

**BUSINESS GUIDELINES**  
**for the**  
**Fall 2022 Conference Meeting**

- (1) All proceedings of a Conference meeting shall be governed by the parliamentary procedures in **Robert's Rules of Order, Newly Revised 12<sup>th</sup> Edition**, unless otherwise provided for in these guidelines.
- (2) Participants in the Zoom meeting who are delegates have voice and vote. Those who want to speak shall secure permission from the Master Teller through the Zoom Chat Function or by raising their hand in the Participants Panel in Zoom to be recognized. Delegates who are in person in the Bar of the House have voice and vote. They can raise their hand to be recognized by the Moderator.
- (3) In order to cast a vote, one must have been named by a local church as its delegate (or alternate if the delegate is absent), or be an authorized minister with standing in the Penn Northeast Conference, or be a lay member of the Conference Board.
- (4) Only the votes of those qualified to vote and within the Sanctuary of Forks UCC, Stockertown and the Zoom participants, which are declared to be within the bar of the house, will be counted on any issue. Voting will be done by polling (virtually) or raising of the official delegate card for those physically present.
- (5) When a motion is introduced, the person speaking shall be limited to a maximum of five (5) minutes for the initial presentation. Anyone speaking to an issue already introduced shall be limited to a maximum of two (2) minutes. No previous speaker to a specific issue shall be permitted to speak again until all who want to speak to that issue have had an opportunity to do so. Attendees may request their chat to be spoken by the Master Teller.
- (6) The right to limit the time for discussion shall be vested in the presiding officer.
- (7) All amendments and main motions from attendees who are in person shall be presented in writing to the Conference Secretary. If the attendee is on Zoom, amendments and motions should be presented to the Conference Secretary in the chat function of the Zoom meeting.
- (8) Members of the Budget Committee shall be available at the Conference Meeting to discuss any pertinent items relating to the proposed budget.
- (9) The Officers of the Conference Board will serve as the Business Committee. It will receive all business items, recommendations, overtures, proposals, resolutions, etc., and determine when they are to be considered by the Conference. It shall also arrange business items in such a way that duplication may be avoided and the agenda expedited.
- (10) All resolutions, proposals, etc. submitted should be in the Conference Office prior to the Conference Meeting.
- (11) The Conference Board and Officers shall serve as the Business Committee during the Conference Meeting.
- (12) Any resolution not accepted for consideration shall be referred to the Conference Board for consideration and possible referral to the Conference at a later meeting.