

# **THE STANDING RULES OF ORDER**

**of**

## **The Diocese of Rhode Island**

October 23, 2010

as amended November 7, 2020

### **Preliminary**

1. Open Assembly. Each session of the convention shall be open to all persons unless otherwise ordered by the convention. All persons seeking admission to Convention shall present such credentials as may be required by the Secretary of Convention. For members of Convention credentials may include evidence of right of membership and photographic identification.
2. Committee of the Whole. At the request of the president, or on motion, the convention may resolve itself into a committee of the whole.
3. Roll of Members. At all times during a session of convention, the secretary shall maintain a roll of members entitled to vote.

### **Membership and Seating**

4. Registration. While ascertaining the names and number of clergy and delegates and their alternates present at the organization of the convention, the secretary shall register the names of only such alternates as fill the places of delegates whose absence is confirmed in writing by the rector or chair of the delegation of the parish or mission; provided, that a delegate may at any time reclaim the seat, in which case the name of the alternate shall be withdrawn from the roll, provided however, that no change in the roll of members shall be made during consideration of a vote.
5. Seating. To the extent feasible, members shall be seated by parish or mission affiliation. Other members and guests may be seated in designated sections.

### **Reports**

6. Reports. All reports of commissions and committees shall be in writing and shall be received and recorded without formal action by convention unless the report requests action by convention or unless convention places the report on the agenda.. All commissions and committees required to submit reports for action by conventions shall file the report with the secretary of convention no later than forty-five (45) days prior to the convention. If a Report recommends action by Convention, the Report shall be accompanied by a resolution or resolutions for consideration of Convention.

### **Conduct of Business**

7. Limitation on Speaking. No member may address Convention more than twice on the same question without the consent of the convention; provided, however, that the Chair of a Committee having charge of its report may speak more often upon recognition by the president.
8. Questions of Order. The president shall decide all questions of order subject to an appeal to the convention.
9. Consideration of Motions. No motion shall be acted upon until seconded, and, at the request of the president or convention, reduced to writing. When a motion is under consideration, no other motion shall be made, except to lay on the table, to amend, to commit, to postpone, to limit debate or to adjourn. All amendments shall be considered in the order received. If an amendment to a motion is under consideration a motion to amend may be made, however, no further amendment to such motion shall be in order. A motion that the subject lie on the table, or to adjourn, always shall be in order and be decided without debate.

10. Vote on Motions. All questions shall be decided by voice, or by rising vote; but at the request of five (5) members a vote by order shall be taken. A question susceptible of division shall at the request of any member be divided. When a vote is taken by orders, the votes of the clergy shall be counted first; and thereafter, the votes of the several delegates shall be counted. When required by ten (10) members, the yeas and nays, except in elections, shall be called; the names of those voting in the affirmative and negative, respectively, shall be announced before the result is declared, and the yeas and nays shall be entered on the minutes.

11. Reconsideration. A question once determined shall stand as the judgment of the convention, and shall not again be debated during the session, unless with the consent of two-thirds of the members present.

### **Resolutions**

12. General Resolutions. All proposals for the adoption of resolutions recommending action by the convention (with the exception of resolutions accompanying the reports of committees) shall be submitted by no less than two members of convention to the secretary of convention forty-five (45) days before the session of the convention to which such resolutions are to be proposed, and the secretary shall transmit the same forthwith to the committee on resolutions; provided, however, that such proposition may be offered to the convention when in session, with the consent of the convention, and thereupon shall be referred to the committee on resolutions before action is taken thereon. The committee shall report to the convention each of such proposals with revisions or recommendations as may be determined by the committee.

13. Request for Appropriations. All resolutions requesting an appropriation shall be filed with the Commission on Finance and the Committee on Program and Budget at such time as the Commission on Finance and the Committee on Program and Budget determine.

14. Amendment of Canons. All propositions for adoption, amendment, or repeal of the constitution, canons or rules of order which are to be offered at an approaching session of the convention shall, forty-five (45) days before such session, be sent to the secretary of the diocese, who shall transmit the same forthwith to the committee on canons and a copy thereof to the board or committee especially interested in the proposition; Provided, however, that with the unanimous consent of convention such proposition may be offered to the convention when in session, and thereupon shall be referred to the committee on canons before action be taken thereon. Said committee shall report to the convention each of such propositions with their recommendations thereon.

### **Nominations and Elections**

15. Nominations. The Committee on Elections shall receive nominations to any elective office to be filled by convention in one of the following ways:

(a) by written nomination provided to the chairman of the committee at least forty-five (45) days prior to the date on which the convention is scheduled to meet, signed by not less than three (3) members of the convention and accompanied by a brief biographical description; or

(b) the committee shall make a nomination for each elective office for which no other nomination shall have been made; or

(c) from the floor of the convention, provided each such nomination from the floor is seconded by not less than eight (8) members of the convention.

At least ninety (90) days before each annual session of the convention, the secretary of the diocese shall transmit to every member of the convention a list of the offices to be filled by election at the coming session, together with directions concerning the manner in which nominations to said offices may be made. The committee shall prepare ballots in which shall be printed, in order determined by lot, the names of persons duly nominated in advance of the meeting. In addition, the ballots shall contain, under each office, as many blank spaces as there are places to be filled, in which voters may write names of those nominated from the floor. Ballots shall have printed on them information as to the method of voting; and, in voting, only such ballots shall be used. The committee shall deliver to the secretary of the diocese specimen copies of this ballot, together with a brief biographical description of each candidate, in sufficient time to distribute them to every member of the convention at least ten days before the date of Convention.

16. Balloting for Elections. Elections shall be determined by ballot if it be required by the constitution or canon; but, unless so required, the ballots may be omitted when only one (1) nomination is made. The tellers shall report to the chair the number of votes cast, the number necessary for a choice, and the number of votes for the respective candidates. The chair shall thereupon declare the result of the ballot and announce the names of the persons elected. The report of the tellers shall be placed on file, and details of the voting shall be reported in the journal of convention.

#### **Notices**

17. Form of Notice. Whenever written notice or notification is required to be given to any person hereunder, such notice or notification may given by mail, by a generally recognized overnight delivery service, by facsimile transmission, or by electronic communication to his or her address as recorded in the records of the Diocese.

#### **Minutes**

18. Minutes. Following the close of Convention, the President of Convention, the Secretary of Convention and the Chancellor are authorized to certify the minutes before printing.

#### **Virtual Convention**

19. Virtual Convention. The Ecclesiastical Authority shall have the power to declare that an annual Convention or special convention be held virtually, which means real time interactions that take place over the internet using integrated audio and visual, chat tools and application sharing.

#### **Robert's Rules of Order**

20. Unless in conflict with the Canons of the Church or of the Diocese, or with the Standing Rules of Order of the Diocese, the conduct of the Convention shall be guided by Robert's Rules of Order.

#### **Suspension of Rules**

21. Suspension of Rules of Order. No rule of order shall be suspended without the consent of two-thirds of the members present.

(Adopted by Diocesan Convention October 23, 2010)  
amend by Special Convention November 7, 2020