

**NEW JERSEY SYNOD, ELCA**  
**RULES OF PROCEDURE FOR THE THIRTY-FIFTH SYNOD ASSEMBLY**

1. Fifty percent (50%) of voting members who have confirmed registration upon the beginning of the assembly shall constitute a quorum as required by constitution (S7.14.).
2. Two (2) lay representatives of Synodically Authorized Worshiping Communities of the New Jersey Synod shall be given voice and vote during the Assembly.
3. Persons who are on the roster of the New Jersey Synod, ELCA, On Leave From Call or Retired, Living Out-of-State, but who are serving New Jersey Synod congregations/worshiping communities by special appointment, and those Retired Pastors Living Out-of-State who are actively engaged in the life and ministry of the New Jersey Synod shall be given voice and vote during the Assembly.
4. Persons on the roster of the Evangelical Lutheran Church in America (ELCA) in a Synod other than the New Jersey Synod, but who are serving New Jersey Synod congregations by special appointment, shall be given voice and vote, during the Assembly.
5. Persons who are not on the roster of the ELCA, but who are serving New Jersey Synod congregations/worshiping communities by special appointment, shall be given voice, not vote, during the Assembly.
6. Persons who are not on the roster of the ELCA, but who are serving New Jersey Synod congregations/worshiping communities by special appointment and are ordained ministers of another Lutheran church body that is a member of the Lutheran World Federation or of a church body with which a relationship of full communion has been declared and established by a Churchwide Assembly of the ELCA shall be given voice and vote during the Assembly.
7. Chairs of Mission Teams and Committees listed by the Synod Council shall be given voice, not vote, on matters pertaining to their work during the Assembly.
8. Voting will take place in a variety of ways throughout the assembly. These may include electronic voting using Vpoll, voice votes, and raising voting cards. To have an abstention recorded, notify the secretary. Abstentions do not count in the vote totals.
9. Voting members need a smartphone or tablet in order to use Vpoll for voting. Unique login credentials will be provided upon registration.
10. When an item of business is opened by the chair for discussion, those voting members wishing to speak move to a floor microphone. Before speaking, each person must indicate their name, congregation name and location. Members must specify if they are speaking for or against the item under consideration.
11. Debate shall be limited to two minutes per person per issue. Time will be kept by the Secretary. Debate will terminate when three speakers have been heard on each side, unless otherwise determined by a majority vote of the voting members present and voting.

12. Late resolutions may be considered with the approval of the assembly. A form (found on the NJ Synod website) for late resolutions must be submitted by 10:00am to the secretary or chair of Reference and Counsel with the required signatures of 10 voting members present at the assembly. The Synod Council and/or Executive Committee may submit resolutions directly to the Assembly.
13. All resolutions shall be reviewed by the Committee of Reference and Counsel, which, when reporting to the Assembly, may:
  1. recommend approval;
  2. recommend disapproval;
  3. recommend referral to the Synod Council; or
  4. recommend a substitute motion to the Assembly
14. Floor nominations for at-large positions may be made at the time of the Nominating Committee report and require completion of the [electronic nomination form](#).
15. All reports published in the Bulletin of Reports shall be received by the Assembly by virtue of that fact without vote.

#### **RULES OF PROCEDURE FOR ADOPTION OF THE 2024 SPENDING PLAN**

1. At the time of the introduction of the Spending Plan, discussion shall be limited to questions for clarification and information and the serving of notices of intent to move an amendment to the Spending Plan.
2. Voting Members desiring to present motions germane to the Spending Plan shall be given until **12:00 noon on Saturday, May 13** to submit written notice of such intent to the Treasurer, James Harris.
3. The Fiscal Management, Administration, and Property Committee shall meet with voting members proposing an amendment.
4. At the time appointed for the adoption of the Spending Plan, the Fiscal Management, Administration, and Property Committee shall report to the Assembly all proposed amendments, with the Committee's recommendations.
5. When motions germane to the Spending Plan are presented on the Floor of the Assembly, the Fiscal Management, Administration, and Property Committee shall have an opportunity to respond to the recommendations. Any Voting Member wishing to increase a line item in any area of the Spending Plan shall propose a source of funding.