

## NORTHERN ILLINOIS SYNOD, ELCA

### RULES FOR THE TWENTY-THIRD ANNUAL SYNOD ASSEMBLY (as approved by the Synod Council – 4/17/10)

Items indicated with "A" are items not currently covered by any Constitution, Bylaw, or Continuing Resolution and hence require action by the Assembly. Constitution, Bylaw, or Resolution references are indicated following each item.

Key: + = Required Provision found in the Synod Constitution  
*italics* = *bylaws found in the Synod Constitution*  
underline = continuing resolutions found in the Synod Constitution

#### A SA1 CALL OF SYNOD ASSEMBLY.

SA1.01 Notice of the time and place of all meetings of the Synod Assembly shall be given by the secretary of this Synod. (S7.13.)

SA1.02 Notice of time and place of all meetings of the Synod Assembly shall be made not less than five (5) days and no more than forty (40) days prior to the meeting of the Synod Assembly. (S7.13.A87.)

#### A SA2 VOTING MEMBERS.

SA2.01 The membership of the Synod Assembly, of which at least 60 percent of the voting membership shall be composed of lay persons, shall be constituted as follows: (+S7.21.a.)

- a. All ordained ministers under call on the roster of this synod in attendance at the Synod Assembly shall be voting members. (+S7.21.a.)
- b. All associates in ministry, deaconesses of the Evangelical Lutheran Church in America, and diaconal ministers under call on the official lay rosters of this Synod in attendance at the Synod Assembly shall be lay voting members. (Note: Similar Provision +S7.21.b.)
- c. *A minimum of one lay member elected by each congregation with fewer than 175 baptized members and a minimum of two lay members elected by each congregation with 175 or more baptized members related to this synod, normally one of whom shall be male and one of whom shall be female, shall be voting members. The Synod Council shall establish a formula to provide additional lay representation from congregations on the basis of the number of baptized members in the congregation. The Synod Council shall seek to ensure that, as nearly as possible, 50 percent of lay members of the assembly shall be female and 50 percent shall be male. Additional members from each congregation normally shall be equally divided between male and female. (+S7.21.c.)*
- d. The lay officers of this Synod shall not be counted as additional lay representatives in order to have at least 60% of the voting membership of the Assembly composed of lay persons. Voting membership shall include the officers of this synod. (+S7.21.d.)

- e. Retired ordained ministers, associates in ministry, deaconesses, and diaconal ministers of the Evangelical Lutheran Church in America, on the official rosters of this Synod shall be voting members of the Assembly if they have pre-registered by the date and in the manner provided by the Synod Council. Such guidelines shall provide for pre-registration sufficiently in advance of the Assembly so as to allow the Synod to comply with provisions of Section +S7.21. of the Synod Constitution regarding the percentage relationship of clergy to lay membership at the Assembly. (S7.22.01.)
- f. This synod may establish processes through the Synod Council that permit representatives of mission settings formed with the intent of becoming chartered congregations and authorized worshiping communities of the synod, which have been authorized under ELCA bylaw 10.02.03., to serve as voting members of the Synod Assembly, consistent with +S7.21. Authorized worshiping communities, acknowledged under criteria, policies, and procedures approved by the Church Council for the Evangelical Lutheran Church in America, shall accept and adhere to the Confession of Faith and Statement of Purpose of this church, shall be served by leadership under the criteria of this church, and shall be subject to the discipline of this church. (S7.26.)
- A g. Ordained ministers serving a congregation as an interim pastor or a pastor under contract shall be voting members of the Synod Assembly. In addition, those who have been licensed for Word and Sacrament ministry in the Northern Illinois Synod or intern pastors (but only intern pastors who have been licensed for Word and Sacrament ministry) shall also be voting members of the Synod Assembly. (Note: Similar provision S14.17.)
- A h. All candidates for ordination, consecration, and commissioning at this assembly shall have voice and vote.

**SA2.02** The Synod Lutheran Youth Organization (LYO) president, or designee, shall be a voting member of the Synod Assembly. (S7.27.A00)

**A SA2.03** Voting members are authorized by size of congregation. The listed baptized membership figures of all the Northern Illinois Synod congregations, as reported to the ELCA through each congregation's year-end report (parochial report) as of 12/31/2009, is the basis for determining the number of lay voting members selected to attend the Synod Assembly. The baptized membership formula consists of the top 10% of our congregations receiving four (4) lay voting members, the next 10% of our congregations receiving three (3) lay voting members, and the remainder of our congregations receiving two (2) lay voting members.

**SA2.04** *Every congregation shall send in the credentials of its voting members to the Synod Office at least 60 days prior to the opening of the regular meeting of the Synod Assembly.* (S7.21.01.)

**SA2.05** *The voting members are required to announce their presence upon their arrival at the Synod Assembly through the medium of registrations.* (S7.21.02.)

**SA2.06** *Compliance with the constitution lay voting member percentage requirement for Synod Assemblies shall be established for all purposes at an Assembly by certification of the Credentials Committee that at least sixty percent (60%) of registered voting members to the Assembly are lay persons.* (S.7.21.03.)

- SA2.07** It is the intention of this Synod that normally there shall be no more than one voting member of the Synod Assembly from a single household. (S7.21.A87.)
- A SA2.08** Voting members shall not absent themselves from any Assembly business without good cause.
- A SA3** **QUORUM.**
- SA3.01** Fifty percent (50%) of the registered voting members of the Synod Assembly shall constitute a quorum. (S7.14.)
- A SA4** **RIGHT OF VOICE AND VOTE.**
- A SA4.01** All retired ordained ministers, associates in ministry, deaconesses, and diaconal ministers of the Evangelical Lutheran Church in America, whose names appear on the rosters of this Synod, not pre-registered by the date and in the manner provided by the Synod Council shall have the privilege of voice but not vote in the meetings of the Synod Assembly. (Note: Similar Provision S7.22.01. & S7.23.)
- A SA4.02** All ordained ministers, associates in ministry, deaconesses, and diaconal ministers of the Evangelical Lutheran Church in America, on leave from call, whose names appear on the rosters of this Synod, shall have the privilege of voice but not vote at all meetings of the Synod Assembly. (Note: similar Provision S7.23.)
- A SA4.03** The presiding bishop of the Evangelical Lutheran Church in America and such other official representatives of this church as may be designated from time to time as well as Synod standing committee members, shall also have voice but not vote in the meetings of the Synod Assembly. Like privileges shall be accorded to those additional persons whom the Bishop, Synod Council, or the Synod Assembly shall from time to time designate.
- SA4.04** Proxy and absentee voting shall not be permitted in the transaction of any business of this Synod. (+S7.31.)
- A SA4.05** Length of time of individual voice may be restricted by the chair to facilitate completion of business on schedule. Three (3) minutes per speaker shall be the standing rule. Challenges to the chair's ruling shall be decided by a two-thirds vote of attending voting members.
- A SA4.06** Identical or similar resolutions (as determined by the Resolutions Committee) received will be shared with the assembly but will be bundled together as one (1) resolution for debate and vote.
- A SA4.07** To assist voting members who wish to speak on an issue before the Assembly, colored cards are provided. These colored cards should be used in the Assembly during the resolution sessions, as well as to vote when there is a division of the house. They are to be used as listed below:
- a. If a voting member wishes to vote or speak for a resolution, the green card should be raised.
  - b. If a voting member wishes to vote or speak against a resolution, the red card should be raised.

- c. If a voting member wishes to abstain, or has a question, or a point of order, the white card should be raised.

The privilege to speak on a given issue still must be appropriate to Robert's Rules of Order and the adopted Rules of the Assembly.

**A SA5 ASSEMBLY OFFICERS.**

**A SA5.01** The Bishop of this Synod, Dr. Gary M. Wollersheim, shall serve as Presiding Officer of the Assembly (+S8.12.g.). In the absence of the Bishop or as the course of Assembly deliberations makes appropriate, the Bishop's designee shall serve as Presiding Officer.

**SA5.02** The Secretary of this Synod, the Reverend Gary Erickson, shall serve as Secretary of the Assembly. (+S8.32.a.)

**A SA5.03** The Parliamentarian of the Assembly shall be the Reverend Pat Esker.

**A SA6 ASSEMBLY COMMITTEES.**

**SA6.01** The following shall be the committees of the Synod Assembly:

**SA6.01.01** ***Credentials Committee.** A Committee on Credentials shall be appointed by the Synod Council, which shall consist of an ordained minister serving a congregation in the city in which the Synod Assembly convenes and two other persons. The duties of this committee shall be to approve the applications and credentials of Synod Assembly voting members and to report to the presiding officer. (S7.34.01.)*

**SA6.01.02** ***Election Committee.** An Election Committee shall be appointed by the Synod Council to conduct the elections and report the results to the Synod Assembly. (S7.34.05.)*

**SA6.01.03** ***Resolutions Committee.** A Resolutions Committee shall be appointed by the Synod Council and shall consist of five (5) members, of whom one may be appointed the parliamentarian of the Synod Assembly. (S7.34.11.)*

*Duties of the Resolutions Committee shall be as follows:*

- a. *Process all resolutions addressed to the Synod Assembly and report thereon with its recommendations.*
- b. *Recommend special orders for the hearing of representatives.*
- c. *Grant or deny permission to distribute printed matter or to set up displays not issuing from nor approved by the Office of the Secretary.*
- d. *Provide such assistance to the bishop as requested during the course of the Synod Assembly.*

## **A SA7 RESOLUTIONS, MEMORIALS, AND AMENDMENTS TO THE CONSTITUTION.**

**A SA7.01** To assure presentation to the Synod Assembly, resolutions must be submitted to the Northern Illinois Synod, ELCA, Resolutions Committee, 103 West State Street, Rockford, IL 61101-1105 or faxed to Northern Illinois Synod, ELCA , Resolutions Committee, (815) 964-2295 not later than sixty (60) days prior to the opening of the Assembly. Resolutions received subsequent to that date shall **not** be accepted for consideration at this Assembly, unless the Resolutions Committee judges it to be a matter of sufficient importance and urgency which is not adequately covered by documents already before the Assembly. The Resolutions Committee may receive resolutions relevant to matters on the Assembly agenda during the Assembly. All such resolutions and memorials shall be given by the proposer, in writing over the signature of at least ten (10) voting members, to the Resolutions Committee which shall report thereon to the Assembly with its recommendations.

When a resolution is submitted it shall contain: a) the signature of at least ten (10) voting members or is channeled through a congregation council, Conference meeting, Synod Council or Committee, Subcommittee, or Task Force; b) the date on which the action was taken; c) the address of the group or person authorizing the resolution; and, if possible, d) the author's authority to edit the resolution be assigned to a voting member of the Assembly if the author is not present.

**SA7.02** An amendment to the constitution may be adopted by a two-thirds vote at a regular meeting of the Synod Assembly after having been presented in writing at the previous regular meeting of the Synod Assembly over the signatures of at least ten (10) members and having been approved by a two-thirds vote of the voting members present and voting at such a regular meeting of the Synod Assembly. (+S18.13.a.)

**A SA7.03** The Resolutions Committee may: a) Recommend adoption of the resolution; b) Recommend adoption with proposed amendment; c) Recommend defeat of the resolution; d) Recommend referral to another entity; e) Offer a substitute motion; or, f) Return the resolution to the submitter for clarification or editing

**A SA7.04** Memorials to the Churchwide Assembly are not the only route for a Synod to express a concern. Resolutions may be passed that are addressed to a specific Churchwide unit or to units that relate to a given concern. Resolutions may receive more immediate attention and follow a more direct route than memorials which await the Churchwide Assembly's response.

## **A SA8 GENERAL RULES OF PROCEDURE.**

**SA8.01** Robert's Rules of Order, latest edition, shall govern parliamentary procedure of the Synod Assembly, unless otherwise ordered by the assembly (S7.32.) otherwise provided for in the constitution or the bylaws of this church or in the constitution or the bylaws of this Synod.

**A SA8.02** The Presiding Officer shall have the privilege of altering the rules of this Assembly as needed to facilitate the flow of action during the Assembly. The chair may be overruled by a two-thirds vote of the Assembly.

**A SA8.03** The Presiding Officer shall allow the report from the Election Committee to come to the floor at the earliest convenience to the Presiding Officer and the Assembly and shall do so during the course of the agenda.

**A SA9 ELECTIONS.**

**SA9.01** The Assembly shall elect such officers of this Synod and such other persons as the constitution and bylaws may require, according to procedures set forth in the bylaws. (+S9.01.)

**SA9.02** In all elections by the Synod Assembly, other than for the bishop, a majority of the votes cast shall be necessary for election. (S9.02.)

**A SA9.03** Whenever nominations are in order, the Nominating Committee will provide a minimum of two nominees, when possible, for each elected position. Nominations from the floor shall require ten (10) signatures of voting members to the Assembly.

**SA9.04** In all elections, except for the bishop, the names of the persons receiving the highest number of legal votes, but not elected by a majority of the legal votes cast on a preceding ballot, shall be entered on the next ballot to the number of two for each vacancy unfilled. On any ballot when only two names appear, a majority of the legal votes cast shall be necessary for election (S9.08.)

**A SA9.05** Based on Synod Council action of September 11, 1999, the result of each general election ballot will not be announced in detail to the Assembly due to time constraints. However, a written report will be distributed to the Assembly in the Fourth Plenary Session and, after the Second Ballot, if a Second Ballot is necessary, in the Fifth Plenary Session of the Assembly. (Note: Similar Provision S9.09.)

**SA9.06** With the exception of ordained ministers rostered in synods other than synod of residence, each voting member of the Synod Assembly, Synod Council, committee, board, or other organizational unit of this Synod shall be a voting member of a congregation of this Synod. (S9.14.)

**A SA10 DISPLAYS, SPACE, DISTRIBUTION OF MATERIALS, AND PERFORMANCES**

**A SA10.1** Only materials authorized by the Resolutions Committee, Bishop, and/or the Assembly Co-chairpersons will be distributed to voting members of the Assembly during the Assembly.

**A SA10.02** Display space exists only for church related organizations approved by the Resolutions Committee, Bishop, and/or the Assembly Co-chairpersons.

**A SA10.03** Inclusion of Synod Assembly packet material from related institutions, agencies, and organizations must be approved by the Resolutions Committee, Bishop, and/or the Assembly Co-chairpersons.

**A SA10.04** No display space or meeting facilities are provided to organizations that have no official relationship to this church.

**A SA10.05** No commercial displays or sales booths are permitted without the approval of the Bishop and/or the Assembly Co-chairpersons.

**A SA10.06** Space for meetings or meal functions must be approved by the Bishop and/or the Assembly Co-chairpersons.

**A SA10.07** Individuals and/or groups wishing to appear in relation to or at the Assembly must secure permission from the Bishop and/or Co-chairpersons of the Assembly. **Revised 5/16/10**