

RULES OF DECORUM
TOONIGH BAPTIST CHURCH

August 14, 2013

RULES OF DECORUM

As modified in Conference, August 14, 2013.

1. Church, when in conference, shall have a Clerk and Moderator. The Clerk and Moderator shall be appointed as described in the Constitution and Bylaws.
2. It shall be the duty of the Moderator to preside over the meeting, preserve good order, and declare the will of the Church as decided by a vote. In the event of a tie vote, the Moderator shall cast the deciding vote. It shall be the duty of the Clerk to produce and maintain a correct record of all conference proceedings. When the Clerk is replaced by a successor, the outgoing Clerk will transfer all books, papers and other property of the church in his possession to the incoming Clerk.
3. Six active members of the Church in good standing shall constitute a minimum quorum required to conduct Church business. Church conference shall not be conducted if this minimum quorum requirement is not satisfied. Special (called) conferences may be scheduled in between regular conferences as described in the Constitution and Bylaws. No business shall be conducted during special (called) conferences except the business for which the conference was called.
4. The Deacons shall serve as an advisory board for considering all matters concerning Church order. The Deacons shall carefully investigate these matters and present the result of their investigations as well as their recommendations to the Church in a regularly scheduled conference.
5. Robert's Rules Of Order, Revised and rules set forth in this document are the authority for parliamentary procedure for all Church conferences as specified in the Constitution and Bylaws.
6. A majority vote shall be sufficient to pass all motions except for matters concerning fellowship and where voting requirements are

specified in the Constitution and Bylaws. Matters concerning fellowship, where the voting requirements are not specified in the Constitution and Bylaws, shall require a three-fourths vote.

7. All matters shall be brought before the conference by a motion and a second.
8. All motions that meet with a second shall be put to the conference unless the motion is declared out of order by the Moderator. The decision to declare a motion out of order by the Moderator may be appealed by active members present. If an appeal is made, the appeal will be resolved by a vote among active members present. A two-thirds vote of active members present shall be required to overturn the out of order decision and allow the motion to continue in conference.
9. When members desire to speak in conference, they shall stand and address their remarks to the Moderator. Remarks should be confined to the matter under debate. If more than one person shall rise to speak at the same time, the Moderator shall declare who is entitled to the floor.
10. Conference discussions shall be conducted in an orderly manner and with a Christian spirit. Members shall refrain from using unpleasant or abusive language.
11. No member will be allowed to speak more than twice on the same subject except by permission of the Moderator and all comments must be brief.
12. Any member not attending conference for three or more consecutive conferences (without a satisfactory excuse) may be subject to a review of conference participation privileges.
13. The Rules of Decorum shall be read in open conference once each year.
14. The conference privileges of voting and speaking shall only be extended to active members in good standing. Non-members or inactive members shall be allowed to attend conference but shall not be allowed to participate.

ORDER OF BUSINESS

1. Conference called to order
2. Read and adopt minutes from previous conference
3. Treasurer's Report
4. Sunday School Report
5. WMU Report
6. Committee Reports
7. Communications
8. Old Business
9. New Business
10. Adjourn