

## NORTHWEST INTERMOUNTAIN 2024 SPECIAL SYNOD ASSEMBLY RULES:

### Rules of the Assembly:

1. Participation as a voting member in the assembly will require the following:
  - a. Ability to participate in the assembly in real time via a desktop or laptop computer.
  - b. An internet connection stable enough to hold the connection to the Zoom meeting.
  - c. A device on which to vote in a browser based voting platform in real time, without interrupting the Zoom meeting feed. Voting members are expected to have these prepared before assembly.
2. The voting body at this Assembly shall consist of the officers of the Synod, voting members from ministry sites elected to the 2023 Synod Assembly (§7.21.01), the rostered persons under call whose names appear on the roster of this Synod registered at the Assembly (§7.21), interim pastors serving a congregation in this Synod, and retired rostered persons on the roster of this Synod registered (§7.22.01), and Synod Council members who are not otherwise voting members of the Synod Assembly (§7.27 as amended by the 1995 Synod Assembly). All persons expecting to vote must be officially registered voting members.

Per §7.21.02 If a special Synod Assembly is called and voting members at the previous assembly are unable to serve as voting members, where permitted by state law, the congregation through the Congregation Council may elect new members who shall continue to serve until the next regular Synod Assembly.
3. The Credentials Committee of three persons appointed by the Synod Council shall constitute the Committee on Credentials and Attendance. A quorum will be identified following the reading of the credentials report.
4. Voting members who wish to address the assembly must use the “raise hand” feature found in the participant list. Once a hand is raised, a Zoom moderator will connect with the person(s) raising a hand through a private chat inquiring the reason a voting member would like to address the Assembly. That reason will then be communicated to the chair, who will decide whether to give the voting member the floor. The speaker shall be introduced by the chair using the language: “NAME, voting member from *name* Lutheran Church of *location*.”
5. Roberts Rules of Order, latest edition, shall be the governing parliamentary law of this Synod Assembly.
6. During the discussion of a motion on the floor, if a voting member would like to speak to the assembly, use the “raise hand” feature in Zoom found in the participant list.
7. Each person, when recognized by the Chair, shall state his/her name and congregation or institution before speaking. No speech shall exceed three (3) minutes. A timer will give a warning with 1 minute to go and a second warning at 30 seconds remaining. This rule does not apply to messages and reports by agencies and officers of the Synod or to guest speakers to whom special time has been allotted. Time will start as soon as a person is recognized by the Chair. It is expected that each voting member knows how to unmute their microphone once recognized. At the end of the allotted time, the microphone will be muted.
8. It is expected that microphones will be muted until a person is recognized by the Chair. A Zoom moderator will mute microphone(s) if they are un-muted at times that person is not recognized

by the Chair.

9. The deadline for nominations for Churchwide Assembly voting member is: Friday, April 20, 2024. Please submit these items to the Synod Secretary.
10. No floor nominations may be made from the floor for any election during the 2024 Synod Assembly.
11. Only those items listed on the agenda shall be considered at the 2024 Special Synod Assembly. No items can be added to the agenda from the floor of the Assembly.
12. A Minutes Committee of three persons (the Synod Secretary and two others appointed by the Executive Committee) shall review the minutes of the Assembly for accuracy and content.
13. The Assembly of the Synod shall be its highest legislative authority. All congregations, rostered leaders, officers, the executive committee, and all committees shall be bound by all actions pertaining to them taken by the Assembly in conformity with its Constitution.