

151st ANNUAL CONVENTION - DIOCESE OF NEWARK

REPORT OF THE COMMITTEE ON RULES OF ORDER AND ELECTIONS

The Committee reviewed the Rules of Order as amended and adopted by the 150th Convention to consider changes that may be appropriate for this 151st Convention.

The Committee suggests that Convention adopt a few revisions to the Rules. The proposed Rules now reflect, in Section 1 of the Rules, the creation of a new Convention Committee—the Committee on Dispatch of Business—that was created to assist the Bishop and Diocesan staff in planning and executing the annual Convention. In addition, minor revisions have been made to correct typographical errors and to clarify certain provisions.

Attached to this report is complete set of the proposed Rules. The Committee on Rules of Order and Elections recommends that the proposed Rules of Order (denominated as “151AC-RO2”) be adopted for the 151st Diocesan Convention.

Respectfully Submitted,

The Committee on the Rules of Order and Elections,

L. Allison Garde, Esq., Grace Church, Madison, Chair

Shawna Brown, St. James, Upper Montclair

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RULES OF ORDER ONE HUNDRED AND FIFTIETH CONVENTION November 2025

Convention Committees

I. The following Convention committees, consisting of clergy and laity, shall be appointed by the President at least 125 days prior to the Annual Convention:

- A. Arrangements
- B. Rules of Order and Elections
- C. Resolutions
- D. Dispatch of Business

II. The President, and Secretary of the Convention shall be members, ex-officio, of all Convention Committees.

III. The Convention Committees shall be empowered to take appropriate action prior to, and during, the next Annual Convention, as well as any Special Convention held during their year of appointment.

Arrangements

IV. The Committee on Arrangements shall be responsible for receiving post-Convention recommendations, and from such recommendations to make referrals in the following areas:

- A. To the Ecclesiastical Authority: recommendations pertaining to location, date and length of sessions and recommendations pertaining to the agenda and calendar of business.
- B. To the Committee on Rules of Order and Elections: recommendations pertaining to the legislative and election procedures.
- C. To the Nominations Committee: recommendations pertaining to nominations.
- D. To the Committee on Resolutions: recommendations pertaining to the Resolution process.

The Committee shall be responsible for all physical arrangements of the Convention.

Rules of Order

V. The Committee on Rules of Order and Elections shall be responsible for the Rules of Order.

Nominations and Elections

VI. The nomination and election procedures at the Annual Convention shall be as follows:

- A. Two Hundred and seventy-five days prior to Convention, a Nominations Committee of clergy and lay members from different congregations shall be elected by the districts consisting of:

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- 1
- 2 - one member of the clergy from each district
- 3 - one lay person from each district
- 4

5 Committee members will serve for two years with clergy and lay members rotating off in
6 alternate years. Odd numbered districts will elect a lay person whose term ends in an even
7 year; a clergy person whose term ends in an odd year. Even numbered districts will elect a
8 lay person whose term ends in an odd year; a clergy person whose term ends in an even
9 year.

10
11 In the event any district fails to provide its representatives two hundred and forty-five days
12 prior to Convention, the Bishop will make the appointments to fill vacancies from within the
13 district.

14
15 B. The Nominations Committee shall meet at least one-hundred and ten (110) days
16 prior to Annual Convention to elect its own chair, not to be the Secretary of Convention, and
17 to set up procedures for evaluating and nominating candidates. The committee will nominate
18 when possible at least one more than the number of vacancies in each category with the
19 exceptions of Secretary of Convention, Assistant Treasurer, Treasurer and Disciplinary
20 Board.

21
22 C. The Secretary of Convention shall send out in the Call to Convention the time and
23 place of the Convention, a list and job descriptions of the offices by classes to be filled by
24 election, the names of the incumbents of these offices, and an official nomination form. This
25 Call shall be sent out, including by electronic delivery, at least one hundred (100) days
26 before the date of the Convention to each clerical member of the Convention and to each lay
27 deputation whose certificate has been transmitted to the Secretary, as provided in Canon I.
28 The Call shall be published in *The Voice OnLine*.

29 30 D. Nomination of Candidates

31
32 1. There will be a notice in *The Voice Online* asking for recommendations to be sent to
33 the Nominations Committee no later than fifty-five (55) days prior to Annual Convention.
34 Recommendations may be made in the following ways:

- 35 (a) Any person eligible to run may recommend himself or herself.
- 36 (b) Any person in the Diocese may recommend someone else who is eligible to
37 run.
- 38 (c) Members of the Nominations Committee are strongly encouraged to present
39 names of possible candidates from their own districts particularly, as well as
40 suggestions from other areas of the Diocese.

41
42 The Nominations Committee will evaluate recommendations and present a report to
43 the Secretary of Convention and Committee on Rules of Order and Elections fifty-five (55)
44 days prior to Convention. Any nominees not accepted by the Nominations Committee shall
45 be informed in writing or by electronic means fifty-five (55) days prior to Convention.
46 Nominees not accepted by the Nominations Committee may be nominated as set forth in
47 Paragraph D.2 below.

48
49 2. In addition to the slate presented by the Nominations Committee, a person may be
50 nominated by any five (5) Deputies to the Convention. Such nomination shall be sent in
51

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1 writing or by electronic means to the Secretary of Convention. Nominations made in this
2 manner will continue to be accepted until noon on the day that is seven days prior to the start
3 of the Annual Convention. In addition to the nominations made by the Nominations
4 Committee, nominations made in accordance with this Paragraph D.2 that are received by
5 the Secretary not later than forty-two (42) days prior to Annual Convention will be publicized
6 *in The Voice OnLine*. Nominations received in accordance with this Paragraph D.2 after that
7 date will be announced prior to the commencement of balloting at Convention.
8

9 E. The Nominations Committee shall report the names of nominees to the Annual
10 Convention in the form of an official ballot, with the nominees listed by office. The order in
11 which the names of nominees for an office appear on the ballot shall be determined as
12 follows: 1) the names of candidates who are nominated by the Nominations Committee or by
13 Convention Deputies and whose nominations are received at least forty-two (42) days prior
14 to Convention shall be determined by lot, by Order; and 2) the names of candidates received
15 through late nominations made less than forty-two (42) days prior to the start of Convention
16 shall be added in order of receipt. For those contests in which candidates will be elected to
17 terms of various lengths, candidates will be listed on the ballot as set forth in these Rules;
18 the length of term to be served by elected candidates will be determined as set forth in
19 Paragraph G of this Section.
20

21 F. Only official ballots may be used in elections, except when otherwise ordered by the
22 Convention. The number of vacancies to be filled shall be included on each ballot. Only
23 valid ballots shall be counted in determining the number of votes cast. An invalid ballot as to
24 one election shall not invalidate an otherwise valid ballot in any other election.
25

26 G. For all elections the vote shall be by ballot, each deputy having one vote for each
27 vacancy to be filled. Those candidates receiving a majority of the valid ballots cast shall be
28 elected. If no candidate receives a majority of the valid ballots cast, subsequent ballots shall
29 be taken until elected candidates shall have filled all vacant positions. When several terms
30 are to be filled, the candidate receiving the highest number of votes will fill the term of the
31 longest duration and the other candidates will fill terms in descending order based on the
32 number of votes received. For General Convention Deputies only, election requires a
33 concurrent majority in both Orders. All candidates who were not elected as General
34 Convention Deputies shall be eligible for consideration as alternate Deputies. An election of
35 alternate Deputies to General Convention shall be by simple majority of valid ballots cast.
36

37 H. For all elections beginning with the third ballot, and for all succeeding ballots, the
38 name of the candidate (or candidates) with the lowest number of total votes cast on the
39 previous ballot will be withdrawn from consideration, such that the number of candidates
40 remaining shall be equal to the number of vacancies plus two. (For example, if on the third
41 ballot, seven candidates are standing for election and there are three vacancies to be filled,
42 then the names of the two candidates with the lowest number of votes on the second ballot
43 will be withdrawn from consideration by the Convention, leaving five candidates remaining
44 for consideration on the third ballot.)

Resolutions

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47 VII. The Committee on Resolutions shall be responsible for receiving all Resolutions except
48 those provided by standing committees and bodies required to report to this Convention.
49

50 Resolutions to be considered by this Convention may be only one of three types: (1) those
51 submitted by Standing Committees and bodies required to report to Convention; (2)
52 Resolutions concerning the budget of the Diocese; and (3) all other Resolutions. The

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1 Committee on Resolutions shall be responsible for receiving all Resolutions of the third type;
2 the Diocesan Council Budget & Finance Committee shall be responsible for receiving all
3 Resolutions of the second type. (Rules governing all budgetary Resolutions are set forth in
4 XVI below.)

5 A. Except for Resolutions submitted by Standing Committees and bodies required to
6 report to Convention, only Deputies may submit Resolutions to be considered by this
7 Convention.

8 B. All Resolutions to be considered for action by the Annual Convention shall be
9 submitted to the Secretary of Convention in writing and signed by a Deputy not less than
10 seventy-five (75) days before the date of the Annual Convention. Resolutions shall be
11 double-spaced and typed or in electronic format. Each should contain two sections: 1) the
12 RESOLVED naming the desired action, and a further RESOLVED, as appropriate, providing
13 for the implementation of the Resolution, if adopted; and 2) a brief statement or information
14 in support of the Resolution. Resolutions submitted by more than one Deputy must
15 designate one deputy as capable of agreeing to any amendments by the Committee or
16 offered on the floor of Convention. After the expiration of the seventy-five (75) day deadline,
17 the Secretary shall transmit to the Committee on Resolutions all Resolutions that are not 1)
18 submitted by Standing Committees, 2) submitted by bodies required to report to this
19 Convention and 3) Resolutions concerning the budget of this Diocese.

20
21 C. The Committee on Resolutions shall hold hearing(s) prior to the Annual Convention
22 on all Resolutions submitted timely. The Committee on Resolutions shall publicize at least
23 eighty-five (85) days prior to the Annual Convention the dates, place and time of its hearings,
24 inviting submitters of all Resolutions to attend. The Committee shall collate all Resolutions
25 dealing with obviously similar subjects and shall discuss such collation with the submitters.
26

27 D. Upon submission of any Resolution that in the Secretary's opinion after consultation
28 with the Chair of the Resolutions Committee may affect insurance, s/he shall submit a copy
29 to the Chair of the Diocesan Insurance Committee for review and comment. Upon
30 submission of any Resolution that in the Secretary's opinion after consultation with the chair
31 of the Resolutions Committee may have canonical or legal implications, s/he shall submit a
32 copy to the Chancellor for review and comment. Such comments shall be submitted to the
33 chair of the Committee on Resolutions prior to the initial meeting of the Committee. All
34 Resolutions concerning the budget of the Diocese shall be referred to the Budget & Finance
35 Committee of the Diocesan Council.

36 E. The Committee on Resolutions shall have the power to revise or modify any
37 proposed Resolution, and shall have the power, by a two-thirds vote of all committee
38 members present and voting, to determine not to offer any proposed Resolution on the floor
39 of Convention.
40

41 F. The Committee on Resolutions shall submit its report to the Secretary sixty (60) days
42 before the date of Convention with its recommendations for action upon each Resolution as
43 proposed or as amended or collated by the Committee. This report shall be distributed by
44 the Secretary to each deputation a week prior to Annual Convention. All Resolutions
45 considered by the Committee will be included in the report, unless withdrawn by consent of
46 the sponsoring deputy. If a Resolution to be offered to Convention has been amended by
47 the Committee without the consent of the sponsoring deputy, such amendment(s) will be
48 clearly shown.
49

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1 G. Any Resolution that the Committee on Resolutions determines not to offer on the
2 floor of Convention shall be permitted on the floor of Convention only by a majority vote of all
3 Convention deputies at the start of the first business session of Convention.
4

5 H. Where exigent circumstances exist, and a Resolution was not submitted to the
6 Committee on Resolutions in accordance with the above Rules, a Resolution will be
7 permitted from the floor upon a two-thirds vote only at the start of the first business session
8 of Convention and only when it carries a clear statement in writing of the circumstances that
9 led to the request for its consideration. Such Resolutions should be duplicated in advance
10 by the presenter(s) with sufficient copies available for distribution to all convention Deputies
11 (550 copies are needed). Mere failure to meet the deadlines set forth in these Rules is not
12 an exigent circumstance.
13

14 I. Consent Calendar. It is recognized that certain Resolutions may not require full
15 debate prior to action by Convention. Accordingly, the Committee on Resolutions may
16 propose that certain Resolutions be included on a "Consent Calendar". Exclusion of any
17 Resolution on the Consent Calendar requires agreement of any three congregations to
18 remove it, and the Secretary of Convention must receive exclusion requests before the start
19 of the first business session in writing, signed by at least two lay Deputies from each of three
20 congregations and at least three clergy listed on the roll of clergy entitled to vote in the
21 Convention. Any Resolution included on the "Consent Calendar" shall not be subject to
22 amendment or debate, except that the sponsoring deputy or his/her designee may speak to
23 the Resolution for a period not to exceed one minute.

Computing Time

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26 VIII. A. In computing any period of time fixed by these Rules, the day of the act or event from
27 or to which the designated period begins to run is not to be included. The beginning (or ending,
28 as the case may be) day of the period so computed is to be included, unless it is a Saturday,
29 Sunday or legal holiday, in which event the period will be increased so as to include previous (or
30 next, as the case may be) day which is neither a Saturday, Sunday nor legal holiday. For
31 example, if the Rules provide that a deadline is "thirteen (13) days prior to the Annual
32 Convention," the first day of Convention is not counted. If the thirteenth day is a Saturday, then
33 the end of the previous day (Friday, which is actually the 14th day before the first day of the
34 Annual Convention), will be the specified deadline date. Or, if the Rules provide that a deadline
35 is "fifty (50) days after the Annual Convention," then the last day of Convention is not counted,
36 the fiftieth day is the deadline. If that fiftieth day is a legal holiday, then the next day (that is not
37 a Saturday, Sunday or legal holiday) will be the specified deadline date.
38

39 B. Should extraordinary circumstances arise, the Committee on Rules of Order and
40 Elections may, in its sole discretion, temporarily revise scheduling deadlines set forth in these
41 Rules, such revised scheduling deadlines to remain in force only until the next Annual
42 Convention.

To Certify Minutes

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45 IX. At the close of Convention a Committee shall be appointed to review and certify the
46 correctness of the minutes.

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On Decorum and Debate

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3 X. Except when in conflict with the Constitution or Canons or any Rule herein contained, the
4 latest edition of "Robert's Rules of Order" shall govern the interpretation of these rules and
5 procedures to follow. A required majority of the Deputies voting individually shall determine all
6 measures, unless the chair rules, consistent with the requirements of the Constitution (Article 2,
7 section 7), that the vote on the question shall be by Orders. If a vote is by Orders then a concurrent
8 majority in both Orders shall be necessary to carry any measure.
9

10
11 Constitution – Article II, Section 7:

12 “On the demand of five (5) Clergy entitled to vote, or of five (5) Lay Deputies each from a
13 different Parish, Aided Parish, Incorporated Mission, or Mission, the vote upon any question
14 shall be by orders, each Clerical and each Lay Deputy voting individually; and, when a vote
15 is thus taken, a concurrent majority in both orders shall be necessary to carry any measure.”
16 (Constitution Article II, Section 7)
17

18 XI. No motion shall be considered as before Convention unless seconded, and, when required
19 by the President, reduced to writing and signed by the mover, whose name shall be entered on the
20 journal. Each proposed amendment to a Resolution made during floor debate must be submitted in
21 writing (on paper or by electronic device) to the Secretary of Convention immediately after being
22 moved, so that it can be projected onto the screen for floor consideration.
23

24 XII. Any member about to speak shall, with due respect address the President, and in speaking
25 confine comments to the point in debate.
26

27 XIII. No member shall speak more than once and for no more than two minutes in the same
28 debate without leave of the Convention (except the mover who is entitled to reply).
29

30 XIV. If any member by speech or action transgresses the rules of the Convention, the President
31 shall call the member to Order, and the member shall immediately take his/her seat, unless
32 permitted by the Convention to explain or proceed in order.
33

34 XV. The motions below have priority in order listed.
35

36 The mover - cannot interrupt a member who has the floor,
37 - must be recognized, and
38 - the motion must be seconded.
39

40 A. To Adjourn or to Recess

41 - not debatable - majority vote

42 B. To Lay on Table or to Table

43 - not debatable - majority vote

44 C. To move the Previous Question or Limit or Extend Debate

45 - not debatable - amendable as to time if specified, two-thirds vote

46 D. To Postpone to a Certain Time

47 - debatable - amendable - majority vote

48 E. To Commit or Recommit to any Committee

49 - debatable - amendable - majority vote

50 F. To Amend or to Substitute

51 - debatable - amendable - majority vote

52 G. To Postpone Indefinitely

53 - debatable - not amendable - majority vote

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- 1 H. To Suspend the Rules or Take Up Business Out of Order
2 - not debatable - two-thirds vote
3 I. To Divide the Question
4 - not debatable - majority vote
5 J. To Reconsider (must be made on day that the vote is taken)
6 - 1. must be moved and seconded by ones who voted in majority;
7 - 2. debatable - two-thirds vote

On the Budget

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10 XVI. A. Prior to Convention, a recommended budget shall be adopted by the Diocesan
11 Council. Every effort shall be made to encourage interested individuals and/or groups to
12 submit funding requests to Council, and for Council to give such individuals and groups the
13 opportunity to present information in support of such funding requests. The Diocesan
14 Council shall publish the recommended budget within seven days of its adoption by Council.
15 (Posting of the recommended budget on the Diocesan website shall be sufficient
16 publication.)

17 B. Copies of the recommended budget shall be distributed to Deputies prior to Annual
18 Convention, at least two weeks prior to the start of Annual Convention. For the purposes of
19 this Paragraph, "distribution" may be made by publication in *The Voice OnLine*, by
20 presentation at pre-convention meetings, or by delivery to each clerical member of the
21 Convention and to each lay deputation whose certificate has been transmitted to the
22 Secretary.

23 C. Once the recommended budget has been adopted by Council, Resolutions proposing
24 changes to the recommended budget shall be in order. Only Deputies may submit
25 Resolutions proposing changes to the recommended budget. Such Resolutions shall be
26 sent to the Secretary of Convention, in the format prescribed by paragraph B of Section VII
27 of these Rules, on or before noon of the day that is seven days prior to the start of the
28 Annual Convention. Because the budget must be in balance, the total of all changes in a
29 Resolution must have a nil impact on the recommended budget. Consequently, the
30 "Resolved" of each Resolution may be only one of the following:

31 (1) to add one line item and delete another line item(s) in an offsetting amount;

32 (2) to delete one line item and add another line item(s) in an offsetting amount;

33 (3) to increase one line item and decrease another line item(s) in an offsetting
34 amount;

35 (4) to decrease one line item and increase another line items(s) in an offsetting
36 amount.

37 Any proposed change to a line item that has the effect of increasing an expense or reducing
38 income must also include a proposal to change other line item(s) that will, when taken
39 together, fully offset the proposed increase in expense or decrease in income.

40 The Secretary shall refer all such Resolutions to the Diocesan Budget & Finance Committee.

41 D. No Resolutions concerning the recommended budget shall be in order that are received
42 by the Secretary of Convention after the deadline set forth in Paragraph C of this Section.
43 No Resolutions concerning the recommended budget shall be in order at Convention, the
44 provisions of Paragraph H of Section VI notwithstanding.

45 E. The Diocesan Council Budget & Finance Committee shall review all such Resolutions
46 and hold an open hearing at Annual Convention on these proposed changes to the

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1 recommended budget. Any deputy wishing to do so may speak for or against any such
2 Resolution at the hearing. Upon the conclusion of the hearing, the Budget & Finance
3 Committee shall go into executive session to consider the proposed Resolutions, and may,
4 at its discretion, consult expert witnesses during such executive session.

5 F. The Diocesan Council Budget & Finance Committee shall present its final proposed
6 budget to the Annual Convention. Such proposed budget shall reflect its recommendations
7 on each budget Resolution submitted to the Budget & Finance Committee. The final budget
8 must not be in deficit. The Budget & Finance Committee shall present its reasons for
9 including or excluding any recommended proposal for doing so in its final report to
10 Convention.

11 G. The Convention will vote on every Resolution that was properly submitted. No motions
12 to amend such Resolutions shall be in order. Each Resolution shall be considered
13 individually.

14 H. Once all Resolutions have been considered, a motion to approve the final budget, as
15 amended by adopted Resolutions, if any, shall be in order.
16

17 I. The following rules shall be used during debate of the Budget and Budget Resolutions:

18 (1) The Diocesan Council Budget & Finance Committee shall have FIVE MINUTES to
19 speak with respect to the Committee's report on the Budget.

20 (2) Up to ONE HOUR shall be allotted to the debate, the time being equally divided
21 among Resolutions to be considered. If fewer than five (5) Resolutions are to be
22 considered, the Chair shall have non-debatable discretion to shorten the total time of debate
23 to a total number of minutes equal to no more than ten (10) minutes times the number of
24 Resolutions to be considered.

25 (3) Of the time allotted to the consideration of each Resolution, the recommendation of
26 the Diocesan Council Budget & Finance Committee concerning the Resolution shall be
27 limited to ONE MINUTE.

28 (4) To the extent possible, the Chair shall recognize speakers of opposite view in
29 alternate succession.

30 (5) During the debate on each Resolution each speaker shall be limited to one minute
31 and no speaker shall speak more than once. The Chair may permit the Diocesan Council
32 Budget & Finance Committee to respond briefly to views opposing the Committee's
33 recommendations after all other speakers have been heard on the Resolution.

34 (6) No motion to lay on the table (or other motion that has the effect of terminating
35 debate on a Resolution) shall be in order during the allotted time period.

36 (7) After the consideration of all Resolutions and the termination of debate, TEN
37 MINUTES shall be allotted for the budget Resolutions as finally perfected by the Convention
38 to be considered and adopted as a unit.
39

40 J. If Convention adopts a budget for the ensuing year prior to December 1, and as a
41 result of the subsequent ingathering of diocesan pledges the adopted budget will fail to
42 be in balance, then Diocesan Council may adjust the adopted budget so that expected
43 expenditures will balance expected revenue.

44

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Committee of the Whole

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3 XVII. On motion duly moved and adopted, the Convention may go into Committee of the Whole for
4 the consideration of any matter. The President shall designate some member of the Convention to
5 act as Chair of the Committee, which, when in session, shall be governed by these rules.
6

7 A. A motion to rise and to report to the Convention, with or without leave to sit again,
8 may be made at any time, and shall take precedence of all other motions, and shall be
9 decided without further debate. No such motion once made shall be renewed until further
10 proceeding shall have taken place in the Committee.

11 B. A motion that a vote be taken at some designated time may be made and be
12 disposed of without debate at any time, but as before provided a motion to report to the
13 Convention shall take precedence.
14

15 C. No motion to lay on the table shall be entertained.
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Reports

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19 XVIII. No printed matter of any kind shall be distributed at the Convention or placed on the seats
20 except by the authority of the President or Secretary.
21

22 XIX. All reports to Convention, and where appropriate, a synopsis of the report, shall be submitted
23 in writing (including by electronic means) to the Secretary of Convention forty-five (45) days prior to
24 the first day of Convention and when submitted shall become the property of the Diocese. Each
25 report (and its synopsis, where appropriate) shall be distributed to all deputies prior to Convention.
26 All reports recommending Convention action shall be accompanied by a Resolution or Resolutions
27 to that effect. No motion is required for the Convention to consider the recommendations of a report.
28 Reports to Convention that do not recommend Convention action shall be accepted by the President
29 of Convention and shall be incorporated by the Secretary of Convention in the minutes of
30 Convention, but need not be read aloud during the Convention.