

INSTRUCTIONS TO DELEGATES 2018 STATE MINISTERS' MEETING

I. Parliamentary Authority

- A. The Church of God has adopted Roberts Rules of Order Newly Revised as our parliamentary authority. The latest version is the 9th Edition published in 1990. This is the addition that will be used in this Ministers' Meeting business sessions.
- B. All Business will be conducted in an orderly fashion.

II. SEATING OF DELEGATES

- A. This Ministers' Meeting is for all ministers who are presently reporting to the New Jersey State Office.
- B. Audio or video recording of the business sessions is not allowed.
- C. Each minister should have been mailed a complete agenda at least fourteen (7) days prior to this Ministers' Meeting.

III. INSTRUCTIONS CONCERNING DEPARTMENT DURING BUSINESS SESSIONS

- A. The scheduled times for the business sessions are listed in your Ministers' Meeting Manual.

There is to be no entering or exiting during voting. The ushers have been directed to control the entrances so that no one will be permitted to enter or exit during voting.
- C. The moderator will not entertain any questions from the floor when a vote is being taken.

IV. LIMITATION OF SPEECHES

- A. A recording secretary will tabulate the number of speeches made by individuals.
- B. A member is not to speak the second time on the same question as long as someone else desires the floor. Because the moderator cannot always know just how many times one speaks, he will depend upon the recording secretary to keep him informed.

V. AGENDA

- A. The proposed agenda changes were mailed to every minister in the state not less than fourteen (7) days prior to the Ministers Meeting.
- B. There is no need for a motion to adopt, or receive the agenda, since it is our rules of procedure already adopted (bylaws, Working Minutes - We the ministers of New Jersey.)
- C. Any new business must be presented to the Chairman of the Motions Committee which shall receive, classify, clarify, eliminate duplication and dispatch for placement on the agenda following the completion of the printed agenda. NOTE: Any new business for this Ministers' Meeting should be presented to the Chairman of the Motions Committee not later than 10:15 a.m. Saturday, October 13, 2018.

VI. ROLE OF THE PARLIAMENTARIAN

The role of the parliamentarian is to advise the chair or individual members of the body. The parliamentarian does not rule on any issue. Only the Chair is authorized to rule.

VII. APPOINTMENT OF COMMITTEES

- A. Teller Committee
- B. Motions Committee
- C. Parliamentarians
- D. Usher/ Sergeant at Arms

VIII. VOTING

Voting for all electoral positions will be by the voting system. Instructions will be given by the Administrative Bishop.