

# 133rd Annual Convention of the Episcopal Diocese of Colorado

October 10, 2020

## Rules of Convention and Supplemental Special Rules of Order for Virtual Attendance at Annual Convention

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1. The Convention shall convene at 10:00 a.m. on Saturday, October 10, 2020.
2. Subject to the Constitution and Canons of the Episcopal Diocese of Colorado, presence on the floor of convention is limited to deacons, priests, and bishops who are canonically resident in the Diocese; licensed clergy in charge of congregations granted seat and voice; Lay Delegates elected to represent parishes, missions, diocesan institutions, or special congregations; Lay Members of the Standing Committee; Lay Deputies to General Convention; Lay Regional Missioners and nonvoting visitors who have been granted seat and voice. Any alternate desiring to substitute for an absent Lay Delegate must notify the Secretary of Convention for approval before taking his/her/their seat.
3. When recognized by the Chair, the delegate shall identify himself, herself or themselves by name, congregation, and city.

No motion shall be debated, or shall be considered as before the Convention, unless seconded and, when required by the Chair, submitted to the Secretary electronically, as directed by the Chair or a Convention Manager.

4. Discussion on any question shall be limited to three (3) minutes by the proposer and two (2) minutes by additional speakers. Any amendment on any question shall be limited to three (3) minutes by the proposer and two minutes by additional speakers. Additional speakers shall be limited to three to speak in favor and three to speak against the issue. No delegate shall speak twice on the same question unless given specific permission by the Chair.
5. The Chair, without debate, shall decide all questions of order, but any delegate may appeal such decision. On appeal, no delegate shall speak more than once without express consent of the Convention. A two-thirds (2/3) vote is required to reverse the Chair's decision.
6. Voting is subject to the Constitution and Canons of the Episcopal Diocese of Colorado and limited to deacons, priests, and bishops canonically resident in the diocese; Lay Delegates elected to represent parishes, missions, diocesan institutions, or special congregations; Lay Members of the Standing Committee; Lay Deputies to General Convention; Lay Regional Missioners and Members of the clergy of the Evangelical Lutheran Church in America who serve a congregation of the Diocese of Colorado.

7. The Secretary of Convention must approve distribution of any electronic or printed material not included in the Virtual Convention packet.
8. There will be no nominations from the floor of Convention. All nominees must submit a digital photograph and biographical information not later than 4:00pm Friday, September 11, 2020 (except for General Convention Deputy nominations which had an earlier deadline). All submissions shall conform to the *Guidelines for Submissions to Convention* published by the Secretary of Convention.
9. Voting for General Convention Alternate Deputies shall be by a single transferrable vote system which accomplishes an election from among several candidates on one ballot. Clergy and lay delegates will receive separate ballots and each Deputy and Alternate must receive the required number of votes in each Order to be elected.
10. Candidates in uncontested elections may be elected by voice vote. This includes multi-seat elections where the number of candidates does not exceed the number of seats to be filled.
11. A simple majority of valid ballots cast [in each Order, when required] shall be sufficient for election.
12. When procedure is not otherwise covered by the Constitution and Canons of the General Convention or of the Diocese of Colorado, or these Rules of Convention, *Robert's Rules of Order, Revised* shall prevail.
13. A proposal to table will not be voted on until one person on each side of the main issue is given the opportunity to speak.
14. The Chair of Convention may call for prayer at any time during deliberations.
15. Any of the above rules may be suspended by a two-thirds (2/3) vote.

## **Supplemental Special Rules of Order for Virtual Attendance at Annual Convention**

### **I. General Supplemental Rules**

- A. Supersede Regular Rules. These Supplemental Special Rules of Order for Virtual Attendance at Annual Convention shall supersede the regular Rules of Convention and to the extent they are in conflict with the regular Rules of Convention, these Rules shall prevail.
- B. Purpose. The purpose of these Rules is to facilitate the calling and meeting of the Diocesan Convention of the Episcopal Diocese of Colorado in a situation where it is impractical and risky to hold a face-to-face physical meeting of the Convention due to governmental COVID-19 pandemic restraints or as otherwise directed by the Ecclesiastical Authority of the Diocese.

- C. Interpretation of Certain Constitutional and Canonical Terms: These terms shall have the following interpretation:

"Convention": The meeting of clergy and laity of the Diocese of Colorado conducted wholly or in part via remote electronic participation by its members

"Seat": The ability to participate in the Convention via electronic connection

"Voice": The right to make oral statements electronically during the Convention

"Vote": The right to cast an oral voice or electronic vote or to file an electronic ballot during the Convention

- D. Secretary to Send Login Information. No later than three days before such meeting, the Secretary of Convention or his, her or their designee shall send an email to every member of Convention setting forth (a) the time of the meeting, (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.

## II. 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 Constitution on the basis of members' login information.

## III. Conduct of Meeting

- A. Technical requirements and malfunctions. Each member is responsible for his, her or their 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.
- B. Forced disconnections. The Chair of Convention may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The Chair'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.

Assignment of the floor. To seek recognition by the Chair, a member shall use the Zoom "hand raise" request and await recognition. Once the pending action is completed, the Convention Manager shall clear the online queue.

- C. Seconding of motions and related posts. Members responding "so moved" to a request from the Chair for a motion, or seconding any motion that requires a second, may do so using the Zoom hand raise feature without needing to be recognized by the Chair.
- D. Display of motions. A Convention Manager shall attempt to display the immediately pending question and other relevant pending questions to be displayed therein until disposed of. If that is not possible, the Chair will announce the immediately pending question before each vote.
- E. Video display. The Convention Manager shall attempt to cause a video of the Chair to be displayed throughout the meeting, and if technologically feasible, shall also cause display of the video of the member currently recognized to speak (if such display is permitted by the Chair) or report.

#### IV. Voting

- A. Voting. Votes may be taken by the Zoom polling feature, the Zoom hand raise feature, or by members' unmuting for a voice vote and immediately re-muting after each vote. Other votes, including balloting for elections, if necessary, shall be taken by an Internet voting service or as announced by the Chair. Results of votes may be reported to the Chair by the Chair of the Nomination and Election Committee or the Secretary.
- B. Acclamation of Actions Taken. The Chair will ask the Convention to enact a resolution of acclamation in which the body meeting virtually expresses its sense that it is undertaking the meeting in every effort to comply with applicable canons, public health considerations and in good faith.
- C. Ratification. We will ask the next convention (in 2021) to ratify all the actions taken and decisions made at our 2020 Convention.