



Delegate Resources

Welcome to the Covenant Annual Meeting! The purpose of the Covenant Annual Meeting is the same as the purpose of the Church of Jesus Christ—at all times and in all situations—to discern and do the will of God. A lot must happen at an Annual Meeting and a lot of people participate. At the Annual Meeting, we:

- Celebrate what God is doing in and through us
- Connect with those committed to our common mission
- Pray for the mission and ministry of the Evangelical Covenant Church
- Worship together
- Ordain, license, and commission pastors and global personnel
- Elect persons into leadership positions (administrators and board members)
- Receive new churches into our fellowship (and say farewell to some)
- Review the stewardship of the resources God has blessed us with and approve projected investment of resources
- Review our efforts in accomplishing God’s mission in the previous year
- Chart a course for the future, trusting God for the outcomes
- Approve amendments to the Constitution and Bylaws
- Make decisions necessary to the mission and ministry of the Evangelical Covenant Church, regional conferences, and affiliates

To make sure that everyone is clear about what is happening when and how, several documents are used to govern the Annual Meeting:

- The Constitution and Bylaws of the Evangelical Covenant Church
- *Robert’s Rules of Order, Newly Revised* (most recent edition)
- Standing Rules of Order (approved at a meeting to guide that specific meeting)

These governing documents help us:

- Protect the right of the majority to decide
- Protect the right of the minority to be heard
- Protect the rights of the individual members, both those present and those absent
- Prevent a “railroad” of the meeting by manipulation
- Prevent an emotional “stampede” of the meeting

At first some of the language and protocols used during the meeting may seem strange to you, but we have provided resources in this section to help your engagement.

There are three key participants at the Annual Meeting:

I. THE DELEGATES

Delegates represent churches, Covenant administration, and related affiliates, boards, and other key leaders. Everything that happens at the Annual Meeting requires the delegates’ participation.

Delegates receive the reports, approve recommendations, deliberate on the issues, and vote on motions. Our delegates, through the guidance of the Holy Spirit and the leadership of Jesus Christ, ultimately determine the course for the Covenant Church’s future.

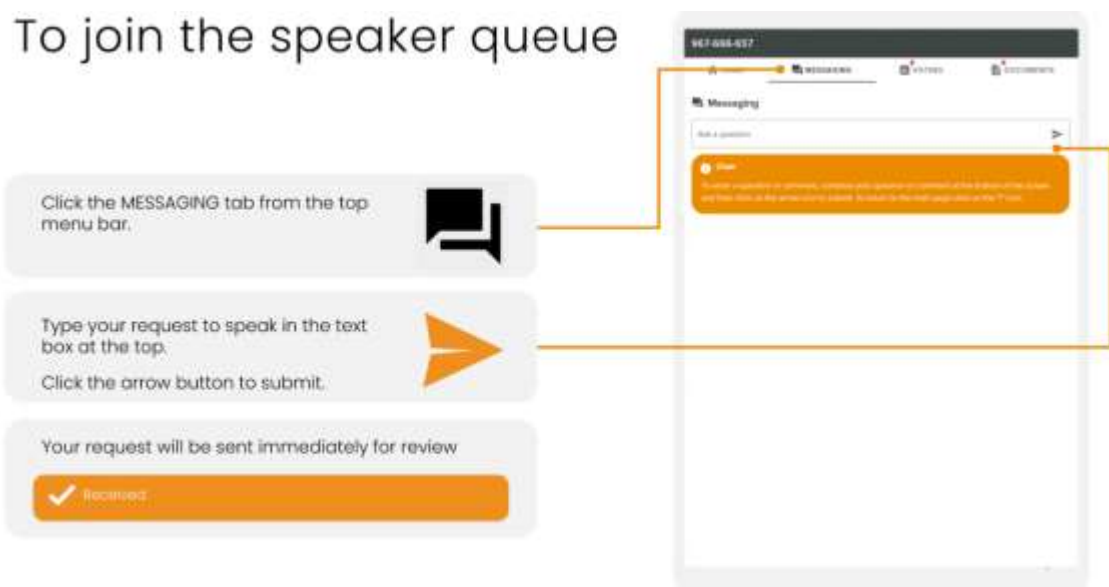
Delegates need to do the following:

1. **Keep alert.** The leaders of the Annual Meeting work very hard to make sure that everyone is “on the same page,” but they can’t do it alone. Please be aware of what is happening, and if you are unsure, please ask! *The order of the printed agenda is not the order in which items are addressed.* Due to the length of time required for various agenda items and given the schedule to allow for regular breaks, the Moderator has the right to adjust the order in which items are addressed. This will require delegates to remain engaged.
2. **Listen carefully and think about the motion before the group.** Read up on the agenda items prior to the start of the meeting so that you are able to engage with the motions thoughtfully and with proper context of what exactly is being voted on.
3. **Engage!** There are many ways to participate: ask questions, make comments, actively listen, and vote. Remember that silence generally means agreement when we are a part of a large deliberative body.

SPEAKING

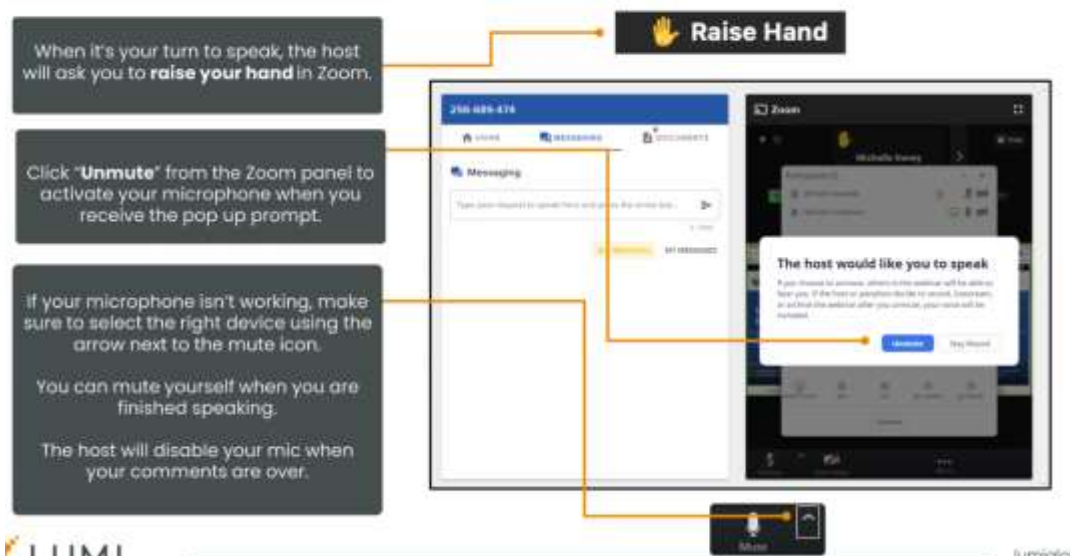
Every delegate has the right to speak in the meeting regardless of how you are participating—whether online or onsite. Here are some guidelines for speaking:

1. Make sure the subject you want to talk about is under discussion.
2. If you are a virtual attendee, utilize the *Messaging* feature on LUMI to share your intent to speak for any reason.
 - a. When you select *Messaging*, you will be provided a text box to type your request to speak to the Moderator.
 - b. Once you are finished typing your request to speak, click the arrow button to submit.
 - c. Your request will be sent immediately for review.



- d. If there is still time in the discussion available for comments or questions, the Moderator will address you and invite you to speak.
- e. Before the Moderator addresses you and invites you to speak, a virtual delegate host will assist you in “coming to the mic.” The host will prompt you to “raise your hand” in Zoom by pressing the button to “raise your hand.” A pop-up dialogue box will appear on the video section (on the right side of your screen) asking you to unmute and speak. Follow the instructions on the screen to unmute and speak.

To speak from the virtual floor.



3. If you are onsite, you will approach the appropriate microphone in the room and await your turn to be recognized by the Moderator.
4. For both onsite and virtual delegates, when you have been recognized, speak to the Moderator and state your name and the church or entity you represent, and the city and state. Say what is on your mind. **Remember, you do not make a speech to the Assembly; you are speaking to just one person, the Moderator, and the others are listening in.**
5. If you have a question, the Moderator may know the answer, or the Moderator may ask someone else to provide the answer.
6. If you have a point to make, you may speak once to an issue. You may not speak again on the same issue as long as someone else who has not yet had a turn is seeking the floor or is waiting to speak.
7. If you desire to speak a second time on the same issue and there is an opportunity to do so because no one else is waiting to speak, you may approach the microphone a second time.
8. Once you have spoken a second time, you have used up your rights to debate on that issue.

If you have a matter for discussion that is not on the Agenda, please write a description of it and submit to the Moderator using the “Messaging” button or email to governance@covchurch.org. Please keep in mind that the “Messaging” feature is only to be used for official meeting business and Robert’s Rules of Order applies equally there as it does elsewhere—please don’t use the button as a “chat” to say hi to other delegates, to make comments on the proceedings, or anything else that

would be considered out of order in a meeting.

Due to the nature of our hybrid meeting, it is strongly requested that agenda item requests be submitted electronically by delegates to the Moderator at governance@covchurch.org prior to the start of the 137th Covenant Annual Meeting. The Moderator will decide whether to present your request to the Annual Meeting; if the response is “yes,” it will come to the assembly for vote to place on the Agenda. If you submit it before we adopt the Agenda, it requires a majority vote to add it to the Agenda. If you submit it after we adopt the Agenda, it requires a 2/3 majority vote of all registered delegates. At the appropriate time, the Moderator will invite you to present your matter to the Annual Meeting.

Remember that you represent yourself, your church, or entity you represent, and Jesus Christ. Motives should not be called into question during a debate, and the merits of the motion are the issue to be considered. As brothers and sisters in Christ, we recognize that while brothers and sisters may argue, we are in relationship in Christ together.

II. THE EXECUTIVE BOARD AND MINISTRIES

1. The Executive Board is the mover of almost all the recommendations that arise from the Agenda, which it approves before it comes to the Annual Meeting. This process, established by the Covenant Bylaws, ensures a coordinated mission and avoids possible contradictory recommendations from various official sources. All recommendations are subject to the amendment, referral, or rejection of the meeting. As the mover of most of the recommendations on the Agenda, a spokesperson for the Board is usually granted what Robert’s Rules call “preference in recognition.” This is the privilege of a mover to speak first to a motion. (Please note that motions arising from a board, commission, or committee do not require a second as they already have more than one supporter.)
2. The Board of the Ordered Ministry reports directly to the Annual Meeting after obtaining the approval of the Covenant Ministerium to its recommendations.
3. Commissions and committees are basically study groups who formulate statements which may become the official statements of an Annual Meeting. All of these are reported through the Executive Board.

III. THE MODERATOR

The Moderator of the Annual Meeting is the presiding officer of the meeting. This important role as Moderator is this person's only function.

The Moderator:

- interprets and applies the rules of the meeting
- expedites the business of the meeting
- ensures that everyone involved in the meeting is treated fairly
- clarifies what is happening
- advises delegates in the procedures of the meeting
- maintains the discipline and joy of Christian fellowship

ELECTRONIC VOTING FOR THIS ANNUAL MEETING

We have partnered with LUMI to assist us during this year's hybrid Annual Meeting. LUMI is not like a traditional Zoom meeting interface, nor is it exactly like Convene AGM (last year's meeting software). Some learning may be required to get the hang of the system before you use it to cast your vote and participate in the meeting.


This system is designed for virtual and hybrid meetings like ours, and **every delegate will be using the LUMI system, whether online or onsite. Onsite and online attendees will interact with LUMI in slightly different ways (*more on this below*).**

LOG INTO THE VIRTUAL MEETING PLATFORM

Click on the link you have received from your event organizer and enter your username [1] and password [2]:

<https://web.lumimagm.com/1000000000>

Click on the 'Having Trouble Logging In' button for additional information & resources. [3]



If you are joining the meeting virtually: You **must use a laptop or desktop computer** to participate. In previous years, delegates were able to use phones and tablets to participate in the meeting. LUMI, however, only works on computers with specific web browsers—**mobile devices and web browsers outside of Google Chrome, Microsoft Edge, and Mozilla Firefox are not supported.** It is important to avoid trying to use Safari (the default web browser on Mac) and instead use one of the three previously mentioned browsers to access the LUMI website. Online delegates are expected to have a reliable means for participation, including a strong internet connection to support their engagement in the meeting. Delegates will be credentialed according to the principle of “one delegate, one device” (***one delegate may not use more than one device at a time, and multiple delegates may not share the same device***). This is a security feature that is tied to LUMI to help ensure the voting process is safe and accurate. If you need to switch devices for any reason during the meeting, you will need to log out of LUMI on your original device before you attempt to log in to LUMI on a second device.

VIRTUAL ATTENDEES: REQUIREMENTS TO ACCESS THE MEETING

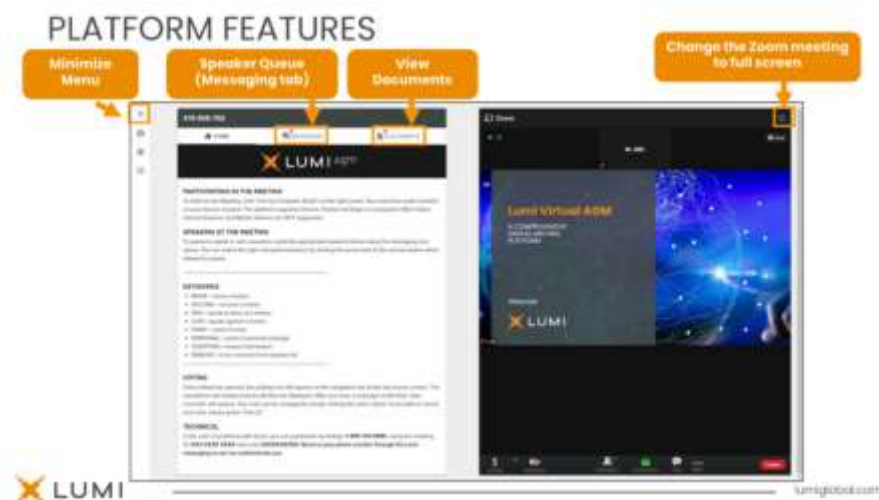


CONNECTING TO THE MEETING



Along with a reliable internet connection, **it is suggested that online delegates use a microphone-equipped headset or earphones (Bluetooth or wired)** to reduce audio feedback, allow you to better hear the audio of the Annual Meeting, and to block background noises when speaking to the Moderator. When you plug in your headset or turn on your earphones, you will need to ensure that your computer's settings have been set so that the "speaker" is your headset, and the "microphone" is also your headset. This is a critical part of your set up so that when you queue to speak through the LUMI platform, Zoom is set up with the correct speaker and microphone. This will minimize any technical difficulties.

Below is a sample screenshot of some of the main features online delegates will use on the LUMI website during the meeting. Please familiarize yourself with these details as you will use this screen for most of the meeting. (Onsite attendees will not engage with the meeting through a laptop or desktop, so this screenshot does not apply to your experience.) Online delegates will need to enable the video screen for the webcast so they can see what is happening live.



As the technology will be different for onsite and virtual delegates, the training is offered as separate videos for you to watch at your leisure. Recorded sessions can be found on the Gather website (covchurch.org/gather). We will also host one live technology training session for virtual delegates on June 20, 2023 at 7:00 p.m. Central via zoom. Details for this training will be sent specifically to virtual delegates via email by June 15, 2023. Onsite delegates will receive a brief tutorial at the start of the Annual Meeting during Business Session #1 as the technology is quite straightforward.

If you are joining the meeting onsite: Onsite attendees will be using LUMI's physical voting devices to cast votes. This will consist of both a voting card and a voting keypad. You will receive a voting card during registration, which will authenticate your identity as someone who is able to vote in the LUMI system. **It is important that you keep track of your voting card throughout Gather.** Voting keypads, on the other hand, will be provided when you enter the meeting space and will be collected on your way out at the end of each business session. This will allow for the devices to be charged for the next session.

To vote, you need to physically insert your voting card into the voting keypad (making sure the arrows and the chip at the bottom of the voting card are facing you), and the card must remain in the keypad the whole time in order to cast your vote. When the vote is opened, the voting options will appear on the device screen. Simply press the physical numerical button on the keypad that corresponds with your choice for voting. For the majority of the motions we will vote on (but not all), 1 will correspond with "For," 2 will correspond with "Against," and 3 will correspond with "Abstain." After you have voted, a confirmation will appear on the screen. In order to change your vote, simply enter your new choice (usually 1, 2, or 3). Once you have confirmed your choice, your vote will be submitted.

In addition to the technology training for online delegates, we will offer multiple virtual Delegate Orientation sessions which focus on educating delegates about the parliamentary procedures that will take place at the Annual Meeting. If you would like to join a live Delegate Orientation session before Gather 2023 begins, sessions are being held in June on the following dates and times via Zoom:

- **Saturday, June 3, at 11:00 a.m. Central**
- **Tuesday, June 6, at 7:30 p.m. Central**
- **Wednesday, June 14, at 7:30 p.m. Central**
- **Saturday, June 17, at 1:00 p.m. Central**

An onsite delegate orientation will be held on the following date and time:

- **Thursday, June 29, at 10:00 a.m. Pacific**

We also are hosting two more delegate briefing sessions to provide context and information on phase I of the Covenant Organizational Design and the proposed Bylaw amendments. They will be held on:

- **Tuesday, May 30, at 11:30 a.m. Central**
- **Tuesday, May 30, at 6:00 p.m. Central**

You can access the links for each of these sessions on the covchurch.org/gather page by clicking on *Delegate Orientation* on the right side of your screen.

Delegate Notebooks: This year, we offered delegates the option to receive a printed hard copy of their delegate notebook or a digital version. We hope this creates an opportunity for us as the Church to exemplify caring for God’s creation by saving on unnecessary printing. We are pleased to share that the large majority of delegates have chosen to receive their delegate notebooks virtually. Delegates who opted for a digital version of their delegate notebook may wish to refer to it on a secondary device like a phone or tablet. If you are onsite, make sure your delegate notebook is downloaded before you enter the meeting room; Wi-Fi will not be available to all onsite delegates.

Onsite and online delegates are responsible for making sure their devices are fully charged. All delegates are responsible for ensuring that their technology is working as intended—as long as there is quorum, voting will not be delayed due to any delegate’s individual technical needs. As for online delegates, onsite delegates will be credentialed according to the principle of “one delegate, one device” (one delegate may not use more than one device at a time, and multiple delegates may not share the same device). If you are onsite, your voting card authenticates you as a voter and can only work in combination with the voting keypad. This is a security feature that is tied to LUMI to help ensure the voting process stays safe and accurate. If you are onsite and your voting card or voting keypad is not functioning properly, raise your hand and a member of our onsite helpdesk offer assistance.

A BRIEF GLOSSARY OF COMMON PARLIAMENTARY TERMS

AMEND, MOVE TO. Most motions may be amended on the floor of the meeting, particularly when they deal with the business rather than the procedures of the meeting. All amendments must be germane to the original motion. Amendments can be made in three (3) ways: addition, deletion, or substitution. When an amendment has been seconded, it must be debated and decided, or otherwise dealt with, before the motion it seeks to amend may be further considered.

APPEAL FROM THE RULING OF THE MODERATOR. A delegate is testing the Moderator's ruling against the opinion of the meeting. The motion to appeal requires a second. An affirmative vote by the meeting sustains the Moderator's ruling.

BALLOT, TO ORDER THE VOTE ON A PENDING QUESTION TO BE TAKEN BY. The Bylaws and Rules specify that certain questions be decided by ballot. Questions other than these may also be decided by ballot if a majority of the meeting concurs with a request from a delegate for it.

CONSENT AGENDA. Items on the Consent Agenda are routine, procedural, informational, self-explanatory non-controversial items that require action but generally don't require discussion or debate. Acting on these items moves the meeting along, allowing for more time for substantive issues. Items on the Consent Agenda may be removed from the Consent Agenda at the request of any two delegates. Items removed from the Consent Agenda shall be acted upon by the assembly at a place in the Agenda determined by the Moderator.

DIVISION OF THE ASSEMBLY. This is a vote by rising. It may be demanded by any delegate to verify a vote taken by voice or by a show of hands or may be ordered by the Moderator when a vote by show of hands or by voice has been "too close to call." If it is still not possible to discern the outcome visually, the Moderator may order a count by the Sergeants-at-Arms. Most of the meeting may also order a count.

EXECUTIVE SESSION. According to Robert's Rules of Order, certain items require confidentiality. One of those items relates to how a society disciplines a member. When the body determines that a matter must be debated and decided in secret, a motion for Executive Session is proper. After a majority vote on the motion for Executive Session, everyone, except delegates and resource personnel, is excused from the meeting. In addition, the live stream will cease until the Executive

Session is concluded.

INFORMATION, POINT OF. Asking a question about the business at hand.

MADAME MODERATOR. The traditional form for addressing the Moderator from the floor of this meeting.

ORDER, POINT OF. A delegate calls the Moderator's attention to a possible breach of the Rules. If the delegate is not satisfied with the Moderator's subsequent explanation, he or she may appeal if the point has been raised concerning an actual ruling of the Moderator.

PARLIAMENTARIAN. An advisor to the Moderator on parliamentary law.

PARLIAMENTARY INQUIRY, POINT OF. Asking a question about the application of the Rules in the business at hand.

PERSONAL PRIVILEGE, POINT OF. A delegate believes that his or her rights or the rights of another are being infringed upon.

POSTPONE TO A CERTAIN TIME. A delegate may move to postpone the item under discussion until a later point in the meeting. The motion requires a second and is debatable.

PREVIOUS QUESTION, MOVE THE. A motion to cut off debate on an issue which requires a second, and a two-thirds majority. An affirmative vote merely cuts off debate and is not a vote on the motion under debate.

PRIVILEGED MOTION. A motion that does not relate to the pending question at hand but does have to do with matters of such urgency or importance that, without debate, they are allowed to interrupt the consideration of anything else.

PUTTING or CALLING THE QUESTION. Taking a vote.

RECONSIDER, MOVE TO. A motion to reconsider an item previously voted upon may be made at any time, though it may have to wait until other business has been dealt with before it can be taken up. If a majority decides that the item previously voted upon will be reconsidered, debate on it re-opens,

and another vote is taken (or it is otherwise disposed of, by referral, etc.) The motion to reconsider has unique characteristics: It may be made only by a delegate who originally voted with the prevailing side on the item; it may be made no later than the day following the original vote; it cannot apply to an item when provisions of it have already begun to be carried out (such as the signing of a contract); and it cannot be itself reconsidered.

REFER, MOVE TO. (Not to be confused with a motion to table.) A referred motion goes to a board or committee as designated by the Motion to Refer. It requires a second and is debatable.

SECOND. A seconder need not agree with the motion or vote for it. The seconder need only agree that the motion deserves the attention of the meeting.

SERIATIM. In a series (i.e., a long motion consisting of a series of resolutions, paragraphs, articles, or sections that are not totally separate questions can be considered by opening the different parts to debate and amendment separately, without a division of the question).

STANDING RULES. These rules are prepared by the Agenda Committee to provide guidance for this particular Annual Meeting setting for how items are dealt with generally. The Standing Rules require a two-thirds majority for approval and a two-thirds majority for suspension of any part of such.

SUSPEND THE RULES. It is possible to suspend a rule that is standing in the way of accomplishing what the meeting clearly wants to do either by motion or by unanimous consent. Bylaws may not be suspended unless they are in the nature of “rules of order.” This is a complex issue, with each instance subject to the interpretation and ruling of the Moderator.

TABLE, MOVE TO. (Or “LAY ON THE TABLE”). Unlike a referred motion, a tabled motion goes nowhere. No one considers it, studies it, or does anything with it until a motion passes to “take it from the table.” If this does not happen at this Annual Meeting, the motion is dead, i.e., we could not move to “take something from the table” that was put on the table at a previous Annual Meeting.

Original prepared in 1985. Current revision by Annual Meeting Officers (Elizabeth Jensen, Moderator; Richard Lindholtz, Vice-Moderator; Norma Ramos, Secretary) and Clarence Chan, Parliamentarian, 2023.