

# Manitoba Northwestern Ontario Synod - Evangelical Lutheran Church in Canada

## Convention Procedures Manual

Approved by Synod Council April 20<sup>th</sup>, 2017

SC 2017 - 08



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## House Rules and Practices

Standard convention procedures are referenced in MNO Bylaws Part V Section 13. In addition, the following practices are followed:

- (a) Visitors shall be seated in an area that is separate from voting delegates.
- (b) Those wishing to speak to a motion or address the chair must do so by moving to a floor microphone. Once recognized by the chair, speakers must first identify themselves, their delegate status and affiliation.
- (c) All motions and amendments to motions must be supplied in writing to the secretary at the time they are formally moved. A form for writing motions will be made available to delegates either in their registration packages or on tables in the main convention hall.
- (d) The mover of a motion shall be given first opportunity to speak to his or her motion once the motion is on the floor for debate. Normally, delegates will be given the floor only once for any one motion before the assembly. Subsequent requests to speak to the same motion may be granted at the discretion of the chair but only after the chair is certain all delegates have had fair opportunity to speak at least once. Immediately before calling the question, the chair shall give the mover of the motion one last opportunity to speak.
- (e) All ballots and any tally sheets used in the counting of votes shall be kept by the secretary until the minutes of the convention have been formally adopted. After such time, Synod Council may act to have the ballots destroyed.
- (f) Where balloting for an elected position results in a tie vote, a run-off ballot will be held. Names appearing on the run-off ballot shall be the candidates who were tied on the preceding ballot.

## Minute Taking

1. The secretary of the Synod shall be responsible for keeping a record of business transacted at Synod Conventions.
2. Synod Council may appoint other individuals (delegates or non-delegates) to assist the secretary with the task of taking minutes.
3. An enabling motion shall be presented to the Convention during Sitting 1 delegating authority to approve convention minutes to the synod council, at its first meeting following the Convention.

## Convention Committees

1. Convention Committees and their chairs are appointed by the Bishop. The Bishop may consult with the Executive Committee or members of Synod Council for advice on committee member selections.
2. Committee members are chosen from among registered delegates.

## Committee on Reference and Counsel

The Committee on Reference and Counsel provides a means for business not included on the Convention agenda to be vetted by an impartial committee that then provides a recommendation to Convention as to how that business should be discharged.

The two main sources of non-agenda resolutions are petitions from congregations (i.e., proposed actions from a congregation, forwarded for consideration by the Convention – see MNO Bylaws Part V Section 8) and motions made by delegates on the convention floor that are not germane to any agenda item.

1. Committee membership shall consist of two rostered and two lay delegates.
2. The Committee on Reference and Counsel is appointed to be the impartial, discerning mind of the Convention to facilitate the proper presentation of petitions/resolutions and make efficient use of the assembly's time.
3. The Committee of Reference and Counsel shall assist petitioners in preparing their resolutions to be heard by the assembly. The Committee may suggest to the petitioners possible clarifications or editing, of grammar, spelling or language, to form a properly worded motion conveying their intent and taking into account appropriate jurisdiction and constitutional or bylaw requirements.
4. The Committee of Reference and Counsel has six options to select from in dealing with each petition/resolution. The Committee shall include the text of the original petition/resolution as well as the Committee of Reference and Counsel's rationale for its recommendation in their report to the Convention.

**(a) recommend the adoption and move and second the adoption of the original petition/resolution.**

Consequently, the original petition/resolution is before the Convention.

**(b) recommend a substitute motion to replace the petition/resolution and move and second the substitute motion.**

Consequently, the substitute motion presented by Reference and Counsel is before the Convention. If the substitute motion is defeated, the original petition/resolution is before the Convention.

**(c) recommend the petition/resolution be referred and move and second the referral.**

Consequently, the motion to refer is before the Convention. If that motion is defeated, the original petition/resolution is before the Convention.

**(d) recommend that the petition/resolution be defeated.**

Consequently, the original petition/resolution is before the Convention, and will require a mover and seconder from the floor of the Convention.

**(e) recommend that the petition/resolution come to the floor of the Convention with no recommendation**

Consequently, the original petition/resolution is before the Convention, and will require a mover and seconder from the floor of the Convention.

**(f) recommend that the Chair declare that the petition/resolution is out of order.**

The Chair then rules whether or not the petition/resolution is out of order. The ruling of the Chair may be challenged by the Convention.

5. Recommendations of the committee must be supported by more than one half of committee members present at a committee meeting.
6. The Chair of the Committee of Reference and Counsel is asked to prepare a template of motions including “housekeeping” motions (i.e. word of thanks to host congregation, staff, etc.), and provide it electronically to the Secretary of the Synod Council in advance of the first sitting of the business session of the convention. The synod office will provide sample “housekeeping” motions from past Conventions.

## Committee on Elections

The Committee on Elections purpose is to tally results of balloted votes and report those results to the convention.

1. Membership of the Committee shall consist of four members, at least one of which shall be a rostered minister. When it is anticipated that the workload of this committee may be extraordinary, an additional two members may be appointed. The Committee may then be divided into two groups of three with co-chairs appointed for each group. To minimize the amount of time committee members are taken away from convention sittings, the groups shall alternate turns counting ballots.
2. After each counting session, all ballots and tally sheets used to count votes must be returned to the convention office. If tally sheets are kept in electronic format, a copy of the file shall be transferred to the synod office.
3. Final results of each vote shall be recorded on a standard form found elsewhere in this manual. Three copies shall be prepared of each result.
4. The Chair or one of the co-Chairs shall report results to the convention when called upon by the convention chair. Before announcing results, written copies of the report shall be given to the convention chair and the secretary.
5. When announcing results, the committee chair or co-chair shall report the number of votes cast, the number of spoiled ballots, the number needed for election or passage and the number of votes received by each candidate or, in the case of a motion, the number for and against.

Where feasible, electronic means may be used to announce / deliver the results of a ballot to the assembly.

Hearing the results, the Convention Chair shall declare a decision.

## Committee on Registration and Attendance

The purpose of the Committee on Registration and Attendance is to report to the Convention, the number of delegates who have officially registered for the Convention.

1. Membership of the committee shall consist of one lay person and one rostered minister.
2. Committee members shall work in conjunction with synod office staff to obtain registration information.
3. The Committee's main responsibility is to compile a report and present it to the Convention during Sitting 1. The report shall include:
  - (a) the number eligible delegates as specified by the MNO Synod Bylaws Part V, Section 3
  - (b) the total number of delegates who have officially registered
  - (c) a breakdown of the total number of delegates according to status (lay, rostered, retired rostered, youth).
  - (d) The number of persons registered as visitors
  - (e) Confirmation that quorum has been achieved (as per MNO Bylaws, Part V, Sections 5)
3. The Committee shall also prepare a final report for presentation during the final sitting of the Convention. The final report will note any changes in registration numbers that occurred following the opening of the Convention.

The final report shall also include the following:

  - (a) names of the congregations not represented by lay delegates
  - (b) as per SC/92-25-21, names of rostered ministers under call (in active or interim ministry) who are not in attendance, and whether they have been excused or unexcused (the excuse is not to be reported).
4. The Committee may be asked by Convention Chair for supplemental reports as the need arises.

## Delegate Selection Process – Retired Rostered Ministers

MNO Bylaws Part V Section 3c makes provision for retired rostered ministers to comprise up to 10 percent of all rostered voting delegates to a synod convention. As per Part V Section 3b, rostered ministers are defined as those under call or appointment or on leave from call.

Rostered retired ministers will be elected by their peers through a nomination and balloting process to be determined by Synod Council.

The following outlines that process:

1. Responsibility for the process of electing retired rostered minister delegates shall reside with the secretary of the synod.
2.
  - (a) Six months prior to the opening of Convention, the secretary shall call for nominations for retired rostered minister delegate positions. The call for nominations shall be posted on the Synod website, published in the synod's electronic newsletter and sent by regular surface mail to all eligible candidates.
  - (b) The nomination process shall be one of self-nomination.
  - (c) Eligible candidates willing to serve as delegates must indicate so in writing or by electronic messaging to the synod office no later five months prior to the opening of convention.
3.
  - (a) The secretary shall determine the number of retired rostered delegate positions to be filled based on the figure of 10% [rounded down to the nearest whole number] of those eligible to be delegates under MNO Bylaws Part V Section 3b.
  - (b) After nominations have closed, the secretary shall prepare a ballot listing all those who have indicated a willingness to serve as a delegate. The ballot shall state that electors may cast multiple votes on the same ballot, with the number of votes equal to the number of delegate positions.
  - (c) Ballots shall be sent by regular surface mail to all retired rostered ministers no later than 90 days prior to the opening of convention. Ballots shall be initialed by the secretary or his/her designate prior to distribution.
  - (d) Electors will return completed ballots to the Synod office. Balloting will close 60 days prior to opening of convention.
4.
  - (a) The individual ballots returned on time shall constitute a valid ballot to be counted. Ballots will be counted by the secretary who shall enlist two other officers and / or staff persons to serve as scrutineers. Ballots returned with votes for more than the number of positions to be filled shall be considered spoiled ballots.
  - (b) Successful candidates shall be determined using a plurality system where positions are filled in descending rank order according to the number of votes received. Where necessary, the Chair shall cast a deciding ballot to resolve ties.
  - (c) Those elected shall be notified by the Synod office once election results have been tallied. Election results shall be posted on the synod website.
  - (ed) Vacated delegate positions shall be filled by the retired rostered minister who received the next highest number of votes.



# FORMS

## Report on a Recorded Vote on a Motion

MOTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of ballots cast	
Number of spoiled ballots	
Number of valid ballots cast	
Type of majority needed (e.g. simple, 2/3rds).	
Number of votes needed for Motion to Pass	
Number of Votes in Favour	
Number of Votes in Opposition	

Chair: Committee on Elections \_\_\_\_\_  
Name Signature

(Please complete in triplicate – copies to committee chair, convention chair and secretary)



## Reference and Counsel Report

**Motion:**

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- recommend the adoption and move and second the adoption of the original petition/resolution.
- recommend a substitute motion to replace the petition/resolution and move and second the substitute motion.
- recommend the petition/resolution be referred and move and second the referral.
- recommend that the petition/resolution be defeated.
- recommend that the petition/resolution come to the floor of the convention with no recommendation
- recommend that the Chair declare that the petition/resolution is out of order.

Chair: Committee on Reference and Counsel

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

# Motion Recording Form

MOTION

That: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Moved by: \_\_\_\_\_

Call for Nominations for Retired Rostered Delegates – Cover Letter



# **Manitoba/Northwestern Ontario Synod**

*Evangelical Lutheran Church in Canada*

**Empowered by God ~ Shepherding the church ~ Serving the world**

## **CALL FOR NOMINATIONS**

### **RETIRED ROSTERED MINISTER DELEGATES TO THE 2018 SYNOD CONVENTION**

**April xx-xx, 2018**

#### **Location of Convention**

MNO Synod Bylaws Part V – Section 3c makes provision for retired rostered ministers of the MNO Synod to be represented at Synod Conventions. Representation is based on a formula that limits the number of retired delegates to up to 10 percent of all rostered voting delegates. For the 2018 convention, the number of retired rostered minister delegates will be \_\_\_\_\_.

These delegates shall be elected by their peers according to a process approved by Synod Council (SC 2017 – 08). The process involves (a) a call for nominations followed by (b) an election if necessary to choose amongst those nominated.

#### **SELF-NOMINATION PROCESS**

To indicate your willingness to serve and have your name appear on the ballot, please complete the enclosed form and return it to the synod office. For a candidate's name to appear on the ballot, nomination forms must be received by the synod office no later than

\_\_\_\_\_.

Please note that retired rostered ministers who will be under call or appointment at the time of convention are not eligible for nomination.

#### **ELECTION PROCESS**

Once nominations close, a ballot will be prepared and sent to all eligible electors by regular mail.

Ballots will be sent out no later than \_\_\_\_\_ and must be returned to the synod office no later than \_\_\_\_\_.

If you have questions or concerns, please contact the synod office.



Manitoba  
Northwestern  
Ontario Synod

## Nomination Form for Retired Rostered Convention Delegates

### 2018 SYNOD CONVENTION

#### INDICATION OF WILLINGNESS TO SERVE

Your Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

I wish to have my name appear on the ballot in the forthcoming election that will select retired rostered ministers to serve as delegates to the 2018 Synod Convention

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Please return to the MNO Synod Office by fax (204-896-0272), as a scanned email attachment to [mnosynod@elcic.ca](mailto:mnosynod@elcic.ca) or by regular surface mail (935 Nesbitt Bay, Winnipeg, MB R3T1W6). To appear on the ballot, nominations must be received by \_\_\_\_\_



Manitoba  
Northwestern  
Ontario Synod

## Ballot for Retired Rostered Convention Delegates

### 2018 SYNOD CONVENTION

Place an "X" beside the names of up to **(insert number here)** candidates. Ballots marked with more than **(insert number here)** names shall be considered spoiled. The Secretary or her /his designate shall initial or sign all ballots before distribution, in order to protect the integrity of the election process. [MSC SC 2017 -15E]

#### Candidates in Alphabetical Order

Name 1 \_\_\_\_\_

Name 2 \_\_\_\_\_

Name 3 \_\_\_\_\_

Name 4 \_\_\_\_\_

Name 5 \_\_\_\_\_

Name 6 \_\_\_\_\_

Name 7 \_\_\_\_\_

Name 8 \_\_\_\_\_

Name 9 \_\_\_\_\_

Name 10 \_\_\_\_\_

Name 11 \_\_\_\_\_

Name 12 \_\_\_\_\_

#### Return completed ballot to:

**Secretary, MNO Synod  
935 Nesbit Bay  
Winnipeg, MB R3T 1W6**

Ballots must be received no later than \_\_\_\_\_.