

## Southwest California Synod – Rules of Procedure

*Modified as per SC Meeting, May 15, 2021,  
& in keeping with the 2019 ELCA Mandated Constitutional Requirements*

### ***Legislative Authority***

This synod shall have a Synod Assembly, which shall be its highest legislative authority. (Constitution S7.01). The Synod Council at its December 5, 2020 and its May 15, 2021 meeting adopted a series of constitutional amendments affording this year's Synod Assembly to be conducted as a virtual gathering in conformity with California Law. Those amendments are listed below as part of the Rules of Procedure.

### ***E-Seat and Voice***

The membership of the Synod Assembly, of which at least 60% of the voting membership shall be composed of laypersons, shall be constituted as follows: (Constitution S7.21)

- A. All ministers of Word and Sacrament under call on the roster of this synod in attendance at the Synod Assembly shall be voting members.
- B. All ministers of Word and Service, under call, on the rosters of this synod shall be voting members in the Synod Assembly.
- C. A minimum of one lay member elected by each congregation with fewer than 175 baptized members and a minimum of two lay members elected by each congregation with 175 or more baptized members related to the synod, typically one of whom shall be a man and one of whom shall be a woman, shall be voting members. The Synod Council shall establish a formula to provide additional lay representation from congregations on the basis of number of baptized members in the congregation. The Synod Council shall seek to ensure that, at least 45 percent of the lay members of the assembly shall be women and at least 45 percent shall be men. Each congregation with fewer than 175 baptized members may elect one additional voting member who is a youth (under 18) or young adult (18-30). A congregation with more than 175 baptized members may elect two additional voting members who are youth or young adults, one of whom shall be a woman and one shall be a man. (Constitution S7.21.A.12)
- D. Voting membership shall include the officers of the synod and lay persons serving on the Synod Council who are not serving as voting members from their congregation. (Constitution S7.21.d and S.7.28)

The Bishop of this Synod shall present to the Synod Secretary and Synod Council a listing of all those Ministers of Word and Sacrament and Ministers of Word and Service who are on the roster of this Synod but who are currently: on leave from call; disabled; retired; or persons who are serving in synod-approved or synod-appointed pastoral capacities (i.e., TEEM candidates) in congregations or in other ministries of this synod. Those listed above may be voting members at this Synod Assembly (Constitution S7.26 & S7.27). Congregations under development or authorized worshipping communities

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must be in good standing with this Synod prior to the Call to Order of each Synod Assembly. Providing that such persons are in good standing with this Synod at the time of the assembly, such persons shall automatically be granted both voice and vote at the assembly. (Continuing Resolution - S7.22.A21)

This synod may establish processes through the Synod Council that permit representatives of congregations under development and authorized worshiping communities of the synod, which have been authorized under Evangelical Lutheran Church in America bylaw 10.02.03., to serve as voting members of the Synod Assembly, consistent with S7.21. (Constitution S7.26)

The Bishop of this Synod shall present to the Synod Secretary and the Synod Council a listing of all congregations under development and authorized worshiping communities of the synod, which have been authorized under Evangelical Lutheran Church in America bylaw 10.01.04., prior to the Call of Order of each Synod Assembly. Providing that such congregations under development and authorized worshiping communities are in good standing with the Synod at the time of the assembly, such congregations under development and authorized worshiping communities shall automatically be granted both voice and vote at the assembly consistent with S7.21 (Continuing Resolution - S7.26.A21)

This synod may establish processes through the Synod Council to grant a Minister of Word and Sacrament from a church body with which a relationship of full communion has been declared and established by the Churchwide Assembly of the Evangelical Lutheran Church in America the privilege of both voice and vote in the Synod Assembly during the period of that minister's service in a congregation of this church. (Constitution S7.27)

Other persons on the rosters of this synod as defined by ELCA bylaw 10.41.01b., shall be voting members.

The Secretary of the Synod shall be responsible for the certification of all clergy and lay voting members and shall maintain a record of their attendance at this assembly.

The ELCA representative and any other such official representative(s) of the Church shall have seat and voice in the assembly. Like privilege shall be accorded to non-voting members of the Synod Staff; to the chairpersons of the synod Mission Teams, Ethnic Coalitions, and Conferences; the president of the Synodical Women's Organization; the coordinator of Lutheran Men in Mission; and the chief executive officer (or their appointee) of the officially recognized institutions and agencies of the Synod. (Constitution S7.23)

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### ***E-Floor Seating***

Seating of voting members on the assembly floor shall be virtual by window display using the Synod Council's approved e-platform. All vote counting, whether oral, by hand (or designated e-symbol(s)), ballot or electronic device(s), will be directed by the assembly with the appropriate instructions. Visitors and guests will be viewing the assembly via live-stream.

### ***Bulletin of Reports***

All reports published in the Bulletin of Reports shall be received by the assembly without vote.

### ***Speeches***

Each person, when recognized by the chair, shall state his/her/their name and congregation or institution represented before beginning to speak. No person shall speak more than **two minutes** nor more than **twice** on the same subject, unless the voting members, by a majority vote, waive the provisions of this rule; provided, however, that this rule shall not apply to messages and reports by agencies and officers of the synod, or to guest speakers to whom special time has been allotted.

### ***Appropriation of Funds***

Any proposal to appropriate funds, whether by amendment to the budget or otherwise, which is presented to a meeting of the Synod Assembly without the prior approval of the Synod Council shall be referred to the Executive Committee for a report and recommendation prior to action by the Synod Assembly and shall require a two-thirds majority vote by the assembly for adoption. (Constitution S10.04)

### ***Motions and Resolutions***

Any voting member may make a motion from the floor, which is germane to any pending question. Motions and resolutions of a general character that are not germane to a pending question must be processed through the Committee on Reference and Counsel in the following manner:

- A. Resolutions or motions prescribing action, from any institution, agency, synod mission team, coalition, congregation, or individual, must bear the signatures of at least five people who are members of the Southwest California Synod. The resolutions shall be given in writing to the Committee on Reference and Counsel by 60 days prior to the start of the Assembly.
- B. All other resolutions or motions that are not received by the Committee on Reference and Counsel 60 days prior to the start of the Assembly shall be placed on the assembly agenda as new business only and would require a two-thirds vote of the voting members requesting the resolution be placed before the assembly before it may be considered.

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- C. Resolutions not considered by the Synod Assembly will be referred to the Synod Council for consideration.

### ***Displays and Exhibits***

Displays and exhibits, and for placing posters, announcements, etc., at E-Assemblies of the Southwest California Synod shall be limited to those agencies or groups who are organically within the structure of the Synod or the ELCA, or are direct beneficiaries of the synodical or Churchwide budget. Such displays and exhibits shall be presented as part of the virtual platform and in keeping with available time within the assembly. The selling of goods or services is allowed only by approval of the Synod Council and must occur through e-channels.

### ***Distribution of Materials***

All materials for distribution to voting members at the Synod Assembly shall be delivered to the Synod Office by May 1 and must be subject to e-distribution. The synod secretary is responsible for distribution of all materials. After the assembly is in session, permission to distribute materials must be secured from the Committee on Reference and Counsel.

### ***Robert’s Rules of Order***

Robert’s Rules of Order, latest edition, shall govern parliamentary procedures of the Synod Assembly, except where it conflicts with these or other special rules of procedure, in which case the adopted rules or procedure shall prevail. (Constitution S7.32)

### **Synod Council Approved Constitutional Amendments – Approved December 5, 2020 & May 15, 2021**

<b><i>Bylaws &amp; Continuing Resolutions for E-Assembly, June 2021</i></b>	
S7.01.01	“To the extent permitted by state law, meetings of the Synod Council, Synod Assembly and its committees may be held electronically or by telephone conference, and notice of all meetings may be provided electronically.”
S7.11.01	“The time and place (e.g., physical site and/or e-reference) of the Synod Assembly shall be determined by the Synod Council. The time and place for the next regularly scheduled assembly normally shall be announced two months prior to the assembly.”
S7.13	“Notice of the time and place (e.g. physical site and/or e-reference) of all meetings of the Synod Assembly shall be given by the secretary of this synod as provided by the bylaws.”
S7.13.01	“Notice of all meetings of the Synod Assembly shall be written, mailed as well as emailed to all rostered ministers on the synod roster and each congregation related to this synod, not later than sixty days prior to the date of the meeting. In cases of extreme emergency, the length of notice may be shortened by a two-thirds vote of the Synod Council.”
S7.14	“One-half of the members of the Synod Assembly shall constitute a quorum.”
S7.21.c	“The membership of the Synod Assembly, of which at least 60 percent of the voting membership shall be composed of lay persons, shall be constituted as follows:

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	A minimum of one lay member elected by each congregation with fewer than 175 baptized members and a minimum of two lay members elected by each congregation with 175 or more baptized members related to this synod, typically one of whom shall be a man and one of whom shall be a woman, shall be voting members.”
S7.22.A21	The Bishop of this Synod shall present to the Synod Secretary and Synod Council a listing of all those Ministers of Word and Sacrament and Ministers of Word and Service who are on the roster of this Synod but who are currently: on leave from call; disabled; retired; or persons who are serving in synod-approved or synod-appointed pastoral capacities (i.e., TEEM candidates) in congregations or in other ministries of this synod. Those listed above may be voting members at this Synod Assembly (Constitution S7.26 & S7.27). Congregations under development or authorized worshiping communities must be in good standing with this Synod prior to the Call to Order of each Synod Assembly. Providing that such persons are in good standing with this Synod at the time of the assembly, such persons shall automatically be granted both voice and vote at the assembly. (Constitution S7.22)
S7.27.A21	The Bishop of this Synod shall present to the Synod Secretary and the Synod Council a listing of all congregations under development and authorized worshiping communities of the synod, which have been authorized under Evangelical Lutheran Church in America bylaw 10.01.04., prior to the Call of Order of each Synod Assembly. Providing that such congregations under development and authorized worshiping communities are in good standing with the Synod at the time of the assembly, such congregations under development and authorized worshiping communities shall automatically be granted both voice and vote at the assembly consistent with S7.21 (Constitution - S7.26)
S10.07.D87	Moved to strike this CR: “No more than four members of the Synod Council, with the exception of the Bishop, may be from the same Conference.”
S12.15.01	“The Conference Rostered Leaders Collegium shall meet at least six times annually and shall be composed of all rostered leaders on the rosters of the Synod who are serving under call in the conference. The collegium shall have as its purposes: personal support; peer evaluation of ministry; education for ministry; mission support goal-setting and results reporting, as well as intra-ministry collaboration.”

Updated 5/27/2021