

# Duties & Responsibilities of the Delegate

## 1. COUNSEL FOR DELEGATES

*“Delegates to a conference session or constituency meeting are not chosen to represent merely the Church or Conference. They should view the work as a whole, remembering their responsibility for the welfare of the worldwide work of the Church. ... Each delegate should be susceptible to the direction of the Holy Spirit and vote according to personal convictions.”*

Seventh-day Adventist Church Manual, p. 114

*“The delegates to our Conference should be men [women] of wisdom and capability, men [women] whom the Lord may use to prevent rash movements. God has men [women] of appointment whom He has fitted to judge righteously.”*

E.G. White, Letter 262, 1905 brackets added

*“The importance of any meeting does not necessarily arise from the numbers of those present or the amount of discussion and speechmaking connected with it, but rather upon the weighty matters decided upon and the spirit of unison and love among those in attendance.”*

E.G. White, Review & Herald, November 25, 1873

## 2. MATERIALS

For the 66th Constituency Session, a special website ([www.2024sccsession.org](http://www.2024sccsession.org)) has been designed to deliver all the information and materials related to the Session, such as lists of delegates, new churches to accept, parliamentary procedures, agenda of the Session, information pertaining to items on the agenda, a financial summary, minutes of the 65th Constituency Session (2019), reports from the executive officers, reports from Nominating Committee, the Bylaws of the Conference and proposed changes to these, resolutions from Ad Hoc sub-committees, and more.

We encourage you to visit the session website often to check anything that has been added and to read everything. On the Session day, you will receive at the door only three or four basic documents for your perusal. But you can print whatever you feel you might need for reference at the meeting. Or you can bring your electronic device to have your own wireless access to Internet (smartphone, laptop computer, iPad, etc).

## 3. REGISTRATION

It is expected that your church has a full complement of delegates in attendance at the Constituency Session. If you cannot attend, please notify your pastor so he/she can arrange for an elected Alternate Delegate to serve in your place. You may give the alternate your materials.

Registration will begin Sunday, September 29 at 7:00 a.m. You will receive your Session I.D. badge in the White Memorial Courtyard. This badge will be your Session I.D. to use for registration as you enter the church, where you will swipe your badge to register and be admitted to the main floor for session participation. The I.D. badge is necessary for an accurate count and identification of the delegates.

## PROCEDURES

Please note in the following pages the expectations, the procedures and the rules to participate properly at the Constituency Session.

# Session Rules

## THE BASIC PRINCIPLES OF PARLIAMENTARY PROCEDURE

1. The purpose of parliamentary procedure is to promote cooperation, fairness, and efficiency in the transaction of an organization's business, including the rights of the minority.
2. Parliamentary procedure assumes that all delegates have equal rights, privileges, and obligations in the fair conduct of business.
3. The majority vote decides the direction the organization takes.
4. Every delegate has a right to be informed as to the meaning of all items brought before the assembly.
5. Each delegate has a right to full participation in the discussion of every proposal brought before the group for a decision.

## PROCEDURES FOR PARTICIPATING IN THE CONSTITUENCY SESSION OF THE SOUTHERN CALIFORNIA CONFERENCE

To facilitate clarity of understanding and efficiency in processing the desires of the body, the following procedures shall be followed when a delegate wishes to speak:

1. Any substantive motion, amendment to an existing motion, or comment regarding a motion on the floor is to be made from one of the standing microphones after the chair acknowledges the speaker.
2. Any delegate addressing the meeting from a microphone must first state their name and the entity they represent or their delegate-at-large status.
3. A procedural motion, such as a parliamentary inquiry or a Point of Order, may be made from a microphone which will be designated as the procedural microphone, as long as another delegate is not speaking, and the speaker of the procedural motion has been acknowledged by the chair.
4. A motion to amend must specifically state those words which are to be added, deleted, or substituted, followed by a statement of how the motion would read if amended. A motion to amend must be germane to the main motion which is to be amended.
5. A special committee report is to be concluded with a motion from the committee regarding the disposal of that report. The usual options include adopting the report (officially endorsing the finding, opinions, and recommendations), adopting a portion of the report, referring the report to another committee, postponing any action on the report, filing the report, or rejecting the report.
6. A delegate will not speak to a motion more than twice and will only speak a second time after all others wishing to speak have done so.
7. There will be a time limit of two minutes for speeches from the floor; three minutes if the speech is being translated.

## THE USE OF "MOTIONS" TO CONDUCT BUSINESS

A "motion" is the formal presentation of a proposal to the assembly for its consideration. To present a motion, a delegate rises and addresses the presiding officer, saying, "Mr./Madam Chairman." After the delegate is acknowledged by the chairman, he/she proposes his/her motion starting with the words, "Mr./Madam Chairman, I move that..." Most motions also require a "second," that is, an affirmation that at least one other person wants the motion to be considered. – Adapted from Sturgis *Standard Code of Parliamentary Procedures* (2009 Edition).

## RULES GOVERNING VARIOUS MOTIONS USED TO CONDUCT BUSINESS

There are basically four types of motions:

- Main Motion**                    A **main motion** is a motion whose introduction brings business before the assembly.
- Subsidiary Motion**        A **subsidiary motion** assists in treating or disposing of a main motion and sometimes other motions (i.e., tabling, previous questions/vote immediately, refer to committee, amendments, postpone indefinitely, and limit time of debate).
- Privileged Motion**        A **privileged motion** has to do with special matters of immediate and overriding the importance and do not relate to the pending business. (Fixing time of future meeting, recess, adjournment, fixing time at which to adjourn, and questions of privilege/ interrupting pending business to state an urgent request or motion.)
- Incidental Motion**        An **incidental motion** deals with questions of procedure. (Appeals regarding points of order and/or information, division of the house/requires a standing vote, and withdrawing or modifying a motion.)

## MOTIONS IN ORDER VOTE OF PRECEDENCE DEBATABLE REQUIRED

Main motion .....	Debatable .....	Majority
Reconsider .....	Debatable .....	Majority
Rescind or Amending previous Motion .....	Debatable .....	Majority
Amend .....	Debatable .....	Majority
Resume consideration .....	Debatable .....	Majority
Postpone indefinitely .....	Debatable .....	Majority
Refer to Committee .....	Debate only on merits of referral .....	Majority
Postpone to a Certain Time .....	Debate only on time of postponement .....	Majority
Limit/or extend debate .....	Not Debatable .....	2/3
Vote immediately ("previous question") .....	Not Debatable .....	2/3
Postpone temporarily ("table") .....	Not Debatable .....	Majority
Recess .....	Debate only on length of time .....	Majority
Adjourn .....	Not Debatable .....	Majority

Other incidental motions and requests include: appeal, suspend rules, object to consideration, Point of Order, parliamentary inquiry, question of privilege, withdraw motion, division of question, division of assembly.