of your likeness in such materials by your registration for and attendance at the Annual Meeting. If you do not want your picture used, please inform the Diocesan Support Center.

Any speaker may deny permission for their image or recordings to be posted on social media by other members of convention by stating so prior to speaking.

The proceedings of meetings of Convention may be recorded via video and live streamed, and such complete recordings may be posted for viewing on the Diocesan website after the adjournment of the meeting.

Supplemental Special Rules of Order for Virtual Attendance at Annual Convention

Adopted October 24, 2020

I. Preamble

1. Supersede Regular Rules. These Supplemental Special Rules of Order for Virtual Attendance at Annual Convention (hereinafter, "these Rules") shall be supplementary to the regular Rules of Order and to the extent they are in conflict with the regular Rules of Order, these Rules shall prevail.
2. Purpose. The purpose of these Rules is to facilitate the calling and meeting of the Diocesan Convention of the Episcopal Diocese of Hawai'i in a situation where it is impractical to hold a face-to-face physical meeting of the Convention due to governmental restraints or as otherwise directed by the Ecclesiastical Authority of the Diocese.
3. Interpretation of Certain Constitutional and Canonical Terms. For purposes of Conventions governed by these Rules, these terms shall have the following interpretation:
4. "Convention": The meeting of eligible voting clergy and elected lay delegates of the meeting of the Convention of the Episcopal Diocese of Hawai'i conducted wholly or in part via remote electronic participation by its members as follows:
 - a. "Seat": The ability to participate in the Convention via electronic connection
 - b. "Voice": The right to make oral statements during the Convention
 - c. "Vote": The right to cast an oral voice or electronic poll=vote or file an electronic ballot during the Convention
5. Convention Managers. In order to facilitate the conduct of an electronic meeting of the Convention, the Ecclesiastical Authority shall appoint one or more Convention Managers to assist the President, Dispatch of Business and Secretary of the Convention.

II. Notice of Meeting of Virtual Convention and Connection Information

1. Increased Notice Time. If the Ecclesiastical Authority shall call for a meeting of Convention by electronic means, the notice for such meeting shall be given by publication on the diocesan website and otherwise no later than four weeks prior to the date called for the opening of the meeting.
2. Members to Furnish Communication Information. No later than two weeks before any such meeting, every member of the clergy entitled to seat, voice, or vote in Convention must notify the Ecclesiastical Authority of his or her unique email address in order to receive the ability to participate in a Convention held electronically. No later than such date, every rector, vicar, or a warden of any congregation entitled to representation in Convention must notify the Ecclesiastical Authority of the email address of (a) every Lay Deputy of such congregation or (b) any Alternate who pursuant to Canon 2, Section 1 will replace an elected Lay Deputy who will be unable to attend the Convention.
3. Secretary to Send Login Information. No later than three days before such meeting, the Secretary of Convention or his or her designee shall send an email to every member of Convention setting forth (a) the time of the meeting, (b) the URL and codes necessary to connect to the Internet meeting service, and, as an alternative and backup to the audio

connection included within the Internet service, the phone number and access codes the member needs to participate aurally by telephone, and (c) if applicable, a Voter ID code.

III. Opening of Meeting and Quorum

1. Login Time. The Secretary shall schedule Internet meeting service availability to begin at least 30 minutes before the start of each meeting.
2. Signing in and out. Members shall identify themselves as required to sign in to the Internet meeting service, and shall maintain Internet and audio access throughout the meeting whenever present, but shall sign out upon any departure before adjournment.
3. Quorum. The Convention Managers shall determine and report to the Secretary the presence of a quorum as required by the Constitution on the basis of members' login information. The members present may continue to do business until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum. Less than a quorum can adjourn.

IV. Conduct of Meeting

1. Technical requirements and malfunctions. Each member is responsible for his or her 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.
2. Forced disconnections. The President of Convention may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The President's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.
3. Assignment of the floor. To seek recognition by the President, a member shall use the Zoom "raise hand" request and await recognition. Once the pending action is completed, the Convention Manager shall clear the online queue.
4. Interrupting a member. A member who intends to make a motion or request that under the rules may interrupt a speaker shall use the YES icon feature for so indicating, and shall thereafter wait a reasonable time for the President's instructions before attempting to interrupt the speaker by voice.
5. Motions submitted in writing. A member intending to make a main motion, to offer an amendment, or to propose instructions to a committee, shall, before or after being recognized, post the motion in writing to the online area designated by the Secretary for this purpose, preceded by the member's name, parish affiliation and a number corresponding to how many written motions the member has so far posted during the meeting (e.g., "John Smith, Rector of St. Swithun's, Stafford, 3:"; "Richard Roe, Holy Name, Millstone, 1"). Use of the online area designated by the Secretary for this purpose shall be restricted to posting the text of intended motions.
6. Seconding of motions and related posts. Members responding "so moved" to a request from the President for a motion, or seconding any motion that requires a second, must do so using the Raise Hand feature without needing to be recognized by the President.
7. Display of motions. The Secretary shall designate an online area exclusively for the display of the immediately pending question and other relevant pending questions (such as the main motion, or the pertinent part of the main motion, when an amendment to it is immediately pending); and, to the extent feasible, the Secretary, or any assistants appointed by him or her for this purpose, shall cause such questions, or any other

documents that are currently before the meeting for action or information, to be displayed therein until disposed of.

8. Video display. The President, the Secretary, or their assistants shall cause a video of the President to be displayed throughout the meeting, and shall also cause display of the video of the member currently recognized to speak (if such display is permitted by them) or report.
9. Broadcasting. The Convention Manager shall arrange for broadcasting via livestreaming or otherwise so that the public and members of the Diocese other than members of the Convention may observe the proceedings.

V. Floor Nominations and Voting

1. Nominations from the Floor. Any persons who have not been nominated through the Nominating Committee or the Secretary of Convention may be nominated for office by written nomination online form for such purpose, completed and submitted to the Secretary no later than a week prior to the opening of Convention, provided that when the President invites nominations from the floor for that office the person making the nomination confirms the nomination and the person nominated confirms willingness to serve if elected.
2. Voting. Votes not requiring ballots may be taken by the Zoom polling feature. Other votes, including balloting for elections, shall be taken by the anonymous voting feature of the Internet voting service, using members' assigned Voter ID code. Results of votes may be reported to the President by the Chair of the Elections Committee or the Secretary.

VI. Adaptability

1. Due to the newness of virtual attendance, changes to procedures may need to occur. Therefore, the above mentioned rules of order may be changed by the chair as circumstances dictate.