

Appendix D: Sample Rules of Organization and Procedure for Synod Assemblies

1. **Biographical Information:** Biographical information on the seven nominees (plus ties) who received the greatest number of votes on the second ballot, submitted on a form determined by the Synod Council, shall be distributed to voting members prior to the casting of the third ballot for bishop.
2. **Speeches by Nominees:** Prior to the third ballot for bishop, the seven persons (plus ties) who received the greatest number of votes on the second ballot will be invited to address the assembly, with each speech limited to five minutes. If any such person is not present at the assembly, the individual may address the assembly telephonically or may designate an alternate to speak on her or his behalf. A timekeeper shall indicate to the speaker when 30 seconds remain of the allocated time and when the allocated time has elapsed. The sequence of the speeches shall be determined by lot.
3. **Questions:** Prior to the fourth ballot for bishop, the three persons (plus ties) who received the greatest number of votes on the third ballot will be invited to participate in a question-and-answer period. The period shall be moderated by the person designated to preside at the election. The questions shall be asked in rotating order of the nominees, and the same questions will be asked to each nominee. Each nominee shall have a maximum of 90 seconds to respond to each question. A timekeeper shall indicate to the speaker when 30 seconds remain of the allotted time and when the allotted time has ended. The sequence of the questions to be asked shall be determined by the vice president and secretary of the synod. Questions may be submitted in writing to the secretary, or the secretary's designee, by any voting member of the assembly by (*list date, day, and time certain for the deadline*). The time for the question-and-answer period shall be a maximum of 45 minutes.