

Synod of Southern California and Hawaii

Synod Assembly

STANDING RULES

I. Sources of Business for the Synod Assembly

A. Sources of Business Requiring Action by the Synod Assembly.

There is no provision for the introduction of business directly to the floor of the Synod Assembly. In order to allow for timely consideration by the appropriate entity or committee prior to its being introduced to the assembly, business that proposes action by the Synod Assembly comes before the Synod Assembly only in the following ways.

1. Overtures from the presbyteries within the synod.
 - a. The Stated Clerk of the Presbytery shall send to the Stated Clerk of the Synod a copy of the overture as approved by vote of the Presbytery, noting the date of approval.
 - b. The overture must be received by the Synod Stated Clerk not less than 45 days prior to the convening of the Synod Assembly. Evidence of receipt can be either by post-mark date or e-mail date.
 - c. The Synod Stated Clerk will refer the overture to the Polity and Records Committee for its recommendation to Synod Assembly as provided in Synod Bylaws Article IV.B.3.a.
2. Reports of Ecclesiastical Committees and Commissions, the Synod Commission of Assembly, the Treasurer, and the Stated Clerk. These reports shall be in the hands of the Synod Stated Clerk not less than 14 days prior to the convening of the Synod Assembly.
3. Commissioner resolutions. Commissioners who have been certified in writing in advance by the Stated Clerk of the commissioner's presbytery may introduce Commissioner's Resolutions which shall be submitted by two certified commissioners, and shall be in the hands of the Synod Stated Clerk no later than the close of Plenary I. Any such resolution shall be referred to the Synod Commission of Assembly, which shall meet and review the proposed resolution. It shall be the responsibility of the Commission of Assembly to report whether or not the agenda should be amended to include the new item. The Commission may choose to comment on the merits of the resolution. The Commission shall report to the Synod Assembly no later than the beginning of the final Plenary.

B. Other Business Before the Assembly

The agenda includes additional items that do not require the action of the Synod Assembly such as:

1. Worship and the celebration of the Lord's Supper shall be included in one meeting each year of the Synod Assembly.
2. Related Entities as noted in Synod Bylaws Article IV.E. shall be invited to present a report.
3. Each presbytery within the synod shall be invited to present a brief summary of mission and ministry within its presbytery.
4. General Assembly entities and agencies may be invited to present reports.

C. All materials to be distributed to the Synod Assembly shall be submitted to the Moderator or Stated Clerk prior to distribution.

II. Commissioners, Corresponding Members, Ex Officio Members and other Participants

A. Commissioners are elected by the presbyteries of the Synod as provided in the Synod Bylaws, Article IV.A.3.

1. Each presbytery may elect a ruling elder commissioner and a teaching elder commissioner for each 4,000 church members or fraction thereof, provided that no presbytery has fewer than two teaching elder and two ruling elder commissioners, with the number to be determined by the Synod Stated Clerk.
2. Each presbytery may also elect alternate commissioners, or provide by rule for the naming of alternates, in the event that an elected commissioner is unable to attend.
3. It is the responsibility of the Presbytery Stated Clerk to provide the names of commissioners and alternates to the Synod Stated Clerk in a timely manner, but in no case later than thirty days prior to the opening of Synod Assembly. Individuals whose names have not been transmitted by the Presbytery Stated Clerk will not be seated.
4. The term of a commissioner to the Synod Assembly is three calendar years. Commissioners may be elected to one additional term of three years, a total of two successive terms, and shall be ineligible for re-election to any additional term until one year has elapsed. (Synod Bylaws Article IV.A.4).
5. In the event that a special meeting of the Synod Assembly is called, the commissioners to the special meeting shall be the commissioners or alternates elected to the last preceding Stated Meeting of the Synod. A presbytery may, however, elect a commissioner or alternate to replace one who has died or changed presbytery membership.

- B. Ex Officio Members, who have voice, but not vote, are named as provided in the Synod Bylaws, Article IV.A.7. and include members of Synod Commission of Assembly and members of the Synod Executive Staff.
- C. Corresponding Members, who have voice, but not vote, may be seated as provided in the Bylaws Article IV.A.8. They are seated at the will of the Synod Assembly, upon written notification to the Stated Clerk of the name of the individual and the name of the presbytery, congregation or denomination of membership.
 - 1. Former Moderators of the Synod of Southern California and Hawaii shall be enrolled as Corresponding Members at their request.
 - 2. Official guests of the Synod Assembly may be seated as Corresponding Members, upon approval of the Assembly.
- D. Privilege of the Floor
Privilege of the floor will be granted as noted above to Ex Officio Members and Corresponding Members. It shall also be granted to all persons designated to present reports for the time the report is under consideration.

III. Conduct of the Meeting of the Synod Assembly

- A. Journal Clerk
The Stated Clerk shall recommend to the Synod Assembly the appointment of a Journal Clerk.
- B. Record of Attendance
Attendance will be recorded for the minutes from the registration records of the Journal Clerk, denoting alternates, absences and excused commissioners.
- C. Consent Agenda
A consent agenda may be used to provide for efficient action on items that are presumed to be routine and non-controversial. All items on the consent agenda can be approved with one motion. Any one commissioner may request that any item be removed from the consent agenda. The request does not require a second. Questions for clarification about any item may be raised without removing it from the agenda, but if a commissioner wishes to debate any item on the consent agenda, it shall be removed from the consent agenda.
- D. Parliamentary Authority
The meeting shall be conducted in accordance with the most recent edition of *Robert's Rules of Order*.
- E. Approval of Minutes
The Moderator shall appoint a committee composed of commissioners who will be authorized to approve the minutes on behalf of the Synod Assembly, in order

that the minutes can be presented in a timely manner for approval by the General Assembly.

IV. Suspension, Amendment or Revision of the Standing Rules

A. Suspension

These Standing Rules, or any portion of them, may be suspended, if the suspension is not in conflict with the Bylaws of the Synod or the *Book of Order*, by a two-thirds vote, provided that written notice of intent to request suspension is received by the Synod Stated Clerk prior to the convening of the Synod Assembly.

B. Amendment or Revision

These Standing rules may be amended or revised by a two-thirds vote of the Commissioners at any meeting of the Synod Assembly provided that the proposed amendment or revision was submitted at least forty-five days in advance of the convening of the meeting, to provide for review and recommendation from the Polity and Records Committee.

Adopted 05/15/2010

Amended 10/30/2010

Amended 04/21/12

Updated 11/07/16