

**STANDING RULES
ANNUAL MEETING
SOUTHWEST CONFERENCE, UNITED CHURCH OF CHRIST**

- I. Procedures for communicating resolutions from churches, individual delegates, or other interested parties which are to be presented at the Annual Meeting.
 - A. Resolutions must be in the hands of the Executive Board, in writing, no later than the meeting of the Board preceding the Annual Meeting for approval for submission at the Annual Meeting. The Notice of the Annual Meeting will contain the date that resolutions must be received by the Executive Board.
 - B. Voting delegates may introduce motions at the Annual Meeting without prior notice when no other business is pending or at designated times for new business.
 - C. New business items must be directed to the Moderator and the Business Committee for recommendation on scheduling.
- II. All motions are to be presented in writing to the presiding chair and secretary and are to be signed by the persons moving and seconding the motion.
- III. Routine motions, such as those pertaining to setting agenda, approving standing rules and minutes, appointing a parliamentarian and business committee, granting of voice without vote to special guests, may be by written ballot at registration with announcement of results to the plenary session. Adoption shall be by majority vote of those delegates present and voting.
- IV. The agenda may be changed by a two-thirds (2/3) majority of accredited delegates present and voting.
- V. Rules for floor debate.
 - A. Speakers are to address and be acknowledged by the Presiding Chair.
 - B. Speakers are to identify themselves by name and church.
 - C. Speakers are to alternate between those in favor of the motion and those who oppose the motion.
 - D. Speakers may not move to close debate immediately after speaking.
 - E. Speakers may not speak more than twice to the same motion.
 - F. Speakers are to address the motion to which they are speaking and the Presiding Chair will monitor the time.
- VI. Votes on motions will be by voice except for motions with prepared written ballots or when a count is required, in which case a show of hands may be used. A division of the house may be called by an accredited delegate.
- VII. The suspension, amendment or rescinding of these rules will be by a two-thirds (2/3) majority vote of the accredited delegates present and voting.