



JOB DESCRIPTION FOR DELEGATES TO NATIONAL CONVENTION

Delegates to the National Convention are elected or appointed by synods as rostered or lay delegates with a goal that 20% are between the ages of 16–30.

Delegates are expected to keep in mind the realities and concerns of their contexts — their congregation, area, synod etc. — but at National Convention they are delegates of the National Church, having a prime interest in making decisions for the benefit of the whole church.

Delegates are expected to:

1. Register in a timely manner.
2. Read, in advance of convention, the *Bulletin of Reports*, noting any questions. A certain knowledge of the structure and governance of the church is an asset.
3. Pray for the convention as they prepare to attend.
4. Participate in any synodical delegate preparation sessions.
5. Participate in the online orientation session(s) for convention.
6. Attend all of the sessions of the convention.
7. Participate, as appropriate, in the discourse of convention, through active listening to presentations, reports, and debate on the convention floor, through respectful speaking during debate, through prayerful consideration before votes and elections.
8. Look for opportunities to share their convention experience following the convention.
9. Follow the work of the National Church following convention to see how the decisions of convention are being enacted. This may occur through reading *Canada Lutheran*, signing up for *ELCIC News*, following the ELCIC on Facebook, Instagram or Twitter.
10. Continue to pray for the National Church.

Some further considerations for delegates:

1. Delegates for the 2022 National Convention will also be asked to participate in an in person special convention in 2023. Information will be shared about the 2023 event when they become available.
2. Please be diligent in asking for technical assistance. (Please see information for attendees)

STANDING RULES OF ORDER

In an attempt to assist delegates, the following Standing Rules of Order are listed:

1. Motions

- a) All motions coming to the floor, including those that come from National Church Council (NCC) must be moved and seconded by convention delegates. Motions from convention committees come to the floor moved and seconded by the committee since they are made up of convention delegates.
- b) When making a motion on the floor of convention, the mover cannot precede it with any remarks. After it is moved and seconded the mover may speak.
- c) When properly before the meeting, a motion may be withdrawn by its mover and seconder only with the assent of the meeting as a whole.
- d) A question once decided cannot be brought up again at the same sitting. If it should be necessary to rescind a motion that has been passed, notice of intention can be given at one sitting and dealt with at the next sitting.
- e) If a motion is defeated, it may not be reintroduced except in the form of a new proposal sufficiently varied in its terms to constitute a different question, and the assembly itself may determine whether or not it does in fact constitute a new question.

2. Amendments

- a) An amending motion must be strictly relevant to the main motion. It must not alter in a material way the principle embodied in the main motion but should merely vary its terms in one or more particulars.
- b) A sub-amendment may be moved to the amendment. It must not materially alter the underlying intent of either the original amendment or the main motion.
- c) If a member wishes to move an amendment, but it is not in order at the time in view of the

fact that a sub-amendment is already before the meeting, notice of the amendment may be given as this proposal might affect the vote on the amendments that are awaiting decision.

3. Special Motions

- a) A motion to adjourn debate or adjourn the meeting must be seconded and voted immediately. It is not debatable. It is a tool to have a decision or a question deferred. If carried, the matter under consideration must be put aside. If the motion fails, the meeting proceeds as though no interruption had occurred.
- b) A motion to proceed to the next business must be seconded and voted immediately. It is not debatable. If carried, the motion sets aside the question being considered and the meeting proceeds to the next item on the agenda. If it fails, discussion resumes.
- c) A motion to call for the question must be seconded and may be debated. If the motion to call for the question fails, debate on the matter before the convention will proceed until the convention is prepared to vote on the motion.
- d) A motion to postpone to a specified time or indefinitely must be seconded and is debatable. A motion which is postponed may not be reintroduced until the time specified in the motion to postpone or until it is later revived on motion.
- e) A motion to table a question must be seconded and is debatable. Consideration may be resumed at any time on motion that the matter be taken from the table. The latter motion must be decided immediately without amendment or debate.
- f) A motion to refer to a standing or special committee must be seconded, may be amended and debated but only with respect to the reference or committal, not the main subject at issue.
- g) A substitute motion cannot be made. If a delegate wishes, “notice of motion” may be given. This means that if the current question being debated is defeated, a different motion may then be introduced.

4. Point of Order

A point of order should be raised when the alleged irregularity occurs. It is not acceptable if other proceedings have intervened. If you believe that an irregularity in procedure has taken place, you are to go to the front of the line at a microphone and to be recognized by the chair.

For the 2022 online ELCIC National Convention, if you have a point of order, you should unmute your microphone and say, “I have a point of order.” Please wait to be recognized by the chair before explaining your point of order.

5. Debate

- a) If you wish to speak to a question before the convention, raise your electronic hand and wait to be recognized by the chair.
- b) Upon recognition please state your name and the synod you represent before addressing the question. We will recognize territory at the beginning of the convention.
- c) At this 18th National Convention the time limit for speeches shall be three minutes.
- d) All remarks should be addressed to the chair. Remarks and arguments must be relevant to the question being considered. To quote from *Bourinot* “remarks made in the course of discussion should be in good taste, be incapable of being misinterpreted, and should give offence to no one.”

6. Governing Parliamentary Law

The governing parliamentary law of this church is *Bourinot's Rules of Order*, latest edition: 4, 1995 (*ELCIC Administrative Bylaws Part I, Section 6*). The general principles of *Bourinot* are as follows:

- a) Proper opportunity is afforded to all concerned for an expression of opinion.
- b) Rights of a minority are respected.
- c) Clear decisions are reached.
- d) Proceedings are governed by an assessment of the issues rather than by personality factors.

For any procedure not outlined in the *Standing Rules of Order*, appeal is to be made to *Bourinot's*.

7. Role of the Parliamentarian

The role of the parliamentarian is to be a resource to the chair, to assist the chair in the conduct of the meeting. The parliamentarian unobtrusively gives the chair help, guidance and support during the meeting. The chair can and should consult with the parliamentarian when not certain on how to rule on a question or proceed in the circumstances.

8. Election Procedures

- a) The first elections shall be for the Vice-Chair, Secretary, and Treasurer.
- b) Once the elections for officers have occurred, we will proceed with the other elections as outlined in the agenda.

9. Privilege of the Floor

National Church Council members are full voting members of convention. The privilege of the floor shall be granted at all times to the synod bishops. Any delegate may request the convention to grant any person the privilege of addressing the convention upon any matter then under

consideration. Such request shall be granted only upon the affirmative vote of at least two-thirds of the delegates then present and voting. However, such person shall not thereby have voice in the convention (*ELCIC Administrative Bylaws* Part VII, Section 15). At the organization of the convention consideration will be given to any recommendation from the National Church Council to grant additional privileges of the floor during the convention.

10. Recommendations of the Committee of Reference and Counsel

Administrative Bylaw, Part VII, Section 10 “Petitions from synods and congregations shall be submitted to the secretary of this church no later than 90 days prior to the convention for referral to the Committee of Reference and Counsel and for the inclusion in the *Bulletin of Reports*.” Administrative Bylaw, Part VII, Section 12: A resolution of a general character which is not germane to the pending question or report shall be given to the Committee of Reference and Counsel by the delegate proposing such resolution. The Committee of Reference and Counsel shall report all such resolutions to the convention with its recommendation(s). Other duties of the committee shall be to grant or deny permission to distribute printed or electronic matters not issued from the office of this church, to be consulted in amendments to the agenda once the convention has commenced and to give such assistance to the bishop as may be requested.

The Committee of Reference and Counsel is appointed to be the impartial, discerning mind of the convention to facilitate the proper presentation of petitions/resolutions and make efficient use of the assembly’s time.

The Committee of Reference and Counsel shall assist petitioners in preparing their resolutions to be heard by the assembly. The committee may suggest to the petitioners possible clarifications or editing, of grammar, spelling or language, to form a properly worded motion conveying their intent and taking into account appropriate jurisdiction and constitutional or bylaw requirements.

Delegates are asked to submit resolutions using this online form:

<https://form.jotform.com/221106125771042>

Bourinot's Rules of Order says that “Whenever possible, a motion should be worded in affirmative terms, and it should express fully and unambiguously the intent of the mover. It should not be preceded by a preamble (“Whereas ...” or “In order to . . .”), since these represent opinions which are arguable or make statements which may or may not be factual.” Along with a motion, delegates may submit a brief written “Rationale,” but are not required to do so. When tempted to use a “whereas” clause, it may be appropriate for the rationale. A rationale is limited to a maximum of 1,000 words.

The Committee of Reference and Counsel has five alternatives to select from in dealing with each petition/resolution. The committee shall include the text of the original petition/resolution, as well as the Committee of Reference and Counsel’s rationale for their recommendation, in their report to the convention.

Alternative #1: Recommend the motion be referred to the 2023 Special Convention.

Consequently the motion to refer is before the convention. If the motion to refer is defeated, the original petition/resolution is before the convention.

Alternative #2: Recommend the adoption and move and second the adoption of the original petition/resolution.

Consequently the original petition/resolution is before the convention.

Alternative #3: Recommend a substitute motion to replace the petition/resolution and move and second the substitute motion.

Consequently the substitute motion presented by Reference and Counsel is before the convention. If the substitute motion is defeated, the original petition/resolution is before the convention.

Alternative #4: Recommend the petition/resolution be referred to NCC and move and second the referral.

Consequently the motion to refer is before the convention. If that motion is defeated the original petition/resolution is before the convention.

Note: In the case of motions with budgetary implications, they must be referred to NCC. ELCIC Administrative Bylaws Part VII, Section 18: “When a motion calling for an appropriation of funds comes before the convention from any source other than the National Church Council, it shall be referred at once to said council for consideration and report.”

Alternative #5: Recommend that the petition/resolution be defeated.

Consequently the original petition/resolution is before the convention, and will require a mover and seconder from the floor of the convention.

Alternative #6: Recommend that the chair declare that the petition/resolution is out of order.

The chair then rules whether or not the petition/resolution is out of order. The ruling of the chair may be challenged by the convention.

ACRONYMS

ABT	Synod of Alberta and the Territories	JALC	Joint Anglican Lutheran Commission
ACC	Anglican Church of Canada	LAMP	Lutheran Association of Missionaries and Pilots
ACIP	Anglican Council of Indigenous Peoples (ACC)	LCC	Lutheran Church–Canada
ACT	Action by Churches Together	LCBI	Lutheran Collegiate Bible Institute (Outlook, SK)
BC	British Columbia Synod	LCC	Lutheran Church-Canada
CCC	Canadian Council of Churches	LCIC	Lutheran Council in Canada
CCJC	Church Council on Justice and Corrections	LIFE	Lutheran Investment Fund and Endowments
CECF	Church Extension and Capital Fund	LOMIC	Lutheran Outdoor Ministries in Canada
CEP	Continuing Education Plan	LTS	Lutheran Theological Seminary Saskatoon
CFGB	Canadian Foodgrains Bank	LUYH	Lift Up Your Hearts (Worship website)
CIDA	Canadian International Development Agency	LWF	The Lutheran World Federation
CLAY	Canadian Lutheran Anglican Youth Gathering (replacing Canadian Lutheran Youth Gathering—starting 2010)	LWI	Lutheran World Information
CLBI	Canadian Lutheran Bible Institute (Camrose, AB)	LWS	Lutheran World Service
CLWR	Canadian Lutheran World Relief	MCC	Mennonite Church Canada
CoGS	Council of General Synod (ACC)	MLUC	Martin Luther University College (formerly Waterloo Lutheran Seminary)
CPJ	Citizens for Public Justice	MNO	Manitoba/Northwestern Ontario Synod
CWA	Companion of the Worship Arts	NARC	North American Regional Committee (LWF)
EAPPI	Ecumenical Accompaniment Programme in Palestine and Israel	NC	National Convention
EAST	(ES) Eastern Synod	NCC	National Church Council
EKD	Evangelische Kirche in Deutschland	PCLM	Program Committee for Leadership for Ministry
ELCA	Evangelical Lutheran Church in America	PCW	Program Committee for Worship
ELCI	Evangelical Lutheran Church of Iceland	PCYM	Program Committee for Youth Ministry
ELCIC	Evangelical Lutheran Church in Canada	PP	Project Ploughshares
ELCJHL	Evangelical Lutheran Church in Jordan and the Holy Land	PWRDF	Primate’s World Relief and Development Fund (ACC)
FOD	Faith, Order and Doctrine	SK	Saskatchewan Synod
GS	General Synod (ACC)	TEC	The Episcopal Church
GSI	ELCIC Group Services Inc.	UCC	United Church of Canada
IELU	Iglesia Evangélica Luterana Unida (Argentina and Uruguay)	VELKD	Vereinigte Evangelisch-Lutherische Kirche Deutschlands
ILEP	Iglesia Luterana Evangélica Peruana	WCC	World Council of Churches