NEBRASKA ANNUAL MEETING RULES OF PROCEDURE

1) VOTING BODY – Members. The voting membership of the Conference shall consist of ministerial delegates, lay delegates, officers and directors as defined below. This group shall be referred to collectively as the delegates.
   a) Ministerial delegates. The following ministers shall be ministerial delegates if they hold standing in an Association of the Conference.
      i) All ordained ministers, including Ministers with ordained ministerial partner standing or dual standing
      ii) Retired ministers
      iii) Commissioned ministers
      iv) Licensed ministers
      v) Interim ministers serving a member church
   b) Lay Delegates. Each member church shall be entitled to at least two lay delegates. Churches having 251 to 500 members may have three delegates. Churches with more than 500 members may have an additional delegate for each additional 300 members or major fraction thereof. Commissioned Ministers and Licensed Minister holding standing in the Nebraska Conference Associations shall not be eligible to serve as lay delegates.
   c) Officers and Directors. The officers of the Conference and the members of the Board of Directors ("Board") shall be voting members.
2) VOTING PROCEDURES – No delegate shall have more than one vote. Proxy voting shall not be allowed.
3) CORRESPONDING MEMBERS - The following persons are eligible to be elected by the delegates as corresponding members:
   a) Members of member churches;
   b) Members of member churches of other Conferences of the United Church of Christ;
   c) Members of the staff or the governing board of a national agency of the United Church of Christ;
   d) Persons who represent ecumenical agencies with which the Conference cooperates; and
   e) Fraternal representatives of other judicatories with which the Conference is in fellowship. Corresponding members shall have the right to be visitors at Conference meetings and shall have the right of voice, though not of vote, at meetings of the Conference.
4) QUORUM – Fifty (50) percent of selected delegates shall constitute a quorum.
5) DIVISION – When a division of the assembly is requested, each voting member must show his or her official delegate card in order to have his or her vote recorded.
6) MOTIONS - Delegates wishing to make motions shall present themselves at the appropriate microphone. After a motion has received a second, the maker will be recognized by the Chairperson of the Board to speak on behalf of the motion, if he or she desires to do so, within in regular time limit. All main motions shall be written, signed by the maker, and given to the Secretary before the close of the meeting.
7) TIMEKEEPER - A timekeeper shall be appointed by the Chairperson of the Board for each meeting. The timekeeper shall indicate to each speaker the expiration of time allowed.

8) DISCUSSION –
   a) All registrants who are members of a church holding membership in the Conference may participate in discussion, as well as members of the voting body and those who have been given voice by the body. Only members of the voting body may introduce motions and vote.
   b) The Chairperson of the Board will identify a floor microphone for registrant wishing to speak in support of the pending motion and for registrants wishing to speak in opposition to the pending motion. Registrants wishing to speak shall present themselves at the appropriate microphone.
   c) The Chairperson of the Board will alternately recognize registrants who wish to speak in favor of and registrants who wish to speak in opposition to the pending motion so long as registrants are standing at microphones, within the time limits specified in the agenda and docket for business sessions.
   d) Upon being recognized, a registrant shall state his or her name and affiliation.
   e) Discussion shall be limited to three (3) minutes for each speaker. Unanimous consent shall be required if additional time is to be granted a speaker. No registrant shall speak a second time on the same motion until all others who wish to speak have had opportunity to do so.
9) REPORTS - The report of a committee or task force chairperson shall not exceed ten (10) minutes.
10) FLOOR TELLERS – Floor tellers shall be appointed by the Chairperson of the Board for each section of the seats, to count and tabulate rising or card votes.
11) PARLIMENTARY AUTHORITY – The Annual Meeting shall be conducted under Robert's Rules of Order Revised, except as provided otherwise in the Bylaws of the Conference

The Chairperson of the Board shall be attentive to:

   a) The Rule of the Majority;
   b) The Rights of the Minority;
   c) Courtesy toward all.

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