

Rules of Procedure

Holy Trinity Congregational Meeting

(Holy Trinity's Constitution gives Annual Meeting the authority to set Rules of Procedure, according to Sections 5.02 and 10.06.)

1. The business of this congregation's Annual Meeting shall be outlined in the official agenda distributed in the Annual Report.
2. The rules set forth in the current edition of "Robert's Rules of Order, newly revised," shall govern this Annual Meeting in all applicable cases and to the extent consistent with the rules and agenda adopted by this Annual Meeting, and according to the constitution of the North American Lutheran Church.
3. Once adopted, the Rules of Procedure shall not be amended or suspended except by a two-thirds vote of those present and voting at this Annual Meeting.
4. The voting body for this Annual Meeting will include all voting members of Holy Trinity Lutheran Church, as defined in Holy Trinity's Constitution 8.02.C. The quorum for conducting business shall be the lesser of 50 or 25% of voting members, as defined in Holy Trinity's Constitution 10.04.
5. Unless otherwise determined by a majority of the Annual Meeting, all speeches during discussion shall be limited to three minutes. A signal shall be given one minute before the speaker's time ends.
6. All elections shall follow the procedures outlined in the Constitution.
7. A majority of the legal votes cast shall be necessary for election. Should a first ballot not result in an election, a second ballot shall be cast. The nominees for a second ballot shall include the names of the four persons who have received the highest vote on the first ballot, plus ties. Should additional ballots be necessary they shall include the names of the two persons who have received the highest vote on the previous ballot, plus ties.
8. A Committee on Reference and Counsel will serve during this Annual Meeting. On this Committee will be the Vice President of Congregational Council, two Council members, plus two additional members of the Congregation, appointed by the Pastor(s). All suggested items for consideration by the Annual Meeting outside the adopted agenda, including amendments to the constitution, shall be presented to the Reference and Counsel no later than 3:00 p.m. on the Monday immediately prior to the Annual Meeting. The committee will review all proposed items in consultation with the person(s) presenting proposals. The committee will present a report to the Annual Meeting in which the committee will recommend a time for the Annual Meeting to consider the proposals.