

Styre	SDA-DNU	Side nr.:	1/15
Saksnavn	Prosedyreregler	Sak nr.:	83/14
Saksframlegger	Finn F. Eckhoff	Møtedato:	7.12.2014

## Prosedyreregler

I norsk sammenheng har det vært vedtatt prosedyreregler så lenge Den norske union har eksistert (1992). Uten å ha gått inn i dokumentene for generalforsamlinger før 1990 så kan det anføres at ved Vestnordisk unions generalforsamling i 1990, så var det utarbeidet prosedyreregler.

Ved Generalkonferensens hovedforsamling i 1985 var det flere delegater som etterlyste at det burde være klarere regler for prosedyre, og at disse burde gjøres tilgjengelig i skriftlig form. Den første versjonen av «General Conference Rules of Order» ble laget til Generalkonferensens hovedforsamling i 1990. De bygger på den britiske-amerikanske tradisjonen for møteprosedyrer, og vil for en person med norsk bakgrunn virke fremmed med dens vokabular og regelverk.

De norske prosedyrereglene tok sitt utgangspunkt i den tradisjonen som hadde utviklet seg og blitt akseptert i norsk sammenheng. Mindre revisjoner har vært foretatt siden regelverket først ble brukt. I forkant av generalforsamlingen i 2010 ble det foretatt en mer omfattende gjennomgang av prosedyrereglene for å få dem så oversiktlige som mulig. I norsk sammenheng har det aldri vært uttrykt et ønske om at prosedyrereglene skulle harmoniseres med Generalkonferensens regelverk.

I mønstervedtektene vedtatt i GC er det kommet inn en egen regel om prosedyreregler:

**Sec. 9. Parliamentary Authority:** The parliamentary authority pertaining to all rules and procedures for constituency meetings not covered by its bylaws shall be based on those published in the *General Conference Rules of Order*, and any adaptation or supplement approved by the division committee, unless otherwise determined by a two-thirds (2/3) majority vote of the constituency meeting.

På norsk (rask oversettelse):

Sek. 9. Parlamentarisk myndighet: Den parlamentariske myndighet knyttet til alle regler og prosedyrer for generalforsamlinger som ikke omfattes av vedtektene, skal være basert på det som er publisert i *General Conference Rules of Order*, og enhver tilpasning eller supplement godkjent av divisjonens styre, med mindre annet er bestemt med to tredjedels (2/3) flertall av generalforsamlingen.

### **FORSLAG TIL VEDTAK:**

SDA-DNUs styre innstiller på at prosedyrereglene vedtatt ved DNUs generalforsamling i 2010, med evt. mindre justeringer og tilpasninger, legges fram for DNUs generalforsamling som forslag til prosedyrer som skal godkjennes for 2015 generalforsamlingen.

Under følger:

- Prosedyrereglene vedtatt ved DNUs generalforsamling i 2010
- Den sist vedtatte/oppdaterede versjon av GC Rules of Order

Styre	SDA-DNU	Side nr.:	2/15
Saksnavn	Prosedyreregler	Sak nr.:	83/14
Saksframlegger	Finn F. Eckhoff	Møtedato:	7.12.2014

## A.5.4 SDA-DNU - PROSEDYREREGLER

### PROSEDYREREGLER VED SDA-DNUs GENERALFORSAMLING 2010

1. DELEGERTE - RETT TIL TALE, FORSLAG OG STEMMERETT
  - 1.1 HVEM ER DELEGERT? - se vedtektene.
  - 1.2 TIL STEDE PÅ FORHANDLINGSMØTENE: Delegerte bør være på alle forhandlingsmøtene.
  - 1.3 SUPPLEANT: En suppleant som trer inn i stedet for en delegert, må overta delegatbevis fra den som melder avbud. Ved registrering i generalforsamlingen må det kunne framlegges en bekreftelse fra sendende enhet om at suppleanten tar den delegertes plass. Etter registrering i generalforsamlingen kan ikke den opprinnelige delegerte komme tilbake og gjøre krav på delegatplassen.
  - 1.4 TALE OG STEMMERETT: Bare delegerte har tale- og stemmerett i generalforsamlingen.
  - 1.5 BEGRENSET TALERETT: Relevant fagpersonell eller andre spesielt inviterte personer som ikke er delegert, kan inviteres til å komme med innlegg i avgrensede deler av generalforsamlingen. Ordstyrer må klarere dette med generalforsamlingen før vedkommende gis anledning til å tale.
  - 1.6 RETT TIL Å FRAMSETTE FORSLAG: Under selve generalforsamlingen er det bare delegerte som har rett til å framsette forslag for generalforsamlingen og dens nemnder.
  - 1.7 FORSLAG TIL KOMITEER I FORKANT AV GENERALFORSAMLINGEN: Både delegerte og andre SDA medlemmer kan komme med uttalelser og forslag til komiteer/nemnder som jobber i forkant av generalforsamlingen.
2. MØTELEDELSE
  - 2.1 ORDSTYRER/MØTELEDER: Leder i union/distrikt evt. nestleder er ordstyrer inntil generalforsamlingen har valgt ordstyrer blant de delegerte. Styret eller leder legger fram forslag til ordstyrer.
  - 2.2 UPARTISK LEDELSE: Ordstyreren skal være upartisk, sette opp talerliste og administrere avstemningene.
  - 2.3 RÅDGIVER/PARLAMENTARIKER: Leder/ordstyrer kan foreslå at en eller to av de delegerte utpekes til rådgiver/parlamentariker. Rådgiveren brukes som en ressurs i forbindelse med forståelse av vedtekter og prosedyreregler.
  - 2.4 INNLEGG TIL SAKEN: Debattinnleggene skal være korte og til saken. (Se pkt 2.7 – max 4 minutter.) Repetisjon av hva andre har sagt eller repetisjon av egne innlegg fordi man blir motsagt, er unødvendig. Det er ordstyrerens plikt å gi beskjed dersom han/hun mener at en taler ikke holder seg til saken.
  - 2.5 REPLIKK: Ber noen om å få replikk, får han/hun ordet før neste taler. Replikker kan ikke benyttes til å komme med innlegg, men for å gi avklarende opplysninger, rette på åpenbare feil eller komme med avklarende spørsmål til den som utløste replikken. Det kan maksimalt gis inntil to replikker for hvert innlegg. Replikkene skal være maksimalt 1 minutt eller annen tidslengde som generalforsamlingen vedtar.
  - 2.6 FORRETNINGSORDEN: Ber noen om ordet til forretningsorden, får han/hun ordet før neste taler. Slike innlegg skal ikke gå inn på sakens realiteter, men vil typisk være forslag om at det settes strek, at man går til votering, at det innføres begrenset taletid o. l. Får et slikt forslag støtte skal det straks settes under votering.
  - 2.7 BEGRENSET TALETID: Som utgangspunkt settes taletiden til 4 minutter for innlegg inntil annet evt. blir vedtatt. Det kan framsettes forslag om å oppheve denne begrensningen eller at taletiden begrenses til en annen lengde. Talerne varsles når det er 30 sekunder igjen av tiden evt. holdes oppdatert om resttaletid på skjerm. Når tiden er ute, plikter ordstyreren å avbryte. Saksframlegger i aktuell sak begrenses ikke av et slikt vedtak.
  - 2.8 STREK: Møteleder eller annen delegert kan fremme forslag om strek når en sak synes

<b>Styre</b>	<b>SDA-DNU</b>	<b>Side nr.:</b>	<b>3/15</b>
<b>Saksnavn</b>	<b>Prosedyreregler</b>	<b>Sak nr.:</b>	<b>83/14</b>
<b>Saksframlegger</b>	<b>Finn F. Eckhoff</b>	<b>Møtedato:</b>	<b>7.12.2014</b>

tilstrekkelig belyst. "Strek" betyr at det settes sluttstrek på talerlisten, og flere kan ikke inntegnes på talerlisten. Et forslag om strek skal straks settes under votering. Ordstyrer kan foreslå at strek settes umiddelbart eller at siste anledning til å bli registrert på talerlisten blir under neste talers innlegg.

3. FORSLAG, ENDRINGSFORSLAG, INNVENDINGER MOT FORSLAG
  - 3.1 SKRIFTLIG/VISNING PÅ LERRET: Forslag til generalforsamlingen fra de ulike nemndene skal leveres ut skriftlig evt. vises på lerret.
  - 3.2 ENDRINGSFORSLAG: Endringsforslag/tilleggsforslag til forslag fra nemndene leveres skriftlig til ordstyreren. Dette gjelder for forslag fra alle nemnder unntatt valg nemnden der det leveres til nemndens leder.
  - 3.3 STØTTE FOR FORSLAG: Alle forslag fra enkeltpersoner må ha støtte i forsamlingen før de tas opp til behandling. Dersom en delegert har satt fram et forslag kan han også trekke det tilbake selv om andre har støttet det.
  - 3.4 VESENTLIGE ENDRINGER - TILBAKE TIL NEMNDEN: Dersom delegerte foreslår vesentlige endringer i forslag fra nemndene (bortsett fra valg nemnden), kan generalforsamlingens ordstyrer velge å la forslaget gå tilbake til nemnden til fornyet behandling.
  - 3.5 FORHÅNDSUTSENDT FORSLAG FRA VALGNEMNDEN: Et forslag fra valg nemnden kan stemmes over i det forhandlingsmøtet rapporten blir lagt fram under følgende forutsetninger:
    - a. Valg nemndens forslag er sendt ut til de delegerte seneste med sakspapirene.
    - b. I utsendelsen gis det en orientering om hvordan en kan melde innsigelser skriftlig eller muntlig.
    - c. Alternativt til pkt b kan det annonseres når valg nemnden vil være å treffe i forbindelse med generalforsamlingen, forut for avstemningstidspunktet.
  - 3.6 NYTT FORSLAG FRA VALGNEMNDEN: Dersom valg nemnden legger fram et ikke publisert forslag, kan det ikke stemmes over et slikt forslag i samme forhandlingsmøte som det blir lagt fram. Er det tidsnød slik at saken ikke kan utstå til neste forhandlingsmøte, kan ordstyreren heve møtet og fortsette etter ett kvarters pause. I pausen skal valg nemnden være tilgjengelig slik at delegerte kan legge fram eventuelle synspunkter for nemnden.
  - 3.7 ALLE NOMINASJONER GJØRES AV VALGNEMNDEN: Alle nominasjoner for valgte posisjoner eller medlemmer til styret skal gjøres av valg nemnden. Dette utelukker nominasjoner fra gulvet eller av andre grupper eller personer.
  - 3.8 KUN ETT NAVN FOR HVER POSISJON: Bare ett navn skal presenteres for valg av valg nemnden for hver posisjon som skal fylles.
4. VOTERING I GENERALFORSAMLINGEN
  - 4.1 ANTALL DELEGERTE TIL STEDE: For at generalforsamlingen skal være beslutningsdyktig stiller vedtektene krav til antall delegerte til stede. Spesielt er dette viktig ved åpningen av generalforsamlingen og ved en evt. forlengelse av generalforsamlingen.  
(Vedtektene for NND - § 14.3 - inneholder spesielle krav til hvor mange som må være til stede ved personvalg.)
  - 4.2 FLERTALLSKRAV: Det forslaget(alternativet) som ved avstemning får mer enn halvdel av de avgitte stemmer er vedtatt. For enkelte sakstyper stiller vedtektene spesielle krav til flertall (2/3 eller 3/4). Blanke og forkastede stemmer teller ikke med i grunnlaget ved beregning av flertallet.
  - 4.3 STEMMETEGN: Delegerte må være personlig til stede og bruke tildelt stemmetegn ved avstemninger.
  - 4.4 SKRIFTLIG: Voteringen i generalforsamlingen foregår skriftlig dersom minst ti (10) delegerte går inn for det. Ved avstemning på enkeltpersoner kreves skriftlig avstemning.
  - 4.5 REKKEFØLGE: De ulike forslag som måtte komme i en sak tas opp til behandling/votering etter følgende prioritering:

<b>Styre</b>	<b>SDA-DNU</b>	<b>Side nr.:</b>	<b>4/15</b>
<b>Saksnavn</b>	<b>Prosedyreregler</b>	<b>Sak nr.:</b>	<b>83/14</b>
<b>Saksframlegger</b>	<b>Finn F. Eckhoff</b>	<b>Møtedato:</b>	<b>7.12.2014</b>

1. Forslag om å avvise hele saken.
  2. Forslag om utsettelse.
  3. Forslag om henvisning til et styre eller en nemnd.
  4. Endringsforslag/ tilleggforslag
  5. Ved flere alternative forslag tas det mest ytterliggående forslaget først.
  6. Hovedforslaget i sin helhet inkludert vedtatte endrings/ tilleggforslag  
Ordstyreren gjør rede for voteringsrekkefølgen før de delegerte skal stemme.
- 4.6 FRAMLEGGING AV VALGNEMNDENS RAPPORT: Når valgnemnden rapporterer og det stemmes over denne rapporten, bør alle andre nemnder være tilbake i salen så generalforsamlingen kan være så fulltallig som mulig under avstemningen.
5. NEMNDENE OG OPPLØSNING AV NEMNDER
- 5.1 HVEM KAN SITTE I EN NEMND?:
- a. Alle medlemmer i en nemnd må være regulære medlemmer av en SDA menighet i det aktuelle område som generalforsamlingen dekker eller ex officio delegerte til generalforsamlingen.
  - b. Alle medlemmene i en nemnd må velges blant de delegerte til generalforsamlingen, med unntak av stående nemnder utpekt etter vedtak i tidligere generalforsamling, med funksjonstid i perioden mellom to generalforsamlinger.
  - c. Embetspersoner, avdelingsledere og ansatte ved organisasjonens kontor bør av habilitetsgrunner ikke velges inn i valgnemnden.
- 5.2 BESLUTNINGSDYKTIG: Minst 2/3 av medlemmene i en nemnd må være til stede for at nemnden skal være beslutningsdyktig.
- 5.3 HABILITET: Nemndmedlem må ikke delta i behandlingen eller avgjørelsen av noe spørsmål som har slik særlig betydning for ham selv eller nærstående at han må anses for å ha en fremtredende personlig eller økonomisk særinteresse i saken.
- Ved mulig inhabilitet fratrer nemndmedlemmet mens spørsmålet om inhabilitet behandles, før selve saken tas opp til behandling. Dette avgjøres av resten av nemnden. Vurdering av habilitet kan framsettes av personen selv eller et av nemndens øvrige medlemmer. Dersom nemnden avgjør at det foreligger inhabilitet, fratrer nemndmedlemmet under hele behandlingen av saken. En person kan selv velge å fratte av habilitetsgrunner. Nemnden trenger da ikke å behandle dette forholdet.
- Ved personvalg vil følgende forhold medføre inhabilitet: direkte opp- og nedadgående linje i familien, samt søsken og ektefelle.
- 5.4 TAUSHETSPLIKT: Medlemmer av en nemnd har taushetsplikt vedrørende personømfintlige opplysninger. Nemnden kan også bli enig om å taushetsbelegge andre opplysninger.
- 5.5 OPPLØSING AV NEMND: Dersom en nemnd gjentatte ganger fremmer forslag som flertallet i generalforsamlingen ikke kan gi sin tilslutning til, kan en delegert fremme forslag om at nemnden skal oppløses og erstattes med en ny.
- 5.6 GENERALFORSAMLINGEN VEDTAR OPPLØSING:
- a. Dersom det mens generalforsamlingen avholdes framsettes forslag i generalforsamlingen om oppløsning av en nemnd, eller at et flertall i en nemnd går inn for at nemnden bør nedlegges, avgjøres dette i generalforsamlingen. Nemnden kan da oppløses med absolutt flertall i generalforsamlingen.
  - b. Dersom et flertall i en nemnd går inn for at nemnden bør nedlegges før en generalforsamling har åpnet, må innstillingsnemnden utpeke en ny nemnd.
- 5.7 INNSTILLINGSNEMNDEN LEGGER FRAM FORSLAG TIL/UTPEKER NY NEMND: Blir en nemnd oppløst, skal innstillingsnemnden komme sammen og utarbeide et nytt forslag til / utpeke ny nemnd i tråd med vedtektene. Med mindre generalforsamlingen har gitt innstillingsnemnden andre retningslinjer, er alle medlemmer i en nemnd som er blitt oppløst i prinsippet valgbar til en ny nemnd.
- 5.8 KUNNGJØRING AV VALGNEMNDENS RAPPORT: Valgnemnden skal kunngjøre resultatet av sitt arbeid så snart det er praktisk mulig. Om nødvendig kunngjøres en delrapport hvor alle avklarte stillinger inkluderes.

<b>Styre</b>	<b>SDA-DNU</b>	<b>Side nr.:</b>	<b>5/15</b>
<b>Saksnavn</b>	<b>Prosedyreregler</b>	<b>Sak nr.:</b>	<b>83/14</b>
<b>Saksframlegger</b>	<b>Finn F. Eckhoff</b>	<b>Møtedato:</b>	<b>7.12.2014</b>

*GENERAL CONFERENCE RULES OF ORDER*

VOTED, To amend the *General Conference Rules of Order*, to read as follows:

General Conference

Rules of Order

Copyright © 2015

General Conference Corporation of Seventh-day Adventists®

Silver Spring, Maryland, USA

Sixth Edition

GENERAL CONFERENCE RULES OF ORDER

(Procedural Rules for General Conference

Business Sessions and Executive Committee Meetings)

At the 1985 General Conference Session in New Orleans, a number of delegates expressed the desire for more precise and written rules of order for General Conference Sessions. In harmony with the wishes of the Session, the General Conference Executive Committee subsequently appointed a subcommittee to study the matter and draw up such rules of procedure.

In its work, this committee was guided by the desire to prepare rules of order for the Church which are in harmony with the Spirit of Prophecy instruction and Seventh-day Adventist policy and reflect a sensible approach to session and committee efficiency based on tried and true working methods.

The General Conference Executive Committee ratified the work of the subcommittee and the *General Conference Rules of Order* were approved. The current edition has been updated for the 2015 General Conference Session to assure consistency within the rules and for clarity.

A fundamental aim of these rules is to facilitate the participation by delegates and committee members in discussions and debates, and in the decision-making process. Rules of procedure are set up to facilitate free participation and are not set in theological concrete.

It was felt that it was not necessary to go into great detail. Specific provision has been made for most eventualities. Neither the Bible nor the writings of Ellen G. White are textbooks of ecclesiastical parliamentary law. Ellen G. White asks for harmony and simplicity in the business meetings of the Church and recommends the avoidance of unnecessary machinery which could sap the physical and mental energies of those called to participate in council and committee meetings (Ms 3, 1890, p. 9).

The purpose of this short compendium of rules of order is to guide church leaders and other participants so that the work of church sessions and committees can move along smoothly, expeditiously, and fairly. These procedures should serve church business sessions like the clear signalization which enables traffic to move smoothly, safely, and rapidly without confusion and delay.

The Church is a voluntary society of those who have accepted Jesus Christ as their Lord and Savior. She is the body of Christ. She is not a parliamentary body, a political forum, a service club, or a business corporation. When Seventh-day Adventists meet to

<b>Styre</b>	<b>SDA-DNU</b>	<b>Side nr.:</b>	<b>6/15</b>
<b>Saksnavn</b>	<b>Prosedyreregler</b>	<b>Sak nr.:</b>	<b>83/14</b>
<b>Saksframlegger</b>	<b>Finn F. Eckhoff</b>	<b>Møtedato:</b>	<b>7.12.2014</b>

transact the business of the Church, they are meeting with God. In the final analysis, it is the Holy Spirit who leads and guides. “If your committee meetings and council meetings,” wrote Ellen G. White, “are not under the direct supervision of the Spirit of God, your conclusions will be earthborn, and worthy of no more consideration than are any man’s expressions”

(Letter 81, 1896, pp. 8, 9).

The delegates at church sessions and especially the General Conference Session are legislating, not to satisfy personal or party interests, not to cater to nationalistic or regional ambitions, but to work “for time and eternity” and participate in the divine mission for the salvation of the world—7T 258, 259. Delegates and committee members are warned against a spirit of selfishness, self-exaltation, and pomposity in council and committee meetings (see Ms 29, 1895, p. 8).

The overarching concern of church sessions and committees is to discover and understand God’s will regarding the issues, plans, and appointments to be considered. In the light of this purpose, the object of rules of order is to facilitate accomplishing the will of God. In this sense, the delegated sessions of the Church are *sui generis* (unique), different from any other human organization.

These rules of order are intended to be used with a sense of reverence for the divine purpose. They are not intended to provide for quick or dilatory parliamentary maneuvers to gain a point, gain undeserved attention, gain advantage by suppressing the wishes of others, or to confuse the chair, fellow delegates, or committee members. These rules, furthermore, should not be used in such a way as to become an excuse for procedural wrangling which could keep sessions or committees from moving forward with dispatch. Ellen G. White counsels that there should be “constant effort for brevity in business meetings” (Ms 3, 1890, p. 9).

It must never be forgotten that the letter of procedural rules can kill; it is the spirit that gives life to church order and government. The chair, with the support of the delegates, must use good judgment and not let the machinery get in the way of the advancement of God’s work.

Where procedural issues arise which are not specifically covered by the *General Conference Rules of Order*, the chair shall rule according to his best judgment. However, any delegate has the right to appeal the ruling. In that case, if the appeal is seconded, the chair shall put the issue to the delegates for a decision by simple majority vote.

May these rules of order help church delegates and committee members in their appointed work of “legislating for God” (Letter 81, 1896, p. 8).

—General Conference Executive Committee

Relationship of *General Conference Rules of Order* to the *Church Manual* and *General Conference Working Policy*

The *Church Manual* and *General Conference Constitution, Bylaws, and Working Policy* take precedence over the rules of order, should there be any conflict.

Duties of Chair

<b>Styre</b>	<b>SDA-DNU</b>	<b>Side nr.:</b>	<b>7/15</b>
<b>Saksnavn</b>	<b>Prosedyreregler</b>	<b>Sak nr.:</b>	<b>83/14</b>
<b>Saksframlegger</b>	<b>Finn F. Eckhoff</b>	<b>Møtedato:</b>	<b>7.12.2014</b>

1. The chair shall preside over sessions and committee meetings in harmony with the rules of order.
2. The chair shall take up the various committee reports and items of business on the approved agenda.
3. The chair shall work for consensus in decision making by treating each side of an issue with fairness.
4. The chair may vote
  - a. If the vote is by ballot, or
  - b. To make a tie or break a tie (if he has not already voted by ballot).
5. It is the duty of the chair to hold speakers to their allotted time and help move business along as expeditiously and fairly as possible.
6. The chair shall decide points of order (though the decision may be appealed by any delegate).
7. While it is necessary for the chair to give leadership, in order to be impartial and give evidence that justice is done, the chair should not personally become closely involved in session floor debate while in the chair. Should he wish to express his views at length and take sides in the debate, he should step down from the chair calling upon another officer to take the chair temporarily. It is understood, however, that in committee meetings the president, even while occupying the chair, will be free to fully participate in the discussions and present his views.

#### Duties of Delegates and Committee Members

1. In view of the privilege of serving as delegates at church sessions or as committee members, those acting in these capacities should conduct themselves with Christian decorum, realizing they are doing the Lord's business, not making frivolous, irrelevant, unnecessarily time-consuming, or obstructionist speeches or motions. In such cases the chair has every right to rule out of order.
2. Delegates or committee members, for reasons of fairness and respect for fellow delegates or members, should not expect to speak to a motion a second (or additional) time until others wishing to speak have had the opportunity to do so (as far as this is feasible). However, the chair may give a person who has already spoken the opportunity to answer a question or clarify previous remarks.
3. Delegates or committee members have the right to speak in their own language, subject to the availability of translators.

#### Quorum

The quorum for sessions or committee meetings shall be fixed by the bylaws of the respective church organizations.

#### Voting

<b>Styre</b>	<b>SDA-DNU</b>	<b>Side nr.:</b>	<b>8/15</b>
<b>Saksnavn</b>	<b>Prosedyreregler</b>	<b>Sak nr.:</b>	<b>83/14</b>
<b>Saksframlegger</b>	<b>Finn F. Eckhoff</b>	<b>Møtedato:</b>	<b>7.12.2014</b>

1. Voting normally shall be by voice vote (viva voce).
2. If there is no objection, the chair can declare a vote by general consent.
3. By ruling of the chair or by majority vote of the delegates present and voting, voting can be by raising of hands, standing, secret ballot, or use of electronic device. If there appears to be a reasonable doubt regarding the result of a vote, either the chair or any member may call for the votes to be counted/recounted (a division of the assembly).
4. The chair may ask the secretary for assistance in counting the vote and/or appoint tellers.
5. A simple majority, or absolute majority, means more than half of the total number of valid votes cast by eligible voters.

#### Elections

1. Elections shall be in harmony with the General Conference Constitution, Bylaws, and *Working Policy*.
2. All nominations for elective office or executive committee membership shall be made by the Nominating Committee. This precludes nominations from the floor or by any other body or person.
3. Only one name shall be presented to the floor by the Nominating Committee for each position to be filled. The Nominating Committee may choose to present successive partial reports when there are a large number of positions to be filled.
4. The Nominating Committee shall meet in closed session. This does not mean that officers of higher church organizations cannot be invited to sit as counselors with the committee.
5. Election shall be by simple majority vote.
6. If there is objection to a part or the whole of the the Nominating Committee report, the objector(s) may request that the report (not an individual name) be referred back to the Nominating Committee for further consideration. It is the usual procedure for the chair to accept the referral; however, if the request becomes a motion, it is nondebateable and is decided by simple majority vote.
7. A request or motion to refer should be based on information which the objector(s) may have and which could be helpful to the Nominating Committee. When referral is granted, all objections must then be made known to the Nominating Committee chair and secretary. In counsel with the chair and secretary, the Nominating Committee shall determine the procedure for hearing the objection(s) to the report.
8. Persistent referrals back, particularly from the same source, are inconsistent with fairness and good procedure. In this case, there is every right to refuse referral and the Nominating Committee report can then be voted upon without further delay.

<b>Styre</b>	<b>SDA-DNU</b>	<b>Side nr.:</b>	<b>9/15</b>
<b>Saksnavn</b>	<b>Prosedyreregler</b>	<b>Sak nr.:</b>	<b>83/14</b>
<b>Saksframlegger</b>	<b>Finn F. Eckhoff</b>	<b>Møtedato:</b>	<b>7.12.2014</b>

## Dealing With Motions

There are basically four types of motions:

1. Main motions
2. Privileged motions
3. Subsidiary motions
4. Incidental motions

Each category has its own purposes, characteristics, and order of precedence.

1. Main Question or Motion. The purpose of a main motion is to introduce and propose the action regarding an item of business. Only delegates or members with the right to vote may make motions or speak to motions.

a. Requires a second.

b. A simple majority vote is required for the motion to pass unless the Bylaws or these rules specify a different requirement.

c. It may be amended by a majority vote.

d. Another motion is not in order when a main motion is being considered, except

- 1) Privileged motions (fixing time of future meeting, adjournment, and question of privilege), and
- 2) Subsidiary motions (tabling, previous questions, refer to committee, amendments, postpone indefinitely, and limit time of debate), and
- 3) Incidental motions (appeals regarding points of order, division of a question, and withdrawing or modifying a motion).

e. In case of a tie vote, the motion is lost. This provision respects the right of the chair, if the chair has not already voted, to do so in order to make or break a tie vote.

2. Privileged Motions. This category of motions deals with the rights of delegates or committee members as a whole and the rights of individual delegates or members in regard to the session or meeting. No debate is allowed on privileged motions, and they cannot be tabled (except a question of privilege), postponed, or referred to a committee (committed). These rules recognize three kinds of privileged motions: Fixing the time of a further meeting, calling for adjournment or recess, and questions of privilege.

a. Fixing the time of a further meeting.

This motion

- 1) Requires a second.
- 2) Cannot be debated.
- 3) Is the highest motion in rank.
- 4) Can be amended in regard only to time and place.
- 5) Cannot interrupt a person speaking.
- 6) Requires a simple majority.
- 7) Can be reconsidered.

b. Calling for adjournment or recess.

<b>Styre</b>	<b>SDA-DNU</b>	<b>Side nr.:</b>	<b>10/15</b>
<b>Saksnavn</b>	<b>Prosedyreregler</b>	<b>Sak nr.:</b>	<b>83/14</b>
<b>Saksframlegger</b>	<b>Finn F. Eckhoff</b>	<b>Møtedato:</b>	<b>7.12.2014</b>

This motion

- 1) Requires a second.
- 2) Cannot be debated, though the chair or secretary may provide information regarding business requiring attention.
- 3) Adjournment cannot be amended, recess may be amended.
- 4) Requires a simple majority.
- 5) Cannot interrupt a person speaking.
- 6) Cannot be reconsidered.

c. Questions of privilege. A question of privilege is used to get the attention of the chair and meeting regarding a matter of business or procedure that cannot wait.

- 1) Questions of privilege refer to
  - a) Organization of session or meeting.
  - b) Comfort of delegates or members.
  - c) Conduct of delegates, members or of others present.

- 2) Procedure for questions of privilege
  - a) Do not require a second.
  - b) Cannot be debated.
  - c) Cannot be amended.
  - d) Can interrupt a person speaking.
  - e) Are usually decided by determination of the chair (though two delegates can appeal from the decision).
  - f) Can be reconsidered.

3. Subsidiary Motions. Subsidiary motions apply to a main motion and take precedence over the main motion because they need to be decided before the main motion can proceed. Privileged motions have precedence over subsidiary motions. These rules of order recognize six kinds of subsidiary motions: motion to table, calling previous question, refer to committee (commit), amendments, postpone indefinitely, and limit time of debate.

a. Motion to Table. A motion to table should be used when delegates or committee members wish to postpone to a later time consideration of an item that has been moved. It is not used to “drop” or suppress a motion; the correct motion for this is “postpone indefinitely.” A motion to take from the table business previously tabled, is treated in the same way as a motion to table, though it can be renewed if it fails to pass. A motion to table

- 1) Requires a second.
- 2) Cannot be debated.
- 3) Cannot be amended.
- 4) Requires a simple majority.
- 5) Cannot be reconsidered.
- 6) Does not apply to committee reports or unfinished business but only to a pending motion.

b. Motion to Call the Previous Question. The purpose of this motion is to stop and close debate immediately and vote on a main motion or amendment under consideration. If previous question is ordered regarding an amendment, debate can continue

<b>Styre</b>	<b>SDA-DNU</b>	<b>Side nr.:</b>	<b>11/15</b>
<b>Saksnavn</b>	<b>Prosedyreregler</b>	<b>Sak nr.:</b>	<b>83/14</b>
<b>Saksframlegger</b>	<b>Finn F. Eckhoff</b>	<b>Møtedato:</b>	<b>7.12.2014</b>

on the main motion after the previous question on the amendment is voted. Privileged motions, motion to table, and incidental motions take precedence over previous question. Simply calling out “question” is not formally moving “previous question,” but indicates to the chair that a delegate or committee member feels it is time to vote. This motion

- 1) Requires a second.
- 2) Cannot be debated.
- 3) Cannot be amended.
- 4) Requires a two-thirds vote.
- 5) Cannot interrupt a person speaking.
- 6) Can be reconsidered.

c. Refer to Committee (Commit). The purpose of the motion to commit is to refer an item of business to a committee. The motion to commit

- 1) Requires a second.
- 2) Can be debated.
- 3) Can be amended.
- 4) Requires a simple majority.
- 5) Takes precedence, except the motion to postpone indefinitely and the main question.
- 6) Can be reconsidered if the committee has not already begun its work.

d. Amendments. The purpose of the motion to amend is to change or modify a main motion, and thus it must be germane to the business matter to be amended. A motion to amend (first level) may itself be amended (second level), but there can be no amendment (third level) to an amendment to an amendment. A “substitute motion” is really an amendment. The motion to amend

- 1) Requires a second.
- 2) Can be debated with discussion limited to the amendment itself.
- 3) Requires a simple majority.
- 4) Only one amendment can be considered at a time. As each is voted, other amendments offered are considered in succession.
- 5) Amendments are usually done by inserting, striking out or substituting, or a combination of these.
- 6) Can be reconsidered.

e. Postpone Indefinitely. The purpose of this motion is to suppress a motion. Subsidiary motions do not apply, except previous question and limit (or extend) time of debate. The motion to postpone indefinitely

- 1) Requires a second.
- 2) Is fully debatable, including both the main question and the propriety of postponing indefinitely.
- 3) Cannot be amended.
- 4) Requires a simple majority.
- 5) Applies essentially only to main motions, though it can be applied to “Questions of Privilege.”
- 6) Can be reconsidered if the vote was affirmative.

f. Set Time of Debate. The purpose of this motion is to establish limits

<b>Styre</b>	<b>SDA-DNU</b>	<b>Side nr.:</b>	<b>12/15</b>
<b>Saksnavn</b>	<b>Prosedyreregler</b>	<b>Sak nr.:</b>	<b>83/14</b>
<b>Saksframlegger</b>	<b>Finn F. Eckhoff</b>	<b>Møtedato:</b>	<b>7.12.2014</b>

regarding the length of individual speeches in a discussion or to limit the time period provided for discussion before voting.

The motion to set time of debate

- 1) Requires a second.
- 2) Can be debated.
- 3) Can be amended.
- 4) Requires a two-thirds vote.
- 5) Can be reconsidered by moving to extend time of debate (two-thirds majority required).

4. Incidental Motions. These motions deal with incidents concerning main motions and must be decided before the main motion. These rules of order recognize as incidental motions only appeals regarding points of order, division of a question, and withdrawing or modifying a motion.

a. Appeal regarding points of order. The purpose is to object to a decision or ruling of the chair at the time it is made regarding a point of order or to relieve the chair from having to make a decision by placing responsibility on the delegates or members. The appeal

- 1) Requires a second.
- 2) Generally is debatable, but not when the decorum of the session or meeting is in question or when an undebatable question is pending.
- 3) Cannot be amended.
- 4) Requires a simple majority.
- 5) Motions to “table” and “privileged motions” take precedence, as does “previous question” when the appeal is debatable.
- 6) Can be reconsidered.
- 7) In a question of appeal a delegate or member may speak only once, except by special permission of the chair, and the chair has the right to present the arguments in favor of the chair’s decision or ruling.

b. Division of a question. The purpose of this motion is to divide a question having several propositions or sections (e.g. document with several pages or paragraphs) into separate parts which are to be considered and voted on as distinct questions. When divided, each part is voted on separately as if it had been offered alone. For practical purposes, it is better to divide a question when it is introduced, though the motion can be made any time while the question is pending.

The formality of a vote on division of a question can be dispensed with, the chair ruling by common consent regarding the method of division. If this procedure is objected to, then a formal motion to divide becomes necessary, specifying how the question is to be divided. The motion to divide

- 1) Applies only to main questions and amendments.
  - a) Requires a second.
  - b) Requires a simple majority.
- 2) Yields to all privileged and subsidiary motions and to the incidental motion to appeal from a decision of the chair, except the motions to amend and to postpone indefinitely over which it has precedence.
- 3) Can be amended, but the other five kinds of subsidiary motions do not apply to the motion to divide.

<b>Styre</b>	<b>SDA-DNU</b>	<b>Side nr.:</b>	<b>13/15</b>
<b>Saksnavn</b>	<b>Prosedyreregler</b>	<b>Sak nr.:</b>	<b>83/14</b>
<b>Saksframlegger</b>	<b>Finn F. Eckhoff</b>	<b>Møtedato:</b>	<b>7.12.2014</b>

- 4) Cannot be debated.
- 5) Can be reconsidered.

c. **Withdrawing or Modifying a Motion.** Before a motion has been stated by the chair, it is the property of the mover, who can withdraw it or modify it without asking for consent. After the motion has been stated by the chair, the maker must ask the assembly's permission to withdraw or modify the motion. If there is no objection, the chair shall treat the request as a unanimous-consent request. If there is an objection, the chair shall put the request to a majority decision vote. A motion to modify or withdraw

- 1) Does not require a second.
- 2) Cannot be debated.
- 3) Cannot be amended.
- 4) Requires a simple majority.
- 5) Cannot be reconsidered.

After a motion has been withdrawn, the situation is as if the motion had never been made.

d. **Reconsideration of Motions.** When these rules of order permit it, a motion already voted on can be reconsidered. The purpose of reconsideration is to permit correction of an erroneous action, especially when added information has become available or a changed situation has developed since the vote was taken. In order to protect against possible abuse, the motion to reconsider must be made by one who voted with the prevailing side. The motion to reconsider is appropriate when made during the same meeting or council. (After adjournment, the motion to rescind is the appropriate motion to be used at a subsequent meeting.)

- 1) Requires a second.
- 2) Is debatable, except when the motion proposed for reconsideration is undebatable.
- 3) Cannot be amended.
- 4) Requires a simple majority.
- 5) Cannot be reconsidered, except by unanimous consent.

e. **Rescinding or Amending Previous Actions.** The purpose of the motion to rescind is to repeal or annul an action previously voted. The motion to amend a previous action aims at changing only a part of the text previously voted.

- 1) Requires a second.
- 2) Can be amended.
- 3) Is debatable, except when the motion proposed for repeal is undebatable.
- 4) Can be reconsidered only if vote was in the negative.
- 5) Needs two-thirds majority, unless prior notice has been given that consideration will be given to rescind a previous action.

#### *Suspending General Conference Rules of Order*

Under special circumstances, and for the purpose of facilitating the business of the Church, these rules of order may be suspended by a two-thirds vote of the delegates or members.

#### *Official Languages of the General Conference Rules of Order*

For the benefit of the delegates and the world Church, these Rules of Order may be

<b>Styre</b>	<b>SDA-DNU</b>	<b>Side nr.:</b>	<b>14/15</b>
<b>Saksnavn</b>	<b>Prosedyreregler</b>	<b>Sak nr.:</b>	<b>83/14</b>
<b>Saksframlegger</b>	<b>Finn F. Eckhoff</b>	<b>Møtedato:</b>	<b>7.12.2014</b>

translated into other languages. The English version of these Rules of Order remains the official version and any other translations are only for the convenience of the delegates and not the official version of these rules.

#### Changing *General Conference Rules of Order*

These rules of order may be changed by a two-thirds vote of the General Conference Executive Committee.

#### Rules of Order for General Conference

These rules of order shall apply to both the General Conference Sessions and Executive Committee meetings.

#### Adapting *General Conference Rules of Order* to Union or Conference Sessions and Executive Committee Meetings

These General Conference rules of order apply in principle to the world Church.

Division committees may adapt, where necessary, these rules of order for use at sessions and executive committee meetings within their territory. Any adaptation by a division for use in its territory shall be done by way of supplemental rules or addendum and not by modifying this document.

#### Use of *General Conference Rules of Order* by Other Church Organizations

Other church organizations, such as local churches, boards, and faculty meetings, may use these rules of order.

#### MOTIONS SUMMARY TABLE

Rank	Motions	Interrupt	Second	Debate	Amend	Vote	Reconsider	Notes*
10	Fix Time of Further Meeting (P)	No	Yes	No	Yes*	Majority	Yes	As to time and place
9	Adjourn/ Recess (P)	No	Yes	No	No	Majority	No	

Rank	Motions	Interrupt	Second	Debate	Amend	Vote	Reconsider	Notes*
8	Question of Privilege (P)	Yes	No	No	No	Chair*	Yes	Chair's decision can be appealed by two members
7	Table (S)	No	Yes	No	No	Majority	No	
6	Previous Question (S)	No	Yes	No	No	2/3	Yes	
5	Limit/Extend Debate (S)	No	Yes	Yes	Yes	2/3	Yes*	To extend debate only
4	Refer to Committee (S)	No	Yes	Yes	Yes	Majority	Yes*	If committee has not begun consideration
3	Amendment (S)	No	Yes	Yes	Yes	Majority	Yes	
2	Postpone Indefinitely (S)	No	Yes	Yes	No	Majority	Yes*	Affirmative vote only
1	MAIN MOTION	No	Yes	Yes	Yes	Majority	Yes	
-	Appeal Points of Order (I)	Yes	Yes	Yes	No	Majority	Yes	
-	Division of Question (I)	No	Yes	No	Yes	Majority	Yes	
-	Reconsider (I)	No	Yes	Yes	No	Majority	No	
-	Motion to Rescind	No	Yes	Yes*	Yes	Majority*	Yes	
-	Refer Back to Nominating Committee (I)	No	Yes	No	No	Majority	No	Usually accepted
-	Take from the Table (I)	No	Yes	No	No	Majority	No	
-	Withdraw Motion (I)	No	No	No	No	Majority	No	

<b>Styre</b>	<b>SDA-DNU</b>	<b>Side nr.:</b>	<b>15/15</b>
<b>Saksnavn</b>	<b>Prosedyreregler</b>	<b>Sak nr.:</b>	<b>83/14</b>
<b>Saksframlegger</b>	<b>Finn F. Eckhoff</b>	<b>Møtedato:</b>	<b>7.12.2014</b>

2/3 Two-thirds Vote; P—Privileged Motion; S—Subsidiary Motion; I—Incidental Motion

<sup>1</sup>

Except when motion proposed for repeal is undebatable.

<sup>2</sup>

If notice of motion to rescind was previously given, otherwise requires a two-thirds majority.