

RULES OF ORDER
as adopted by the 181st Convention

1. Electronic Meeting. The 181st Annual Meeting of the Convention of the Episcopal Church in the Diocese of Missouri (“**Convention**”) shall be conducted through use of an Internet meeting service designated by the Presiding Officer that supports anonymous voting and visible displays:

- (i) identifying those participating;
- (ii) identifying those seeking recognition to speak;
- (iii) showing (or permitting the retrieval of) the text of pending motions;
- and
- (iv) showing the results of votes.

This electronic meeting of the Convention shall otherwise be subject to all rules adopted by the Convention to govern its annual meeting, which may include any reasonable limitations on, and requirements for, members’ participation. These rules and any other rules adopted by the Convention shall supersede any conflicting rules in Roberts Rules of Order. In addition, the following procedures shall apply:

(a) Voting. An anonymous vote conducted through the designated Internet meeting or electronic voting service shall be deemed a written ballot vote, fulfilling any requirement in the Constitution and Canons of the Episcopal Church in the Diocese of Missouri or the Constitution and Canons of the Protestant Episcopal Church in the United States of America or rules that a vote be conducted by written ballot. Votes shall be deemed anonymous so long as votes cast by an individual are available only to the administrator of the voting system. Every member who may be in the House (as determined based upon members’ login information as set forth below) when a vote is called shall be counted unless he/she be excused by Convention.

(b) Unanimous consent. Except when a written ballot is required, business may be conducted by unanimous consent.

(c) Electronic connection. 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.

(d) Quality of electronic connection. 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.

(e) Disconnection. The Presiding Officer may cause or direct the disconnection or muting of a member’s connection if such connection is causing undue interference with the meeting. The Presiding Officer’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.

(f) Video display. In addition to display of pending motions or results of votes, video of the Presiding Officer and any member currently recognized to speak or report shall be displayed throughout the meeting, as well as such other video displays as the Presiding Officer designates in her discretion.

(g) Canonical terms. For purposes of this Convention, the following terms shall have the following interpretation:

(i) **Convention.** The meeting of clergy and laity of the Episcopal Church in the Diocese of Missouri (the “**Diocese**”) conducted wholly or in part via remote electronic participation by its members.

(ii) **Seat.** The ability to participate in the Convention via electronic connection.

(iii) **Voice.** The right to make oral statements during the Convention.

(iv) **Vote.** The right to cast an oral voice or electronic poll vote or file an electronic ballot during the Convention.

2. Convention Managers. In order to facilitate the conduct of an electronic meeting of the Convention, the Ecclesiastical Authority may appoint one or more Convention Managers to assist the Presiding Officer and Secretary of the Convention.

3. Members to furnish communication information. No later than three weeks before any electronic meeting of the Convention, every member of the clergy entitled to seat, voice, or vote in Convention must notify the Ecclesiastical Authority of his or her 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 will replace an elected Lay Deputy who will be unable to attend the Convention.

4. Secretary to send login information. No later than three days before any electronic meeting of Convention, 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; and (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.~~

5. Opening of meeting and quorum.

(a) Login Time. The Secretary shall schedule Internet meeting service availability to begin at least 30 minutes before the start of each meeting.

(b) 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.

(c) Quorum. The Convention Managers shall determine and report to the Secretary the presence of a quorum as required by the diocesan Constitution on the basis of members’ login information. Less than a quorum may act on a motion to adjourn.

6. Permanent Committees. The Presiding Officer shall appoint members of Permanent Committees at each Meeting of Convention.

7. Making a motion; Resolutions from the floor. All resolutions from the floor shall be reduced to writing, presented to the Secretary, and read to Convention. A resolution from the floor that is not a part of a committee report may be introduced only at the time indicated in the Order of Business. All resolutions from the floor, whether or not a part of a committee report, after receiving a short explanation from the presenter, must receive a 2/3 majority vote of Convention before it may be considered by Convention. 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 such 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. Use of the online area designated by the Secretary for this purpose shall be restricted to posting the text of intended motions. The names of movers

of resolutions shall appear in the minutes of Convention. All motions and resolutions requiring reference shall be referred, so far as possible, to the Permanent Committees of Convention.

8. Obtaining the floor. To seek recognition by the Presiding Officer, 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. When any member speaks to Convention, he/she shall address himself/herself to the Presiding Officer, state his/her name and church, and confine himself/herself to the point in debate.

9. Seconding of motions and related posts. Members responding “so moved” to a request from the Presiding Officer for a motion, or seconding any motion that requires a second, must do so using the Zoom Chat feature without needing to be recognized by the Presiding Officer.

10. 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.

11. Limits on debate. A member, other than the Chairman of the Committee whose report is under consideration, shall not speak more than twice in the same debate, nor longer than five minutes at a time, without leave of the House.

12. Motions to reconsider. When a question has once been determined it shall stand as the judgment of the House, and shall not again be drawn into debate except on motion of reconsideration which must be made by a member who had previously voted in the majority.

13. Robert’s Rules of Order. All questions of parliamentary law not resolved by reference to the Canons or these General Rules shall be decided under Robert’s Rules of Order.

14. Questions of order. All questions of order shall be decided in the first instance by the Presiding Officer (in consultation, as necessary, with any parliamentarian appointed by the Presiding Officer), without debate; an appeal may be made to Convention by any member.

15. Committee reports. The reports of all Committees shall be in writing, and shall be received without motion for acceptance, unless recommitted by a vote of the House. All reports recommending or requiring any action or expression of opinion by the House shall be accompanied by a resolution for the action of the House thereon. All annual reports shall be received and filed by the Secretary as presented before or during Convention. Such reports shall be posted online to the Convention website and may be called upon motion to be read and considered at any time during Convention. All reports received by title during Convention shall be posted by the Secretary online to the Convention web site.

16. ~~Preferential Aggregate Transfer Ballot.~~ Except in cases where majority vote is required, all elections shall be by Preferential Aggregate Transfer Ballot: utilizing such online balloting system as the Secretary shall have determined in consultation with the Presiding Officer.

(a) No later than the day before elections are to occur, the Secretary of Convention or his or her designee shall send an email to every member of Convention setting forth a unique voter access code.

(b) ~~(a)~~ Each elector shall mark his or her ballot by numbering the names of all the candidates for each office in order of preference, with the preferred name being numbered 1. The elector shall not give more than one number to any name, nor shall any name be left unnumbered. Any ballot which does not comply with the directions given in this section will be invalid and will not be counted.

(c) ~~(d)~~ The persons appointed by the Presiding Officer to conduct the election shall count each valid ballot by assigning to each candidate that candidate's rank-ordered number on the ballot.

(d) ~~(e)~~ The candidates shall then be ranked according to the respective sums of their rank-ordered numbers, beginning with the lowest sum, and the candidate or candidates with the lowest sums shall be elected, according to the number of vacancies to be filled.

(e) ~~(f)~~ In case of a tie in which one or more candidates must be selected, that candidate or candidates with the highest number of first-place ballots shall be elected; and if the tied candidates have the same number of first place ballots, then the candidate or candidates having the highest number of second place ballots shall be elected, and so forth; and if the tied candidates have the same number of ballots at every rank, then the candidate or candidates to be elected shall be chosen by the toss of a coin.†

17. Entry into debate by Presiding Officer. The Presiding Officer may, having left the chair, enter into the debate on any question, but shall not then resume the chair until the main motion under consideration has been disposed of.

18. Order of Business. Once the Order of Business has been approved it may not be altered except by 2/3 majority vote of Convention, provided that the Presiding Officer may reorder agenda items at any time.