

## Covenant Community Church Rules of Order

These are general rules of order to assist in running Church Council meetings, committee meetings, and congregational meetings.

### General Principles

- Meetings of Council, Council committees, and meetings of the congregation shall be governed by biblical principles and common sense.
- No action shall be allowed that violates the principles of the Church's Constitution and Bylaws.
- Adherence to rules shall be enforced by the chair or a designee, in case the chair is absent.
- Failure to follow any rule at some time does not automatically permit the rule to be ignored in the future.

### Membership and Organization

- Membership of the Council and its committees is outlined in the Constitution and Bylaws. Membership of Council committees may be set by Council or may be delegated to the committee itself.
- Council will organize itself in its first regular meeting of the term; committees will do likewise.
- All members and ex-officio members are allowed to vote on all business, as long as the item under consideration does not financially affect them greater than the assembly. However, all may participate in the discussion.
- Speakers are limited to 3 minutes each, unless the organization gives special permission.

### Motions

- All motions must receive a second before becoming official. Amendments may be made to an official motion and must be seconded to be accepted. After they have received a second, all motions and amendments are debatable unless otherwise stipulated.
- A simple majority is needed to accept any motion or amendment, unless otherwise stipulated in this document.
- Votes on motions and amendments are held in reverse order with the last amendment made being voted on first, and so forth. Then the original motion, as amended, is voted on last.
- Privileged motions take precedence over all other matters and are not debatable. These motions are: fix a time to adjourn, adjournment, and questions of privilege. A call to set time for adjournment or adjournment may be made at any time, except to interrupt a speaker.
- The object of adjournment is to dismiss the body. A motion for adjournment is undebatable, unamendable, and may be withdrawn.
- The chair may state "the meeting is adjourned if there is no objection". No vote is required.
- Any business may be "tabled" to delay action on the business or "taken from the table" to renew action on the business. These actions require a second and are undebatable, unamendable, and cannot be reconsidered in that meeting; a simple majority is needed. If a tabled motion is not taken from the table by the close of the next session, it is killed. A "table" motion should not be used to permanently stop work on business; a motion to postpone indefinitely is more appropriate.
- A motion to end debate may be called to force a vote on an issue; this requires a second, is undebatable, is unamendable, may be reconsidered, and requires a 2/3-majority.
- A motion to reconsider may be made if a person who voted with the majority changes his/her view to the losing side and then calls to reconsider. This can only be done during the meeting when the original action was taken. This motion requires a second, may be debatable (if the original item was debatable), is unamendable, and requires a majority vote.

- Motions may be rescinded without notice by a two-thirds majority vote and can be done by a simple majority, if notice was given when the meeting was called. An exception is that motions cannot be rescinded if action has been taken that cannot be reversed, such as action on a contract or action on a resignation or a dismissal from membership.

#### Meetings

- The meeting agenda will normally include a call to order, reading of minutes of previous meeting, acceptance of minutes, treasurer's report, correspondence, committee reports, unfinished business, new business, announcements, and adjournment. Inclusion of devotionals and prayers are allowed at any point. The agenda may be changed as needed.
- Actions by the chair may be appealed. An appeal must be seconded, is unamendable, may be reconsidered, and requires a majority vote.
- When a committee adjourns, it is subject to the call of its chair for a future meeting.

#### Rights of the Assembly and Rights of the Individual

- When the rights of the assembly conflict with the individual's rights, the rights of the assembly must prevail. However we must be cognizant of the rights of minority positions in meetings. Where appropriate, a written minority report may be accepted and filed with minutes.
- A question of privilege (point of order) have to do with the right of the assembly and rights of individual members. Any member may call a "point of order" at any time (including interrupting other speakers), and, upon being recognized, will state what this question is. The chair will rule on the validity of the question and take appropriate action. Questions of privilege can deal with such things as correctness of actions, transgressions of rules, breach of order, actions in violation of law, health and safety, comfort of assembly, decorum, etc.
- An individual may request that a voice vote be confirmed by a show of hands or such method, as a means to protect the rights of a minority, usually done by stating "division of the house". No vote on the "division" is taken, but a hand count or standing count must be taken on the original motion.

#### Amendment of Rules

- These rules may be amended at any time by a 2/3-majority of the Council if there were no previous notice of the proposed change or by a simple majority if previous notice were made. Previous notice is given by notifying all members at least 7 days prior to the meeting for which the amendment is to be made.

#### Nomenclature

- Amend. To alter. Must be seconded and voted upon.
- End debate. The purpose is to stop debate on an action.
- Ex-officio members. Individuals who are members due to their position in the organization.
- Point of Order. A question that affects the rights of the assembly or the individual.
- Quorum. Minimum number of people that must be present to conduct business, although information may be shared without a quorum.
- Reconsider. A vote to discuss a matter that had been previously agreed upon.
- Second. A person who agrees that a motion should be voted on.
- Table. Stop action on a piece of business, with the proviso that it may be considered later.
- Take from table. Restart action on business that had been previously tabled.
- Withdraw. To remove an item from consideration. To withdraw a motion, the second must agree to the withdrawal.

Approved December 10, 2009