

Proposed Standing Rules 2023 Annual Convention Business Meeting

1. **Meeting Format.** The membership meeting of UWM will be conducted both in-person and using Zoom Webinar Technology. Only registered voting delegates may have a voice and a vote in the convention's deliberations. To vote in-person, all delegates must wear their delegate badge certified by the Convention's Registration Committee. The meeting will begin promptly at the hour announced and order must always be maintained. Those attending virtually shall have the same rights as those attending in-person.
2. **In Order to Vote if Online.** If members participating virtually wish to vote, they must join the meeting using a PC, MAC, tablet, or smartphone that has the Zoom app downloaded in it. Non-smart telephone connections will not be permitted since they do not provide for hand raising and electronic voting.
3. **Registration.** All those entitled to vote during the convention shall register with the Registration Committee no later than **fourteen (14) days prior** to the convening of the convention. Near the beginning of the convention business meeting on Wednesday, June 28th, the report of the Convention Registration Committee shall be presented. This report will establish the number of voters who are present and online eligible to vote during the convention. The report shall be adopted by a majority vote.
4. **Login Instructions for Online Voters.** Voting members who register for the meeting as online participants will be provided a meeting invitation and password approximately twenty-four (24) hours prior to the meeting which will allow them to enter the virtual meeting room. No voting member may share his/her login with anyone else and each voting member must sign in on a separate computer to vote. Only voting members of UWM will be authorized to attend the meeting as participants. Others wishing to observe the proceedings may watch the meeting via live stream. A quorum will be confirmed using the participant login report within Zoom.
5. **Screen Name.** For those voting members participating virtually, before signing into Zoom each voting member needs to assure that their name appears as "First Name Last Name" (i.e., Jane Smith) so they can be clearly identified by the Chair.
6. **Individual Connections for Online Voters.** Each voting member participating virtually must have an individual computer/tablet/smartphone connection to be recognized to speak and to vote. More than one voting member on the same connection device will not allow any more than the named person to speak and vote.
7. **Addressing the Chair.** Only voting members may address the Chair. Voting members once recognized must give their name before beginning to speak. Discussion, including questions and answers, must be directed to the Chair or through the Chair when these are in order.

8. **Online Voters Seeking Recognition to Speak.** Those participating virtually shall make their desire to speak known by using the “raised hand” function in Zoom. Those participating in-person shall go to a microphone and wait to be recognized. Once called on to speak members must state their name before beginning to speak.
9. **Actions by Recognized Members.** Voting members once recognized may do any one of the following: make or second a motion, speak in debate, or ask a question. No speech may be followed by a motion.
10. **Speaking Limits.** Voting members may not speak for more than two (2) minutes on any question under discussion, nor more than once on the same question. No debatable motion shall be on the floor for longer than fifteen (15) minutes. A member making a report is not bound by these rules. Speakers shall conform to the ruling of the timekeeper.
11. **Nominations from the Floor.** Those wishing to make nominations from the floor need to send the name of the person or persons they wish to nominate to Cathy Christy (cchristy@unity.org) at UWM at least ten (10) days prior to the business meeting for the proper electronic ballot to be created.
12. **Questions.** As per *Robert’s Rules of Order Newly Revised*, only questions specific to a pending motion may be asked. For any motion before the assembly online voters may ask a question using the Q&A function in Zoom.
13. **Interrupting Items.** Any voting member participating virtually who wishes to raise a point of order, appeal a ruling of the Chair, or do anything else that interrupts business shall raise their virtual hand in Zoom and then type what they wish to do into the Q&A Function. For those participating in person, the member shall go to a microphone and be recognized before stating their interrupted business. The Parliamentarian will inform the Chair if these can properly interrupt business.
14. **Motions in Writing.** Delegates participating virtually who wish to offer a main motion or any substantial amendment to items of business that are amendable once recognized shall state their motion verbally and then type it into the Q&A. For those participating in-person, they shall submit their motion or amendment in writing at the time they make it from the floor on the motion forms available at each microphone.
15. **Heart Check.** A “heart check” may be requested by the Keeper of the Flame at any moment the convention deliberations result in a loss of spiritual unity among the Convention Business Meeting delegates. A one-minute prayer time follows this request.
16. **Elections.** During the election of members of the Board of Trustees and the election of members of the Leadership Recruitment & Development Team, a plurality vote shall be considered sufficient for election. These elections shall be conducted using the online polling system in Zoom for online voters and via paper ballots for those participating in-person. If there are only the same number of

candidates for an election as the number of positions to be filled, that election shall be conducted by acclamation. In announcing the results, the Chair shall indicate which candidates have been elected.

17. **Chair.** The Chair of the UWM Board of Trustees shall act as Chair of the annual meeting, except in such circumstances when the Chair of the Board relinquishes the Chair to the Parliamentarian.
18. **Making Voting Clear.** The Chair shall clearly state what is being voted upon prior to any vote being taken so that all voting members may understand the effect of their vote before casting it.
19. **Agenda Formulation.** The presiding officer shall be authorized to formulate and adjust the agenda to take the best advantage of available business meeting time. Therefore, the printed agenda is for guidance only and shall not be considered either general or special orders.
20. **Committee to Review and Approve the Minutes.** The Chair will appoint a committee consisting of three (3) voting delegates to review, correct, and approve the minutes of the convention business meetings. After the committee has reviewed and approved the minutes, the Unity Worldwide Ministries central office shall cause these final minutes to be posted on the UWM website to all convention business meeting delegates prior to the next annual meeting. This rule does not preclude further corrections at the next annual meeting, if, in the unusual case, a significant correction should be found.
21. **Signing In and Out.** Members participating virtually shall identify themselves as required to sign into the Zoom meeting service and shall maintain Internet and audio access throughout the meeting whenever present but may sign out and depart before adjournment.
22. **Technical Requirements and Malfunctions.** Each member participating virtually is responsible for his or her audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
23. **Forced Disconnections.** The Chair may cause or direct the disconnection or muting of a member's connection who is participating virtually if it is causing undue interference with the meeting. In addition, the Chair may cause or direct the disconnection of a member's connection if the individual is out of order and is disrupting the meeting. The Chair's decision to do these things, which is not subject to appeal, shall be announced during the meeting and recorded in the minutes.
24. **Suspension of these Rules.** While bylaws may not be suspended (unless provided for in the bylaws), any of these standing rules may be suspended by a majority vote without debate for a particular specified purpose. To suspend a convention standing rule and the general parliamentary

rules normally applying to the same situation requires a two-thirds (2/3rds) vote. A two-thirds (2/3rds) vote will also be required to amend or repeal these standing rules.

- 25. Adoption of the Rules.** These rules shall be adopted by the convention business meeting. Adoption shall require a two-thirds (2/3rds) vote of those delegates present and voting. These rules shall be considered special rules of order and shall have ongoing effect from year to year between sessions of the convention. They shall remain in effect until they are amended by a future convention. Such an amendment shall require a two-thirds (2/3rds) vote of those present and voting at a convention business meeting to be adopted.