

RCA Standing Rules for the Annual Meetings

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1.0 Introduction.

Adopted under the *RCA-WSO Special Rule of Order Three*, these *Standing Rules* cover the proceedings at the Annual Business and Board-Election meetings.

2.0 Registration for the Annual Business and Board-Election Meetings.

- 1. Responsibility:** The Structure Committee handles registration for both meetings.
 - Submitting a *Delegate-Couple Designation Form* begins registration.
 - Meeting badges are issued after a completed designation form is submitted.
 - Proxies are accepted when the group assigning the proxy submits a designation form to the Structure Committee.
 - By-mail ballots received by the specified deadline are counted prior to registration. The by-mail-voting results are announced when the vote on a proposal is taken.
 - Appeals of registration decisions may be raised at the start of each meeting.

2. Signing-in at the registration desk.

- Delegate couples and RCA members attending the Annual Business must sign-in at the registration desk.
- Business-meeting badges are issued to all business meeting attendees, with participation limited to badge holders.
- Those RCA members and delegate couples attending the business meeting remotely (either by teleconference or by other electronic means) must complete their registration process with the remote-access coordinator.
- A delegate couple voting as proxy for another group must verify whether the group granting the proxy has submitted a by-mail ballot.
- Delegate couples must verify whether their group has submitted a by-mail ballot.
- Visitors to the meetings must sign-in and sign an anonymity agreement.

3. Credentials Reports:

- The initial report, prepared by the Structure Committee at the beginning of the meeting, states the number of registered delegate couples in attendance both locally and remotely, including any proxies.
- Prepared just before the voting on the by-mail-ballot proposals, a second report updates the first.
- Registration for late arrivals will continue throughout the business meeting. When requested, supplemental credentials reports are to be prepared.

4. Registration for Election Meeting:

- Attendees at the election meeting must sign in at the registration desk.
- No delegate couple or RCA member is permitted to participate until receipt of their election-meeting badges.
- The initial credentials report is presented when the meeting is called to order.
- The initial report summarizes the number of registered delegate couples in attendance including any proxies that are held.
- Registration shall continue until the closing of nominations.

5. Business Meeting Badges.

Seq	Status	Badge Color	Number of votes	
			on ballot proposals	All other votes
1.	Delegate couple with proxy: neither group voted by mail.	blue	2	2
2.	Delegate couple with proxy: one group voted by mail.	green	1	2
3.	Delegate couple with proxy: both groups voted by mail.	red	0	2
4.	Delegate couple: did not vote by mail.	yellow	1	1
5.	Delegate couple: did vote by mail.	orange	0	1
6.	RCA member	white	---	---
7.	Visitor	beige	---	---

6. Election-Meeting Badges.

- If there is no by-mail voting at the election meeting, four distinct badges are used:
 - ♦ Delegate couples with a proxy, *blue badges*, have two votes.
 - ♦ Delegate couples without a proxy, *yellow badges*, have one vote.
 - ♦ RCA members, *white badges*, can participate but have no vote.
 - ♦ Visitors, *beige badges*, cannot participate.

3.0 Participation of non-delegate RCA members is encouraged.

- While the Bylaws restrict voting to delegate couples, all other aspects of participation are open to RCA members.
- A non-delegate RCA member may:
 - ♦ Speak for or against any matter under consideration.
 - ♦ Offer motions.
 - ♦ Raise any appropriate inquiry or appeal.
 - ♦ Raise questions when appropriate.

4.0 Presiding officer and appointed positions.

1. **Presiding officer:** The presiding officer shall be the chair of the Board of Trustees or the vice-chair of the Board if the chair is not available. The presiding officer is the meeting chair.
 - With the approval of the delegates, the Board chair may appoint a temporary presiding officer for portions of the meetings.
 - Anyone serving as the presiding officer must maintain impartiality and refrain from entering into debate.
 - The presiding officer has the option of stepping down temporarily in order to enter into debate. (This is not required during debate on an appeal from a presiding-officer ruling.)
2. **Secretary:** Usually the secretary for the meetings is the secretary of the Board of Trustees. The Board chair may appoint another RCA member to serve as secretary for all or part of an annual meeting.
 - The presiding officer may request the secretary to state the pending motion.
 - The secretary may request that motions be repeated to ensure that an accurate version of the motion is recorded.
3. **Remote-Access Coordinator:** The Board chair shall appoint a remote-access coordinator responsible for managing electronic connections between those delegates present locally at the meeting and those delegates participating remotely. The coordinator's duties include:
 - Ensuring that all participants can hear each other at the same time.
 - Notifying the presiding officer when the delegates cannot hear each other.
 - Assisting to register remote participants.
 - Signaling the presiding officer when a remote participant seeks recognition.
 - Reporting the votes of the remote participants.
 - Maintaining information on the number of votes held by each remote delegate couple.
 - Enabling remote participation in the caucuses selecting who will debate a motion.

4. **Parliamentarian:** The Board chair appoints the parliamentarian. Approval of the delegates is required. The parliamentarian:
 - Must be familiar with the RCA Bylaws, Special Rules of Order, and Standing Rules, as well as the special provisions related to the use of by-mail ballots. Experience participating in previous business meetings is desirable.
 - Must, if a paid professional, be approved by the Board of Trustees, be covered by a written contract, and be a certified parliamentarian.
 - May, if an RCA member, choose to *step-down* to participate in the debate. After *stepping down*, delegate approval is required before resuming the position.
 - May, if a delegate, vote on all matters without *stepping-down*.
 - Is to be seated so that the delegates may be observed during the proceedings.
5. **Timekeeper:** The Board chair appoints a timekeeper and a backup. The timekeeper must:
 - Time speakers during debate, announcing to the assembly when time is up.
 - Time other events having specified time limits.
 - Notify the back-up timekeeper when unavailable or if distracted during a timed event.

5.0 Recognition to speak:

- An attendee wishing to speak should raise a hand or stand to seek recognition.
- The presiding officer has a duty to recognize those wishing to speak,
- A person may speak when recognized by the presiding officer, after which the person has the exclusive right to be heard.
- Those wishing to speak must be recognized, before they are entitled to speak.
- For multiple simultaneous requests, a list of those requesting recognition is to be kept; when completed, a new list is started.
- No appeal of or challenge to the order of speaker recognition is permitted.
- The remote-access coordinator is to signal when a remote participant seeks recognition.
- Once recognized. A speaker may be interrupted only when another attendee wishes to raise a *point of order* or to appeal a ruling based on a *point of order*.
- Formality serves an important spiritual purpose: it helps to focus the proceedings on principles rather than personalities.
 - ♦ Once recognized, a speaker is to state his or her name along with some geographic identification. For example: “*Kim in recovery with Shannon, delegate from Montana*” or “*Jill in recovery with Jack, RCA member from Winnipeg.*”
 - ♦ All speakers must only address the presiding officer, customarily using *Madam Chair* or *Mister Chair* rather than names. All questions and answers must be directed to the presiding officer unless the presiding officer directs otherwise.
 - ♦ Attendees should not be referred to by name. Examples of reference include: the member who spoke; the delegate from Ohio; the member from Maine; the Treasurer; or the chair of the Structure Committee.

6.0 Sequence of proceedings for the business meeting.

1. **Call to order:** The presiding officer is to call the business meeting to order.
2. **Opening ceremony:** The Board chair is to conduct an opening ceremony.

3. Initial credentials report.

- The Board of Trustees' estimate of the number RCA member groups is announced.
- The Structure Committee chair, or the chair's representative, announces the number of registered delegate couples in attendance both locally and remotely, including any proxies that are held, as well as whether there is a quorum present.
- Acceptance of the report is moved. Unanimous consent is requested. Adoption by vote requires a simple majority.
- The quorum, ten percent of the RCA member groups, is set by Missouri law since the Bylaws have no quorum specified.

4. Introductions for appointed positions: Those serving are introduced.

- Unanimous consent of the parliamentarian is requested. If a vote is needed, approval is by a simple majority.
- Approval of those serving in the other positions is not required.

5. Approval of the agenda: The presiding officer presents an agenda for approval.

- The floor is open for questions.
- Adoption of the agenda by unanimous consent is requested.
- Adoption by vote requires a simple majority.
- Times in the agenda are estimates, not limiting the proceedings.

6. Presentation of reports: Missouri law requires reports by the Board chair and the treasurer. Optional reports on the agenda are presented.

7. Second credentials report: If requested, a second report is presented by the Structure Committee .

8. Consideration of the by-mail-ballot proposals: The chair of the Structure Committee, or the chair's representative, presents the proposals.

- Proposals to modify the Standing Rules must be considered first (if impacting the consideration of the by-mail-ballot proposals).
- Each proposal, or a summary, is to be read.
- Approval to read a summary of lengthy proposals is requested.
- Approval by vote requires a simple majority.
- Voting is to be conducted as described in section eight.

9. Special announcements: After the by-mail-ballot proposals have been considered, the meeting agenda may include a scheduled period for special announcements.

10. New Business: The conduct of *New Business* is described in section nine.

11. Special Sessions: After the completion of New Business, special sessions included in the agenda are held and may be conducted informally.

12. Adjournment: The time for adjournment may be extended by unanimous consent if a short extension will permit an important matter to be completed. Approval by vote requires a simple majority.

7.0 Voting process and procedures.

1. **Delegate-Couple Voting:** Voting is by delegate couples, one vote per couple. If proxy is held, the couple has two votes. If by-mail-ballots have been submitted the number of votes held is reduced for each such ballot.
2. **Vote counting:** A three-step procedure is used for by-mail-ballot proposals, with a two-step procedure for all other votes.
 - Votes of local attendees are taken first.
 - Votes of remote attendees are taken second.
 - By-mail votes are announced, when applicable.
3. **Election-meeting voting:** Voting is limited to the delegate couples present, including proxies held. Secret ballots are used for election. Procedure votes use standard voting methods.
4. **Vote-counting procedures:**
 - When an exact vote count is not needed, voting *by a show of hands* is permitted. Delegate couples should raise only a single hand, unless a proxy is held.
 - When an exact count is needed or when the outcome is not clear, voting *by rising and counting off* is required. Only one partner of the Delegate couple should rise to *count off*, unless a proxy is held.
 - Delegates, not able to rise, vote by raising a hand, combined with counting off.
 - To save time, roll-call votes are not permitted.

8.0 Voting on by-mail-ballot proposals:

1. Voting Sequence:

- The proposal is read in its entirety. If it is lengthy, a summary is read with unanimous consent or by vote. If held the vote requires a simple majority.
- Next questions seeking clarification may be asked. But comments for or against the proposal are not permitted.
- If the proposal involves a policy, the assembly may consider changing the approval majority stated on the by-mail ballot. See item 2 below.
- If requested, debate follows section ten (three pro, three con, three minutes each).
- A vote is taken using the three-step procedure described in section seven.
- The results are announced and the next proposal on the ballot is considered.
- During the vote on the ballot proposal, no procedural motions are permitted. But parliamentary inquiries may be made by making a point of order or a request for information.

2. Changing Approval Majority for Policy Proposals:

- *Special-Rule-of-Order Two* permits any member to challenge the assigned majority required for approval of a policy proposal. A simple majority vote is required to successfully change the assignment shown on the ballot.
 - ♦ The voting sequence is the same as in item 1 above, except that debate is two pro, two con, for two minutes each, using the two-step procedure in section seven.
 - ♦ If a proposal is determined to be a substantive policy, the required majority for approval shall be two-thirds rather than the simple majority required for a procedural policy..

3. Alternative proposals on the same topic:

- Each alternative shall be voted on separately.
- Each group may vote:
 - ♦ In favor of one or more of the alternatives.
 - ♦ Against one or more of the alternatives.
 - ♦ By abstaining on one or more of the alternatives.
- If two or more of the alternatives receive the required approval majority, the alternative with the highest percentage of favorable votes is adopted.
- If two or more of the alternatives are approved with identical percentages of favorable votes, the delegate couples in attendance at the business meeting shall vote to select the alternative that shall go into effect.
 - ♦ This vote shall require a simple majority in favor of the selected proposal.
 - ♦ If no alternative receives a majority, repeated voting is to be used, dropping from each sequential vote the alternative that received the fewest votes on the previous vote, until one alternative is selected by a majority vote.

9.0 New Business Proceedings.

1. Establishing the Order of New Business:

- Topics and proposal for new business should be presented to the Structure Committee prior to the business meeting if possible or at least prior to the *New Business* session.
 - ♦ Proposal should be presented in written form. An electronic copy is also useful.
- The order in which the various matters are scheduled to be considered should be based on urgency and importance.
 - ♦ The presiding officer may seek comments from the attendees before proposing a sequence for considering the proposals.
 - ♦ If unanimous consent is not reached, the recommended sequence should be voted on with a simple majority required for approval.
 - ♦ If debate is requested, the provisions of section ten apply (two for and two against, up to two minutes each).

2. Limitations on actions permitted: Final responsibility and ultimate authority for RCA world services should always reside in the collective conscience of the entire Fellowship. This fundamental principle is specified in RCA's Concept of Service One, as well as in the Bylaws.

- The use of by-mail voting ensures that all the member groups are given the opportunity to participate in Fellowship decisions.
- This avoids the possibility that the small proportion of the member groups represented during *New Business* will make important decision in which a large proportion of the member groups have no voice.

3. Types of proposals: Given the limitations on actions that may be taken during *New Business*, there are four types of proposals that may be presented:

- **Type 1:** A matter may be referred to an appropriate committee and/or the Board for further consideration.

- ♦ The referral motion should contain details describing the scope of the referral and the requested action to be taken.
- **Type 2:** A recommendation or request may be made to the Board of Trustees to take a specified action
- **Type 3:** A proposal may be made to place a matter on a by-mail ballot. There are three options for a by-mail-ballot proposal.
 - ♦ **Option 1:** The proposal will be sent out for ranking with other submitted proposals. This is the preferred option for it allows the entire Fellowship the opportunity of determining the importance of the proposal.
 - ♦ **Option 2:** Under this option the proposal is required to be sent out to the entire Fellowship on the by-mail ballot for the next business meeting. The reason for selecting this option must be identified.
 - ♦ **Option 3:** The proposal is to be included on a special by-mail ballot. Because of the added burden placed on the Fellowship during the upcoming year, this option should be reserved for special situations. The reason for selecting this option must be identified.
- **Type 4:** Subject to a number of limitations, a proposal may be made that is to be effective immediately.
 - ♦ A proposal of this type is intended for an emergency situation requiring immediate action by those delegates present at the business meeting.
 - ♦ The scope of permissible actions is addressed in Item 5 below.

4. Voting Sequence:

- **Motion:** Whenever possible, a written copy of the motion should be provided to the presiding officer at the time that the motion is made.
 - ♦ The motion must be seconded.
 - ♦ If the proposal lacks sufficient detail, a motion for informal discussion may be appropriate.
 - ♦ Depending on the type of motion, there are a number of details that must be included in the motion.
- **Questions to clarify:** May be asked, but comments for or against the motion are not permitted.
- **Amendments and procedural motions:** Once the proposal has been clarified, amendments and procedural motions can be made.
- **Debate:** If debate is requested, the provisions in section ten apply (three for and three against, up to three minutes each).
- **Voting:** After the close of debate, a vote shall be taken (two-step procedure combining the votes of the delegates present locally with the votes of those present remotely).

5. Limitations on motions intended to have immediate effect: The following conditions apply:

- Not permitted are amendments to the Bylaws or Special Rules of Order (including the Standing Rules).
- Not permitted with respect to the proposals that were included on the by-mail ballot for the business meeting.

- Not permitted is the rescinding or amending a proposal that was approved as a result of a by-mail-ballot proposal adopted before the current business meeting.
- Not permitted is a motion that is not within the scope of the notice provided by the by-mail-ballot proposal for the business meeting, unless:
 - ♦ One-third of the RCA member groups are represented by those in attendance locally and remotely plus any proxies held.
- For a motion to have immediate effect, it must pass by a two-thirds majority.
- The emergency justifying a motion for immediate effect should address a matter that is outside of the authority of the Board of Trustees,

10.0 Limitations on debate:

- If there is no request for debate, the presiding officer shall proceed to the vote on a proposal.
- If debate is requested for a substantive motion, these rules apply:
 - ♦ A short interval to caucus is provided so that those in favor may select up to three speakers and those opposed may select three.
 - ♦ Each speaker has three minutes to speak.
 - ♦ Speakers for or against alternate, beginning with one in favor.
- For a procedural motion, the rules are the same except that up to two speakers on each side are allowed two minutes each.
- On appeal of a ruling, the presiding officer speaks first and last, along with two for and two against, all six for two minutes each.
- Those attending remotely are given an opportunity to participate in caucuses deciding who will speak for and against.
- The limits of two or three speakers in this section are maximums. A lesser number of speakers is permitted, even if only one side, either for or against, is addressed.

11.0 Board-Election meeting: sequence of proceedings.

- 1 **Scope:** The matters covered during the election meeting are limited to the election of members to the RCA–WSO Board of Trustees.
 - All delegate couples attending the election meeting must submit delegate-couple registration forms in order to vote.
 - RCA members that are not delegates can participate in all aspects of the meeting except voting.
 - Assignment of a proxy requires the RCA group granting the proxy to submit a delegate-couple designation form.
 - The Bylaws restrict voting to delegate couples.
 - The election meeting will be opened by the presiding officer, usually be the chair of the Board of Trustees. The presiding officer starts by announcing the number of Board vacancies.
 - Next, a Structure Committee representative reports registration results and whether the quorum requirement has been met.
 - The presiding officer will ask for acceptance of the registration results by unanimous consent. If a vote is required, acceptance requires a simple majority.

2 **Nominations:** RCA couples meeting the Bylaws' eligibility requirement may be nominated by another RCA member or by themselves.

- Couples nominated must agree to serve if elected. An RCA couple does not need to be present to be nominated. But if not present, they must have agreed in advance to serve if elected.
- The nomination presentations should focus on the requirements for election stated in the Bylaws and may not exceed two-minutes in length.
- The names of both partners in the nominated couple are to be listed on a white board or equivalent, visible to all attendees. The first name and initial of the last name of each partner are listed along with some indication of the couple's home group: city, state, province, or country.
- The presiding officer will ask for unanimous consent to close the nominations. If a vote is required, nominations are closed by a simple majority. Once nominations are closed, there will be no further registration of additional delegates.
- After the closing of nominations, the nominated couple (or a representative if a couple is not present) may have up to three minutes to address the meeting. This is required whether or not there are fewer couples nominated than the number of openings.
- Nominated couples may allocate the three minutes between them or one partner may speak. Addressing service experience in RCA or in other 12-step fellowships is encouraged.
- Once these second presentations are completed, if the number of couples nominated is less than the number of Board openings, the delegates at the meeting might wish to elect the nominees by acclamation. While this is prohibited by the rules, it could be done with a two third's vote to suspend the rules on this particular point. Election by acclamation (100% approval) would then be permitted. If election is accomplished by acclamation, the meeting may be adjourned.

3. **Number of Couples to Vote for:** Before balloting begins, the maximum number couples that each delegate couple may vote for is to be announced.

- If number of nominations **is greater than the regular openings plus the two alternate-couple openings**, the number of votes that may be cast is the number of regular openings plus two. Thus, for example, if there were seven couples nominated and four regular openings, the maximum number of votes that may be cast is six.
- If the **number of nominations is equal to the regular openings plus the two alternate openings**, the number of votes that may be cast is the number of regular openings plus one. Thus, for example, if there were six couples nominated and four regular openings, the maximum number of votes that may be cast is five.
- If the **number of nominations is one less than the regular openings plus the two alternate openings**, the number of votes that may be cast is equal to the number of regular openings. Thus, for example, if there were five couples nominated and four regular openings, the maximum number of votes that may be cast is four.

4. **Ballots:** Ballots in envelopes shall be passed out to each delegate couple. A couple with a proxy shall be given two ballots.

- The group voting should indicate its name on the envelope, but not on the ballot.
- The volunteers counting the ballots must agree to maintain confidentiality. The information reported is limited to:

- ♦ The couples elected to the Board, but not the number of votes received by each.
- ♦ If two couples are elected as alternates, which couple is the first alternate couple.
- The election meeting shall be adjourned once the ballots have been submitted.

12.0 Safety Guidelines, Twelve-Step Principles, and Decorum in Debate.

- The conduct of delegates and RCA members during the meetings should be guided by: (1) the applicable principles of the RCA Safety Guidelines; (2) the 12-Step principles encompassed by the RCA Steps, Traditions, and Concepts; and (3) the decorum-in-debate guidelines covered in *Roberts Rules of Order*.

- The following guidelines apply to the meetings:

We are here to share our experience in business matters, keeping to the spirit of RCA, with our fellowship as the beneficiaries of our knowledge and learning experiences. There must be healthy, respectful, back and forth dialogue in a business meeting setting or we cannot be productive. There must be room for each member's opinion, both minority and majority. The informed minority opinion may further inform the group, or it may not. But it is the duty of the delegates to listen and reflect upon it. Ultimately, the informed majority will prevail.

It is our duty to remember that we are here to discuss and debate issues. As we do this, we respect and value each individual as we seek to accomplish our goals as delegates and RCA members.

- Decorum in debate is also guided by *Robert's Rules of Order*, which states:

When a question is pending, a member can condemn the nature or likely consequences of the proposed measure in strong terms, but [the member] must avoid personalities, and under no circumstances can [the member] attack or question the motives of another member. The measure and not the member is the subject of the debate.

13.0 Modifications to the Agenda.

- Once the agenda to the business meeting is approved, any modifications to the agenda shall require a two-thirds majority vote.

14.0 Amendments to these Standing Rules.

- Proposed amendments to these rules must appear on a by-mail ballot and require a two-thirds favorable majority for approval.
- During the annual meetings, the motion to *suspend the rules* shall be available.
- The Structure Committee is authorized to correct clerical and grammatical errors found in these rules and to summarize the corrections in an appendix. No substantive changes may be made to these rules under this section.

15.0 Non-RCA Attendees:

- Visitors, non-members of RCA, may attend the annual meetings as observers if they sign an anonymity agreement.
- Visitors shall not be permitted to participate in the proceedings.

16.0 Minutes of the business and election meetings.

- The Board of Trustees is responsible for the taking and approving of the minutes of the Annual Business and the Annual Election meetings. When approved, the minutes are to be posted on the RCA website.

- RCA members shall have 45 days (after notice is provided of the posting of the minutes) to report any suspected errors in the minutes. The decisions of the Board on whether to correct the minutes for reported errors shall be final.

17.0 Minority Reports.

- A delegate or RCA member, preparing a minority report on any matter addressed during the meetings, may submit it to the Board of Trustees within 20 days of the close of the meetings for inclusion of the meeting minutes.
- The Board of Trustees may reject any minority report of unreasonable length and substitute a reference in the minutes to a source where the rejected minority report may be obtained.

18.0 Additional Modifications to the Provisions of *Robert's Rules*.

1. **Purpose:** To simplify and streamline the procedures used at the annual meetings.
2. **Providing previous or advance notice:** The exclusive way that *previous or advance notice* is provided for the business meeting is by the inclusion of a proposal in the final notice of proposals to be addressed at the business meeting.
3. **Simplified terminology:** The following two conventions are used to simplify terminology:
 - (1) Motions are divided into two categories: substantive motions and procedural motions. These categories are used rather than the multiple categories used in *Robert's Rules*.
 - (2) To simplify the process for interrupting a speaker to raise an urgent matter for action or information, a simple phrase will be used, *Point of Order*.
 - This phrase is to be used to interrupt a speaker rather than the multiple terminology specified in Robert's Rules for different types on inquiries.
 - It is the responsibility of the presiding officer to determine the purpose of the interruption and the proper response.
4. **Motions and Procedures Not Permitted:** As recommended in *The Standard Code of Parliamentary Procedure*, the following arcane motions and procedures covered in *Robert's Rules* shall not be permitted:

(1) Adjourning to an Adjourned Meeting.	(5) Object to Consideration.
(2) Call for the Orders of the Day.	(6) Postpone Indefinitely.
(3) Committee of the Whole.	(7) Quasi-Committee of the Whole.
(4) Fix the Time to Which to Adjourn.	(8) Reconsider and Enter in the Minutes.
5. **Modifications to the following ten motions and procedures:**
 - (1) **Move to Close Debate:** For simplicity the preferred phrasing is *move to close debate*.
 - (2) **Motion to refer:** This motion sends a pending matter to a committee and the Board, or to the Board. Any pending amendments are included in the referral. The following provisions apply to the *motion to refer*:
 - The entity to which the matter is assigned is to take the action that it deems appropriate, including modifications, if any, or recommending no further action.
 - The action taken or any recommendation is to be reported no later the next scheduled ABM.
 - Debate on the motion to refer is limited to the desirability of referring the matter and to the details of the assignment.

- (3) ***Motion to consider informally:*** Given the limited time available in a one-day business meeting this motion is disfavored.
- For use when a brief period of informal discussion may save time.
 - Informal consideration is not to exceed fifteen minutes.
 - May be extended once for no longer than ten minutes.
 - Discussion during informal consideration is limited to clarifying the pending motion.
 - No votes may be taken except for the motion to extend for up to ten minutes.
- (4) ***Motion to table:*** This motion is to be used for a slight delay to address a specific, urgent matter.
- (5) ***Motion to adjourn:*** The motion to adjourn has limited application during the annual meetings:
- At the business meeting, the motion to adjourn should only be made at the scheduled time for completion, or earlier only in event that all pending business has been completed.
 - At the election meeting, the motion to adjourn should only be made at the completion of the election process.
- (6) ***Motion to recess:*** Ordinarily this motion is not used. The business-meeting agenda has scheduled breaks, and there should be no need for a recess during the short election meeting.
- (7) ***Suspend the Rules:*** Requiring a two-thirds majority, this motion allows the assembly to suspend a specific Standing Rule for a specific purpose. The Rules cannot be suspended, even by a unanimous vote, in the following circumstances:
- For actions that conflicts with Bylaws or applicable Missouri law.
 - For rules that embody *fundamental principles of parliamentary law*, such as the rule that allows only one question to be considered at a time.
 - For rules *protecting absentees* such as quorum requirements, rules requiring advance notice, and for making decisions that preclude the opportunity for the entire Fellowship to vote.
 - For rules protecting a *basic right of an individual member*.
- (8) **Reconsideration:** The following apply:
- Anyone can move for reconsideration.
 - A brief summary of the new information or changed conditions that justify reconsideration is to be provided.
 - Reconsideration may be requested only once for any specific matter.
 - **Procedural motions cannot be reconsidered.**
- (9) **Motions to amend or rescind previously approved matters:** The following limitations apply:
- Proposals previously approved as a result of the adoption of a by-mail-ballot proposal can be amended or rescinded only by means of a subsequent by-mail ballot.
 - Without advanced notice, approval requires adoption by a two-thirds majority.
- (10) **Questions for Clarification:** Are permitted once a motion is introduced.