

## **RULES AND OPERATING PROCEDURES**

### *Sixty-second Annual Meeting of the Northwest Ohio Association*

The rules and operating procedures for this Annual Meeting are intended to increase the meeting's effectiveness and simplicity, and to decrease confusion and uncertainty.

The meeting itself is the total responsibility of all the delegates. Delegates (and visitors with voice) should speak only on the subject at hand, remaining aware that there are others who may wish to speak and limiting the number of times he/she speaks and the length of each speech.

The Annual Meeting Planners and the Association Cabinet suggest the following operating procedures:

1. All proceedings, unless otherwise provided for, are governed by Roberts Rules of Order, as Amended.
2. Every member in good standing of a United Church of Christ has the privilege of the floor, but only official delegates and those granted voice and vote by this Association may make motions or vote. During debate the Moderator shall attempt to alternate between "pro" and "con" speakers.
3. Every motion, except a very simple one, must be submitted in writing to the secretary for in-person attendees or through the chat feature of Zoom for those virtual attendees, at the time it is made.
4. Speakers addressing the meeting shall be limited to three minutes on a first speech and two minutes if they wish to speak a second time to the same matter of business.
5. The bar of the house shall be defined as the pews in the main sanctuary of the church for in-person attendees and the Zoom Meeting Room for virtual attendees. Only official delegates within the bar of the house shall be eligible to vote.

## **DOCUMENTS AVAILABLE**

### **NORTHWEST OHIO ASSOCIATION CONSTITUTION & BYLAWS**

Copies of the Northwest Ohio Association Constitution and Bylaws are available by request at the Association office