

Synod of the Covenant

Basic Rules of Order and Tips from Robert's Rules and for Using ZOOM

Being Recognized and Making a Motion/Speaking to a Motion

- Each person must raise his/her hand to be recognized.
- A person cannot speak until recognized by the moderator.
- Once recognized by the moderator, unmute and state your name and the congregation where you are a ruling elder or teaching elder; Next, state the motion you want to place before the synod or, if you are speaking to a motion already before the synod, state whether you are speaking for or against the motion.
- If you are making a motion, type your name and the motion you wish to make into the CHAT section so the stated clerk has the language for the motion you plan to place before the Synod. *Simply, writing a motion into the CHAT section does not mean it is before the body or that you have or will be recognized – you must raise your hand to be recognized by the moderator.
- A motion is in order only if it is germane to the business presently being considered.
- After you have been recognized by the moderator and you have made the motion, the motion must be supported AND must be repeated by the moderator before the motion is officially before the Synod.
- Once the motion has been repeated by the moderator and placed before the synod, the moderator will once again recognize you, so if you wish, you can speak to the motion. You are beginning debate. Each person is only allowed to speak twice to the same item of business. Each person has ten minutes to speak.
- Rules of debate
 - A person who has spoken once to a motion can only speak again after everyone else who wants to speak to that motion has had an opportunity.
 - The time limit for each speech is ten minutes.
 - A person can only speak twice to the same motion unless the synod makes an exception. It takes a 2/3 vote by the synod to approve the exception.
 - A person is not permitted to yield their time to another person during debate.
 - During debate, the moderator will alternate between those speaking for the motion and those speaking against the motion.
 - Once the debate reaches the point where the debate is no longer alternating between those speaking for or those speaking against the motion, if the question has not been called, the moderator will ask the synod to indicate if they are ready to proceed to the vote by raising their hands. If a majority of the synod indicates by raising their hands that they are ready to vote, debate will cease and the moderator will restate the motion and the synod will move to the vote.
 - Always direct your conversation to the moderator.
 - When you complete your statement or ten minutes has elapsed, whichever comes first, the stated clerk will let the moderator know the time limit has been reached.

Process for being recognized:

- If you want to make a motion germane to the business currently before the body, or speak to a motion on the floor raise your hand. You can raise your hand by clicking the hand symbol on the menu bar. The ZOOM software will automatically place the first person raising their hand at the top of the list. The moderator will recognize the first person on the list – unless that person has already spoken to the particular piece of business once and there are others waiting to speak. or the moderator needs to choose a person speaking to the motion with the alternative view.
- At any time during debate you decide you do not want to be recognized, simply lower your hand.

Questions

- For questions, use the CHAT section which can be opened by clicking on the Chat function symbol on the menu bar. The stated clerk and others are monitoring the CHAT section and can answer those when appropriate to do so or refer them to the appropriate individuals.