



CONVENTION RULES AND PROCEDURES

Parliamentarian Procedures	2
Standing Rules	4
Electronic Voting Rules	6

PARLIAMENTARIAN PROCEDURES

Purpose of Parliamentary Law and Procedure

Parliamentary procedure assists a deliberative and decision-making assembly in carrying out its purpose and aims in an orderly, fair, and expeditious manner.

It is not the purpose of parliamentary procedure to make the conduct of business in an assembly difficult, to entangle an assembly in technicalities, or to provide a channel for individuals to flaunt their parliamentary knowledge.

Parliamentary law protects six basic rights:

1. The right of the majority to make a decision;
2. The right of the minority to be heard in hopes that it may become the majority;
3. The right of absentees to be protected;
4. The right of the assembly to be comfortable and to hear;
5. The right of the individual member to be honored;
6. And the orderly consideration of one subject at a time.

Basic Steps of Handling a Motion

The chairman and members of the assembly should be acquainted with and observe eight basic parliamentary steps to take care of convention business in an orderly and fair manner. They are:

MEMBERS:

1. *Address the Chair.* "Mr. Chairman" (or Mr. President)
2. *Await recognition by the Chair.*
3. *Make the motion.* "I move that..."
4. *Second the motion.* (Unless not required)

CHAIR:

1. *States the motion.* (Or rules it out of order)
2. *Calls for discussion.* (Unless motion is un-debatable)
3. "Is there any discussion?" or "Are there any remarks?"
4. Ample opportunity must always be given for expression of opinion and for discussion.
5. *Takes the vote.* (Or "Puts the question")
6. First calls for the affirmative vote, then the negative. "Those in favor of the motion say 'aye'; those opposed say 'no'." (A tie vote defeats the motion, since a majority is required to adopt unless the motion requires a 2/3 vote.)
7. *States the results.* "The 'ayes' have it and the motion is carried." Or, "The 'no's' have it and the motion is lost." The vote does not go into effect until the results are announced.

CONVENTION RULES AND PROCEDURES

2025 SED Convention

Basic Parliamentary Principles for the SED Convention

1. A district delegate convention is a parliamentary assembly called to deliberate and to make decisions. It receives the reports of the District President and the Board of Directors. In addition, the convention deliberates and makes decisions on recommended resolutions of designated floor committees which have considered proposed resolutions (overtures) from congregations.
2. All voting delegates have equal rights, privileges, and obligations.
3. The vote of the majority decides. The will of a district convention is determined by the taking of a vote.
4. Free discussion of every proposition or resolution presented for decision is an established right for all delegates, voting and advisory. To accomplish the closure of debate a delegate must gain the recognition of the chair and, without any comment for or against the pending resolution, say, "I move the previous question." If seconded, this motion is put to an immediate vote. If adopted by a two-thirds vote, discussion is finished and the pending resolution is put to the assembly without further debate. The convention has the right to decide when it has heard sufficient discussion. This right, however, should be exercised with restraint.
5. Both proponents and opponents of the given proposal have rights which must be safeguarded. The decision belongs to the majority, but the right to discuss, the right to be heard, and the right to oppose should be upheld. A member of the majority on one question is often a member of the minority on another.
6. The simplest and most direct parliamentary procedure for accomplishing a purpose should be followed rather than taking devious routes and multiplying technicalities.
7. Every delegate has the right to know what question is before the convention and what its effect will be, for every action taken by a deliberative body should be taken knowledgeably.
8. Voting delegates are not bound and are not to be bound by previous instructions of their home or neighboring congregations.

2025 STANDING RULES

1. The Convention is the Church gathered together for the sake of the business of the church. Therefore, members will speak in a spirit of Christian love and respect for each other and seek to have a convention that glorifies God and His command to love each other (I John 4: 7-12).
Members will strive to honor each other and all in attendance as they diligently “put the best construction on everything,” recognizing that “love covers a multitude of sins.”
Members will address the Chair of the Convention as, “Rev. Chairman” or “Rev. Chair.”
2. The chair shall see that the agenda is followed as closely as possible. The chair may deviate from the printed program when necessary or expedient.
3. Members of the Convention asking for the floor shall state their names. They also shall state the name and location of the congregation or the administrative unit they represent.
4. Instead of only a voice vote on motions before the convention, the chair shall ordinarily also call for the raising of the right hand or the use of an electronic audience response system.
5. Questions of privilege shall ordinarily be addressed in writing to the chair or its appointee instead of consuming convention time.
6. The preface, preamble, rationale, and section of resolutions shall be regarded as integral parts of resolutions and, therefore, subject to the same consideration and adoption.
7. It shall be the discretion of the chairman or presenting member of the floor committee to read the preface, preamble, rationale, and whereas sections of resolutions. In addition, the chair of the convention is not required to read each resolution as he states the questions and then as he calls for the vote.
8. Only substantive amendments to a resolution shall be offered from the floor (those impacting its purpose or effect). Any editorial corrections or non-substantive changes to introduced resolutions should instead be shared in writing with the Secretary. Until a resolution is presented to the delegates, any such changes should be suggested directly to the floor committee chair.
9. Resolutions prepared by the floor committees which are not acted upon by the convention before adjournment die. The subject matter may be reintroduced at the next convention by means of an overture.
10. Unless covered by these standing rules of the convention, parliamentary procedure shall be governed by the current edition of Robert’s Rules of Order Newly Revised.

CONVENTION RULES AND PROCEDURES

2025 SED Convention

11. When speaking to the question on the floor, a delegate shall attempt to speak directly for or against the question. No delegate or representative may speak in debate any longer than two (2) minutes per speech. No delegate or representative may speak more than twice on the same motion on the same day and may not speak a second time until all delegates and representatives desiring to speak the first time have had the opportunity. The chair shall have the discretion to make exceptions to this rule. When a floor committee is called on to answer a question or to give information, this rule shall not apply.
12. Lay Members of the Southeastern District Board of Directors and the Lay Executives shall be accorded the privilege of voice and advice on the floor of the Convention.
13. Delegates may use the SED Website Convention Page on their cellular phones and other communication devices. Other forms of communication, whether verbal or text, are not to be accessed.
14. The Floor Committee Chairperson or representative may be given the opportunity to provide background information or rationale for the respective Floor Committee's work on resolutions before presenting the resolution for consideration by the delegates.
15. If a substitute motion is offered and seconded, the substitute shall be in writing presented to the secretary. The presenter shall be offered two minutes to provide the rationale for offering it, after which the convention shall decide by majority vote without debate whether or not to consider the substitute.
 1. If the decision is in the affirmative and if the substitute motion is subsequently adopted, the original motion fails.
 2. If the substitute motion does not receive favorable action either to consider or to adopt, the original motion is again considered. (This is the so-called "Behnken Rule" for addressing substitute motions.)
16. Nominations from the Floor: A nomination may be made from the floor during specific time periods of the Convention as outlined in the Agenda. Unless the convention decides to do otherwise by majority vote, only names submitted for each elected office prior to the published deadline for submission of names (December 13, 2024) will be eligible for nomination from the floor for that specific office. At the time of nomination, completed consent and biographical data forms must be submitted to the Secretary of the District.
17. At the 2022 SED Convention, the SED voted to invite advisory delegates to be polled before votes to give their "advice." Registered advisory delegates will be polled for main motions, amendments, and calling the question. Advisory polling will be prior to delegates voting on those same issues.

ELECTRONIC VOTING INFORMATION

Important Information Regarding Keypad Usage for Voting and Advising

All voting and advisory delegates will be assigned a keypad to facilitate electronic voting and advising during the convention. Please ensure that you have your keypad by the time we begin the convention with the Call to Order on Thursday, May 8, in the Convention Hall.

Keypad Distribution and Instructions:

- Upon check-in at the Southeastern District (SED) registration table on Thursday, you will receive instructions on where to pick up your keypad.
- Each keypad will be assigned a unique identifying number, which will be signed out under your name for the duration of the convention.
- A thorough review of keypad usage and voting procedures will take place once the convention convenes on Thursday, May 8.

Keypad Retention and Return:

- You will retain the keypad throughout the entire convention, from the time you collect it on Thursday until the close of business on Friday afternoon.
- At the conclusion of the convention, please return your keypad to the designated collection boxes located at the Convention registration area or near the exits of the Convention Hall.

Keypad Replacement Policy:

- Please be aware that each keypad has a replacement value of \$180.00. The District will be responsible for replacing any lost units, so it is important to keep track of your keypad while in your possession.
- Kindly handle the keypad with care to prevent misplacement.

PRESIDENTIAL REPORT

2025 SED Convention