

**The Second Province of The Episcopal Church
The International Atlantic Province**

Rules of Order

I. Opening of Synod

1. The Synod shall be opened and closed with prayer.
2. At or following each session of the Synod there shall be such worship services as the Chair may direct.
3. All Bishops and Deputies must register their attendance at or before each opening session of the Synod in such manner as the Secretary of Synod may provide. The Secretary shall determine the presence of a quorum on the basis of members' login information and subsequent confirmation. All members are responsible for 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.
4. The Synod shall be called to order in joint session by the President, if present, at such date and time and, if applicable, place as may be specified in the notice of the meeting; otherwise, the Secretary of Synod shall call the meeting to order and, provided a quorum is present, shall supervise the election of a Chair pro tem.

II. Order of Business

The Order of Business shall begin as follows:

1. Call to Order.
2. Report of the Secretary as to whether a quorum is present.
3. Adoption of Agenda and Rules of Order.
4. Report of the President as to Appointment of Committees.
5. Approval of Minutes.
6. Approval of Any Resolutions Pertaining to Elections.
7. Report of Nominating Committee and Elections.
8. Other business.

III. Agenda

1. The Committee on Dispatch of Business shall propose a form of Agenda to be adopted by the Synod. Once adopted, the Agenda may be modified or suspended upon a two-thirds vote by the Synod.
2. Any request to place a matter on the agenda of the annual meeting of the Synod must be sent, at least ten days before the opening of the Synod, to the Chair of the Committee on Dispatch of Business through the Dispatch of Business option under the "Contact Us" link on Province II's website, available at: www.Province2.org.

IV. Member Registration

1. No later than twenty days before the opening of a meeting of the Synod, every Bishop, Deputy, and Alternate Deputy must notify the Secretary of his/her/their email address in order to receive the ability to participate in a Synod held in person or in part or in whole electronically. Such notification must be made through the Secretary option under the "Contact Us" link on Province II's website, available at: www.Province2.org. Registrations shall include confirmation of contact

information and any requests for language services other than in English. All registrations must be completed electronically by ten days before the opening of the Synod. No later than the opening of the meeting, a registered member must notify the Secretary of any Alternate in his/her/their diocese that will be replacing an absent Deputy.

2. When the meeting will be held partly or wholly by electronic means, the Secretary of Synod or his/her/their designee shall send an email no later than three days before the opening of the meeting to every member of Synod setting forth (a) the time of the meeting, (b) the URL and codes necessary to connect to the Zoom or other 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, voter identification codes.
3. The President may appoint one or more Synod Managers or others to assist the President and Secretary of the Synod in conducting meetings held wholly or in part by electronic means.

V. Obtaining the Floor

When the meeting is held wholly or partly in person, a member may seek recognition by the Chair by raising a hand. When the meeting is held wholly or partly by electronic means, a member may seek recognition by the Chair through the "raise hand" or equivalent feature of the internet meeting service.

VI. Nominations

1. The persons named in the Report of the Nominating Committee as standing for particular offices will, without more, be treated as nominated for the offices indicated, and no separate motion or second shall be required for this purpose. Opportunity will be allowed, separately in respect of each office, for a person nominated by the Report of the Nominating Committee to withdraw from consideration for election and for the Chair to invite further nominations, separately in respect of each office (other than for members of the Executive Council), from the floor as provided in Section VI.2.
2. (a) When the Synod is conducted wholly or in part by electronic means, any persons who have not been previously nominated through the Nominating Committee may be nominated for any offices other than representatives to the Executive Council by written nomination form for such purpose, completed and submitted to the Nominations Committee no later than twenty days prior to the opening of Synod, provided that when the Chair invites nominations from the floor for that office, the person making the nomination confirms the nomination and the person nominated confirms willingness to serve if elected, whereupon such person shall be added to the ballot. Such Nomination Form must be submitted through the Nominations option under the "Contact Us" link on Province II's website, available at: www.Province2.org.
(b) When a majority of the members of the Synod are meeting in one physical space, nominations from the floor must be presented at a microphone, and each nomination so made must be accompanied by a nominating slip in a form supplied by the Secretary, properly filled in with the printed name, order, and diocese of the nominee and the name and affiliation of the nominator. Each nominating slip will be taken immediately to the Secretary. No further nomination may be made until the Secretary indicates that the previous nominating slip is deemed correct. Nominations from the floor of the Synod shall be made without a second and without any nominating speech. Persons so nominated shall be added to ballot along with any persons nominated electronically.

VII. Elections

1. All elections shall be by ballot except for offices where nominations are unopposed, in which case a motion to elect by acclamation for such office will be in order.
2. In the case of a tie between two or more persons upon any ballot, there must be another ballot.

3. Balloting may begin in the first business session of the Synod once opportunity has been given for nominations from the floor.
4. For all elections, the Chair of the Balloting Committee shall report to the Chair for each office (a) the total number of valid ballots cast by each House, (b) the number of votes necessary for election by each House, and (c) the number of votes for each candidate in each House. The Chair shall thereupon declare the result of the ballot for such office and announce the names of any persons elected.
5. After any ballot, any nominee may withdraw his/her/their name from nomination.

VIII. Resolutions

1. Resolutions other than those proposed by any other Committee of the Synod shall be referred to the Committee on Resolutions for possible amendment and for report to the Synod for its consideration. No later than twenty days prior to the opening of a regular session of the Synod, resolution proposals may be submitted by mail or email to the Secretary, or they may be submitted in response to a call for resolutions during the Synod session. Proposed resolutions should contain at least two sections: the RESOLVED, naming the desired action, and a FURTHER RESOLVED, as appropriate, providing for the implementation of the resolution if adopted. Proposed resolutions must not include any whereas clause or other preamble. Each resolution must be accompanied by a short explanatory statement by its proponent. Such Resolutions must be submitted through the Resolutions option under the "Contact Us" link on Province II's website, available at: www.Province2.org. Advance submission of resolutions will allow for resolutions to be reviewed and translated. Resolutions submitted thereafter may be considered only upon a two-thirds vote of the Synod.

IX. Motions and Amendments

1. No motion shall be debated or voted on until it is seconded.
2. When the Chair calls for a motion, it may be made, and any motion may be seconded, by a "raise hand" or equivalent feature of the Internet meeting service.
3. No vote shall be taken on a nonprocedural motion until a written copy of the text of the motion with the mover's name and diocese is physically given or electronically sent to the Secretary and restated by the Chair immediately before the vote is taken. Such motions must be submitted through the Dispatch of Business option under the "Contact Us" link on Province II's website, available at: www.Province2.org.
4. All questions shall be decided viva voce or by "raise hand" or "poll" or equivalent feature of the internet meeting service, as directed by the Chair. Roll call votes shall not be permitted.
5. When a question is under consideration, no further motion may be made unless to lay upon the table, to postpone it to a time certain, to postpone it indefinitely, to correct it, to amend or divide it, or to offer a substitute; and motions for any of those purposes shall have precedence in the order herein named, provided that an amendment, once amended, may not be further amended before a vote. A motion to lay upon the table shall be in order only when its purpose is to lay aside the matter under consideration for more urgent business. A proper motion to lay upon the table, or a motion to postpone, shall always be in order unless some member is speaking.

X. Rules for Debate

1. Any members desiring to speak must first identify themselves and their diocese or other affiliation, must with due respect address their remarks to the Chair, and must speak directly to the point.
2. No member shall speak more than twice (except the mover, who is entitled to reply) in the same debate or for a period longer than two minutes without leave of the Synod. In the case of a motion or resolution moved by a committee, the proposer of the motion or resolution (or if there is more

than one proposer, one representative of the proposers) shall have the rights of a mover under the preceding sentence.

3. If any member, in speaking or otherwise, transgresses the rules of the Synod, the Chair may call such member to order; and if ruled out of order said person shall immediately yield the floor unless permitted by the Synod to explain or to proceed in order.

XI. Order for Special Debate

1. The Committee on Dispatch of Business may propose an order for special debate on a particular question, to include a time limit for consideration of the question, and a limit on the length of each speech.
2. The Synod may, by a two-thirds majority, call for an order for Special Debate.
3. Whenever such special order has been adopted, no motion to table, postpone, call the question, or otherwise terminate debate shall be in order until the time to terminate debate set forth in the order shall have expired, or until there are no further members who desire to speak, whichever occurs first. To the extent practicable, the Chair shall recognize speakers of opposite views in alternate succession.

XII. Committee of the Whole

At the direction of the Chair or on motion, the Synod may resolve itself into a Committee of the Whole.

XIII. Referrals

Subject matter coming before Synod may be referred at any time prior to a vote to an appropriate Board, Committee, Commission, or Agency at the discretion of the Chair, with a direction to report either at the same session of the Synod or a future meeting.

XIV. Points of Order

All questions of order shall be determined by the Chair without debate; any member may appeal from the decision, and on such appeal no member shall speak more than once without leave of the Synod.

XV. Adjournment

1. A motion to adjourn is always in order unless some member is speaking.
2. Any vote to adjourn, if carried, is subject to the consideration by the Synod of closing motions by the Secretary and closing prayers and dismissal.

XVI. Amendments to and Suspension of Rules of Order

These Rules of Order may be amended by a majority vote after reference to and report from the Committee on Dispatch of Business, or by a two-thirds vote without such reference. They may also be suspended by a two-thirds vote.

XVII. Application to Separate Meetings of House of Bishops and House of Deputies

The relevant parts of these Rules of Order for the Synod shall be applicable to each House of the Synod when meeting separately, subject to amendment or suspension by majority vote in either House.

XVIII. Other Matters of Parliamentary Procedure

Except when in conflict with the Ordinances of the Province or any rule hereof, the latest edition of Robert's Rules of Order Newly Revised shall govern the procedure of the Synod.

APPENDIX FOR SYNOD 2021

DEADLINES BY TOPIC

Registration Deadlines (Rule IV.1):

To notify Secretary of email address (Secretary Option Under Contact Us on Website www.province2.org)

Twenty days before Synod, or August 20, 2021

To complete registration (<https://www.province2.org/synod-2021-registration.html>)

Ten days before Synod, or August 30, 2021

Nomination Deadlines: (Nominations Option Under Contact Us on Website www.province2.org)

Executive Council (Ordinance X) and others for Nominating Committee (Ord. III § 8):

Ninety days before Synod, or June 11, 2021

Pre-filing for permitted Floor Nominations (Rule VI.2):

Twenty days before Synod, or August 20, 2021

Resolution Proposal Deadlines: (Resolutions Option Under Contact Us on Website www.province2.org)

Resolution Pre-filing (Rule VIII):

Twenty days before Synod, or August 20, 2021

Agenda (III.2) (Dispatch of Business Option Under Contact Us on Website www.province2.org)

Ten days before Synod, or August 30, 2021

DEADLINES IN CHRONOLOGICAL ORDER

June 11, 2021 Deadline for Submissions to Nominating Committee Other than Floor Nominations
(Nominations Option Under Contact Us on Website www.province2.org)

August 20, 2021 Notify Secretary of Email Address
(Secretary Option Under Contact Us on Website www.province2.org)

Pre-filing for Floor Nominations
(Nominations Option Under Contact Us on Website www.province2.org)

Pre-filing for Resolutions
(Resolutions Option Under Contact Us on Website www.province2.org)

August 30, 2021 Register for Synod
(<https://www.province2.org/synod-2021-registration.html>)

Request to Put Item on Agenda
(Dispatch of Business Option Under Contact Us on Website www.province2.org)