Pacific Southwest District – Church of the Brethren – 2017
Officers of the District Conference

Moderator.. . . . . Sara Haldeman-Scarr, San Diego
Moderator-Elect. . . . . Karen Pierson, Living Savior (McFarland)
Clerk.. . . . . Karen Cosner, Modesto
Board of Administration Chair (ex-officio). . . . . Nelda Rhoades Clarke, Tucson
District Executive Minister (ex-officio).. . . . . Russ Matteson

Note for the Delegates

The Annual District Conference is a mass meeting to which delegates and other interested persons from the member congregations come in business sessions and for purposes of worship, education and fellowship. The District Conference projects the program of the District, and approves new programs, constitutional changes and budget. Through its delegates, it interprets and promotes the decisions of the District Conference to the local congregations.

Participation of Non-delegates

Non-delegates are urged to attend District Conference, including the business meeting. Non-delegates may discuss the business and make motions; voting is restricted to the delegates and officers. Wide participation at the business session adds inspiration and encouragement to the moderator, delegates, Board of Administration and staff. Pacific Southwest District has been noted for excellent attendance at the business session.

What May Be Done with Queries

(1) A query may be accepted and passed on to Annual Conference.
(2) A query may be sent back to the originating church or District Board, which means one of several things: *not important to the larger church, Annual Conference has already answered it, not a proper query, etc.*
(3) A query ***may not*** be changed by amendment.
(4) A query may be added to, but care must be taken not to change the intent of the query. One way to add is to attach a similar query to the one being considered.

Rules of Order on District Conference Business

(1) The moderator conducts business according to Robert's Rules of order, which will be the standard for any point not covered in the Constitution and By-Laws.
(2) The moderator appoints tellers and timekeeper.
(3) Nominations from the floor must have the prior consent of the nominee (*see also IV.A below*).
(4) Length and number of speeches allowed are determined by the District Conference officers.
(5) The election of officers is by ballot with a plurality vote, except the moderator-elect and the standing committee delegate(s), who are elected by a majority vote.
(6) A quorum consists of sixty percent of the total elected delegates representing sixty percent of the churches of the District.

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Parliamentary Procedure at a Glance

(Based on Robert's Rules of Order Revised
And Rules Governing Annual Conference)

VII. The Five Essential Steps Through Which a Motion Passes

A. Presentation of the motion:
"I move that _____."

B. Seconding the motion:
"I second the motion," or "I second it."

C. A written copy of the motion shall be given to the conference clerk.

D. Stating the question (by the moderator) and discussion of it:
"It has been moved and seconded that _____."

E. Putting the question to a vote:
"Are you ready for the question? All of those in favor of the motion which is _____ _____. say 'Aye.' Opposed, 'No.'"

F. Announcing the result of the vote:
"The motion is carried (lost) and you have voted to (not to) _____."

VIII. Motions, Who Makes Them and How

A. All attendees of the District Conference have the privilege of moving and discussing the business of the Conference.

B. To make a motion, it is necessary to "obtain the floor" – that is, to rise after the floor has been yielded and address the presiding officer by his/her official title (Brother/Sister Moderator). Give your name and the name of the congregation you represent as soon as you are recognized by the moderator after addressing him/her.

C. A motion is seconded without obtaining the floor or rising.

IX. Some Rules of Debate

A. All remarks must be addressed to the chair.

B. All remarks must pertain to the immediately pending question before the District Conference.

C. All remarks must be of an impersonal nature.

D. Length and number of speeches are determined by District Conference officers.

X. Nominations and Voting

A. Nominations may be made from the floor. However, one must have the person's permission to present his/her name in nomination, have all the same written information provided by the other candidates to present to the conference clerk, and have copies of the ballot information to distribute to the delegates (*see page 15 below*).

B. No member can be compelled to vote. Those not voting are not counted in deciding whether it is a majority, two-thirds, or unanimous. All blank ballots are ignored and, thus, not counted.

C. Most votes are taken first by voice or by show of hands, except in case of motions requiring a two-thirds vote, when a rising vote is taken first.

XI. Motions Classified and in Ascending Order of Precedence

A. Privileged and Incidental Motions: motions that take precedence over any pending question although not related to that question. Not debatable.

1. ADJOURN or RECESS
   Object: to dismiss a meeting or to provide for an intermission – "I move that we adjourn (recess) while (until) _____."
2. RAISE A QUESTION OF PRIVILEGE
   Object: to get the attention of the moderator at once, to ask a question, or to attend to some matter that cannot wait – "I rise to a question of privilege" (state your question).
3. POINT OF ORDER
   "I rise to a point of order" (state your point).

B. Subsidiary Motions: motions that are applied to other motions for the purpose of most appropriately disposing of them.

1. LAY ON THE TABLE – TAKE FROM THE TABLE (second, not debatable, not amendable, simple majority)
   Object: to lay aside business in such a manner that its consideration may be removed later – "I move that this matter be laid on the table."
2. PREVIOUS QUESTION (second, not debatable, not amendable, two-thirds majority)
   Object: to stop debate and order an immediate vote – "I call for (or move) the previous question."
3. POSTPONE TO A SET TIME (second, debatable, amendable, simple majority).
4. COMMIT, REFER, or RE-COMMIT (second, debatable, amendable, simple majority),
   Object: to place the business in the hands of a few for later reporting to the Conference (for major changes) – "I move that this matter be referred to a committee of ___ to be named _____ with instruction."
5. AMEND (second, debatable, amendable, simple majority).
   a. "I move to amend the motion by striking out _____."
   b. "I move to amend the motion by inserting _____ between _____ and _____."
   c. "I move to amend the motion by adding _____ between _____ and _____."
   d. "I move to amend the motion by striking out _____ and inserting _____."
   e. "I move to amend by striking out _____ and substituting this (read or state the substitution."
6. POSTPONE INDEFINITELY (second, debatable, and amendable, simple majority).
   Object: to kill a motion – "I move to postpone this matter indefinitely."

C. Principal Motion: a motion made to bring before the Conference, for its consideration, any particular subject.

D. Main Motion: (second, debatable, amendable, simple majority).
Object: to introduce business for consideration –

a. "I move that _____."
b. "I move the adoption (acceptance, approval) of this report."