

FOREWORD

The 2014 *Convention Workbook* is a valuable resource for anyone preparing for the Tenth Convention of our Lutheran Church-Canada, set for June 6-9, 2014, at the University of British Columbia campus in Vancouver. It helps you get your bearings for this “family gathering,” whether you are a voting or advisory delegate, an official visitor or an interested guest. This book includes reports from the Synod’s officers, its standing boards and commissions, from all its districts, its educational institutions, and from its auxiliaries and Listed Service Organizations (LSO’s).

Please pay special attention to the section recording so-called “overtures.” These were due in our Winnipeg office by mid-February. An overture is basically a request from a congregation, an authorized board or commission, or another official entity asking the Convention to take a particular action. The title of each overture tries to say in a brief, clear way what the concern of that specific request is.

Though this book records numerous overtures, they do not come in that form before the Convention sessions. I appointed three Resolutions Committees to work through them in mid-April. After their review of the overtures, the committees will provide “proposed resolutions” on the subjects the overtures address. These committees perform a helpful service, but they do not have the final word. Voting delegates to the Convention may amend their proposed resolutions, accept them, decline them, or even go back to one of the original overtures if that is the assembly’s will. **This points to important homework for you delegates: Please read carefully and study the resources provided in this *Workbook*! That is the best way to understand the issues so you are able to respond wisely in Vancouver.** In the final weeks before the Convention, the initial batch of proposed resolutions from the Resolutions Committees will be sent as a separate publication to all delegates.

Pastor Paul Schallhorn of Sarnia, ON, has served as Synod’s Secretary in this triennium. He has devoted much effort to the details of his work. While Pastor Schallhorn has the ultimate responsibility for publishing this volume, he has carried out this responsibility relying strongly on our staff members at the Synod’s office in Winnipeg. We thank any and all who submitted reports and other resources for this *Convention Workbook*. I would be negligent if I did not give special acknowledgement to my administrative assistant, Iris Barta, who has supervised this project within our office. We thank God, too, for the work of Jodie Hyde, a member of Saint James Church, Winnipeg, who joined our staff temporarily in the months leading up to this Convention.

Come to Him Who Answers Prayer: The 2014 Convention theme is an invitation. It’s there for our whole church. It’s there for all who will gather in Vancouver. It’s there for you, too, as you prepare to participate in the sessions. I hope that you’ll ask the Lord – time and again! – to bless your travel, your speaking and listening, and the participation of all the others who join with you during those days. When the organizational side of this Convention is long past and forgotten, I hope that God will still be blessing us with the Spirit-inspired things He will equip us to decide and do.

Rev. Dr. Robert Bugbee, President
Lutheran Church—Canada

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LUTHERAN CHURCH—CANADA
Tenth Convention
PROPOSED SUMMARY AGENDA

(Full Agenda to be Published in the Initial Edition of Today's Business)

Friday, June 6

1:00-7:00 pm	Registration (<i>at UBC</i>)	5:00 p.m.	Resolutions Committees Prayer
1:00 p.m.	All Resolutions Committees meet in assigned rooms at UBC and are free to adjourn on completion of their work.	5:30 p.m.	Dinner
2:00 p.m.	Board of Directors	7:00 p.m.	SESSION 4 Nominations/Elections #3 Reports Resolutions Committees
4:00-5:00	SESSION 1 Welcome & Introductions Convention Delegate Orientation Orientation and Organization Special Standing Rules Adoption of Agenda	9:00 p.m.	Closing Prayer
5:15 p.m.	Dinner (District tables)	9:15 p.m.	Reception
7:30 p.m.	Opening Communion Service at Holy Rosary Cathedral		

Sunday, June 8**Saturday, June 7**

6:45-8:00	Breakfast	7:00-8:00 a.m.	Breakfast
7:00 a.m.	Late Registration	9:00 a.m.	Worship in Convention Hall
8:15 a.m.	Devotion	10:15 a.m.	Break
8:30 a.m.	Essay	10:30 a.m.	SESSION 5 Nominations/Elections #4 Resolutions Committees Greetings Nominations/Elections #5
	Registration Committee Report	11:50 a.m.	Closing Prayer
	Nominations/Elections #1	12:00 p.m.	Lunch
	President's Report—Part 2		SESSION 6 Opening Devotion Nominations/Elections #6 Resolutions Committees
	Greetings	5:00 p.m.	Closing Prayer
	Closing Prayer	5:30 p.m.	Dinner
12:00 p.m.	Lunch		
1:30 p.m.	Information Sessions:		
	1. Commission on Theology and Church Relations (CTCR)		
	2. Prayer		
	3. Bible Reading	8:15 a.m.	Opening Devotion
	4. Intercultural Ministry		Essay
	5. LCC Missions		Resolutions Committees
	6. Finding and Sustaining the Funding		Other Unfinished Items
	7. Congregational Outreach		Approval of Minutes
	SESSION 3		Closing Devotion
3:30 p.m.	Nominations/Elections #2	12:00 p.m.	Adjournment
		12:15 p.m.	Lunch

Monday, June 9

6:45-8:00 a.m. Breakfast

SESSION 7

8:15 a.m. Opening Devotion
 Essay
 Resolutions Committees
 Other Unfinished Items
 Approval of Minutes
 Closing Devotion
 12:00 p.m. Adjournment
 12:15 p.m. Lunch

SPECIAL STANDING RULES (proposed)

1. A delegate wishing to address the convention should approach one of the floor microphones, and, when recognized by the chair, state his or her name. The delegate shall also state the name of the district or administrative unit (eg: board, committee, faculty) he or she represents.
2. A three-minute limitation shall be applied to all who speak from the floor.
3. All new business, including that which arises from overtures and recommendations contained in reports, shall come before the convention only through the appropriate resolutions committee (Bylaw 2.19f).
4. The preface, preamble and whereas sections shall be considered an integral part of a resolution and any action pertaining to the resolution applies to all its parts.
5. If substitute motions are offered, they shall be handled according to Robert's Rules of Order.
6. Resolutions prepared by the Resolutions Committee, which are not acted upon by the convention before adjournment, die.
7. Unless covered by these Standing Rules of the convention, parliamentary procedures shall be governed by Robert's Rules of Order, Newly Revised, latest edition.

A PRIMER OF PARLIAMENTARY PROCEDURE**A. Purpose of Parliamentary Law and Procedure**

The purpose of parliamentary procedure is to carry out the aims of the assembly in an orderly and fair manner, to expedite business, to insure justice and fairness to all, both the majority and the minority. It is not the purpose of parliamentary procedure to make the conduct of business in an assembly difficult, or to entangle an assembly in technicalities, or to provide a channel for individuals to flaunt their parliamentary knowledge.

B. Basic Steps of Parliamentary Procedure

The chairman and members of the assembly should be acquainted with and observe eight basic, essential parliamentary steps to take care of convention business in an orderly and fair manner.

They are:

Members:

1. Address the Chair, "Mr. Chairman" (or Mr. President.)
2. Await recognition by the Chair.

3. Make the motion, "I move that..."
4. Second the motion. (Unless not required.)
Chair:
5. States the motion. (Or rules it out of order.)
6. Calls for discussion. (Unless motion is undebatable.)
"Is there any discussion?" or "Are there any remarks?" Ample opportunity must always be given for expression of opinion and discussion.
7. Takes the vote. (Or "Puts the question.")
First calls for the affirmative vote, then the negative. (A tie vote defeats the motion, since a majority is required to adopt-unless the motion requires a 2/3 vote.)
8. States the results.
The motion is carried, or, the motion is lost. The vote does not go into effect until the results are announced.

BASIC PARLIAMENTARY PRINCIPLES FOR SYNOD CONVENTION

1. A Synod convention is a parliamentary assembly called to deliberate and to make decisions. From time to time it defines the privileges, the rights, and the duties of the members of Synod and sets up or changes the framework of the synodical organization. It hears the reports of its officers, board, and commissions as to what these have done with their constitutional and convention directives and receives and passes on proposals for their future activity.
2. All voting delegates have equal rights, privileges, and obligations.
3. The vote of the majority decides. The will of a Synod convention is determined by the taking of a vote.
4. Free discussion of every proposition or resolution presented for decision is an established right for all delegates, voting and advisory. The convention has the right to decide when it has heard sufficient discussion. This right, however, should be exercised with restraint.
5. Both proponents and opponents of a given proposal have rights which must be safeguarded. The decision belongs to the majority, but the right to discuss, the right to be heard, and the right to oppose should be upheld. A member of the majority on one question is often a member of the minority on another.
6. The simplest and most direct parliamentary procedure for accomplishing a purpose would be followed rather than taking devious routes multiplying technicalities.

CONVENTION GLOSSARY*Ad Hoc Committee*

Special committee with a limited assignment and a limited life.

Advisory Delegate

A certified member of the convention with the right to speak, but without vote. However, if appointed to a floor committee, entitled to vote there.

Agenda

A list of items of convention business "to be done."

Alternate

A full-time substitute to take the place of a delegate to the convention, if necessary.

Amend

To change or modify a resolution or motion.

Appeal

An appeal from a decision of the chair requires that the decision be referred to the convention for its immediate decision by a vote.

Audit

Official examination and verification of accounts.

Bylaw

A rule of Synod or district ranking immediately below the constitution in authority and above standing rules.

Chair

The presiding officer of the convention, usually the president, or temporarily a vice-president.

Constitution

The statement of the basic principles and structures of Synod, the highest continuing authority created by the association of congregations, pastors, deacons constituting Synod. The synodical constitution is also the constitution of all of its districts.

Division of the House

A vote taken by rising to verify a voice vote at the call of the chair or at the request of a voting delegate.

General Consent

An informal method of disposing of routine and generally favoured proposals by assuming approval of a request unless immediate objection is raised.

Handbook

A manual containing the synodical Articles of Incorporation, the synodical constitution and bylaws.

In Order

Correct from a parliamentary standpoint at a given time.

Lay on the Table

To set aside a motion or a proposed resolution for consideration in the indefinite future. If adopted, it usually kills consideration of an action on the main motion by postponing it without a set time to take it up again. If this is not the intent, the motion should be not

to table but to postpone, preferably to a set time.

Majority

More than half the votes cast. The synodical constitution provides: "All matters of doctrine and of conscience shall be decided only by the Word of God. All other matters shall be decided by a majority vote." This means a simple majority in all instances except those which involve a proposed constitutional amendment; they require a two-thirds affirmative vote of all votes cast. Certain procedural motions also require a two-thirds majority.

Out of Order

Not correct from a parliamentary standpoint at that particular time.

Overture

A recommendation, proposed resolution, or petition submitted by a member congregation of Synod, or other group recognized in the bylaws.

Parliamentarian

A person or persons designated by the chair to advise him on the applicability of parliamentary principles and procedures in a given situation.

Pending

Not yet decided. A pending motion is one that has been stated by the chair, but is not yet disposed of by vote.

Point of Order

Any delegate may promptly call attention to the fact that the rules of Synod or its convention are seemingly not in force by saying, "I rise to a point of order." Upon hearing the point made, the chair rules as to its validity.

Postpone

To defer action on a question or proposed resolution (1) indefinitely, or (2) until a certain specified time.

Preamble

The introductory part of a resolution or report, usually in the form of whereas. The assembly has the right to amend these since they are part of the resolution when presented together with the resolves.

Previous Question

A motion calling for the previous question stops all discussion or debate if two-thirds of the voting delegates vote "Yes" after a motion has been made and seconded to call for the previous question. When two-thirds of the voting delegates have responded "Yes" the chair must immediately call a vote on the motion pending before the convention.

Privileged Motion.

A motion, such as to recess, to fix the time of the next session and to change the order of the day. It takes precedence over all other motions.

Putting the Question

The taking of the vote by the chair.

Question

A subject or point of debate or a resolution being, or to be voted on.

Quorum

The fewest number of delegates that can be present and still permit business to be transacted.

Report

Usually the formal accounting given by an officer, a board, a department, a committee, or a commission of the discharge of its responsibilities under the constitution and bylaws of Synod, such as accounting to be evaluated by the delegate convention of Synod.

Rescind

To annul or to cancel. To undo or reverse a previous decision.

Resolution

A formal proposal submitted previously in writing by convention floor committee for action by the convention.

Resolutions Committee

(Floor Committee) A working group of convention voting and advisory delegates to whom the processing of a share of convention business is entrusted for recommendation in turn to the convention proper.

Seriatim

In a series; one after another.

Substitute Amendment

When a full paragraph, section, or resolution is dropped and another is inserted in its place.

Table

(See also "Lay on the Table") To set aside a motion or a proposed resolution for consideration in the indefinite future. If adopted it usually kills consideration of an action on the main motion by postponing it without a set time to take it up again.

ELECTION INSTRUCTIONS/COMMENTS

After a brief introduction of the members of the Election Committee, the chair of the Committee will provide the convention with the following election instructions/comments.

1. All elections shall be conducted according to the appropriate bylaws of Synod (2.505, 2.515, 2.531-2.539) and any special standing rules which might be adopted by the convention.
2. The Elections Committee is responsible for all matters pertaining to elections, but is not responsible for matters pertaining to nominations.
3. All voting will be carried out in a very specific order/sequence:

- A President (1)
- B Vice-presidents - 1 from each district.
- C Board of Directors (2 lay East, 1 Lay Central; 1 pastor-at-large)
- D Ranking of Vice-presidents.
- E Other Elected Boards and Commissions:
 - i. Board of Regents:
 - (a) CLS, Edmonton (2 ABC; 1 Central) Require 2 pastors and 1 lay or deacon
 - (b) CLTS, St. Catharines. (2 East, 1 Central) Require 2 pastors and 1 lay or deacon
 - (c) CUCA, Edmonton (2 pastors; 1 Lay)
 - ii Commission on Adjudication (East 1 pastor; Central 1 pastor; ABC 1 lay)
 - iii. Commission On Theology And Church Relations (1 pastor, 1 lay)
4. More than one ballot may be required to complete the voting in any specific category.
5. The Election Committee is responsible for:
 - The preparation, presentation, distribution, collection, counting and reporting of the ballots.
 - The preparation of a master report for the secretary of the convention for inclusion in the official minutes.
6. Ballots will only be distributed to voting convention delegates who are seated in their designated section on the convention floor (includes committees meeting and those on convention platform).
7. No other convention business will be conducted or announcements made while balloting is taking place.
8. All voting requires delegates to mark the ballot with an "X" in the appropriate space beside the name of the candidate(s) for whom they are voting. The process for the ranking vice-presidents is noted below.
9. The identity of the election taking place, the number of candidates to be elected, and any pertinent information for each vote that will be conducted, shall appear at the top of each ballot that is distributed during the election process.
10. The name and the district affiliations of the candidates in all elections (at least two for each position) shall be placed on the election ballot in alphabetical order and without any distinctive mark, except where regional representation is a synodical preference or requirement.
11. Ballots shall be colour-coded as to series and contain the sequential number of the ballots required to complete the election in any specific series.
12. A majority of all votes cast shall be required for election to all executive offices and elective board positions. Spoiled or blank ballots or abstentions are not counted as votes cast.

13. The election of president shall follow Synodical Bylaw 2.505. The election of Vice-presidents shall follow Synodical Bylaw 2.515.
14. Ranking of Vice-presidents:
 - The First Vice-president: Delegates will vote for one of the three Vice Presidents. The Vice President receiving the majority of the votes will be the First Vice-president. If no majority is received on the first ballot, the Vice-president who receives the lowest number of votes will be eliminated from the second ballot.
 - The Second Vice-president: Delegates will vote for one from the two remaining Vice-presidents. The Vice-president receiving the majority of the votes will be the Second Vice-president. The remaining Vice-president will be the Third Vice-president.
15. The following regulations shall apply for the election of all Boards and Commissions:
 - Delegates will vote for as many candidates as are to be elected. If more than the required number of candidates receive a majority, those candidates who have received the greatest number of votes shall be declared elected provided that regional or clergy and lay requirements are met.
 - When a second or succeeding ballot is required, those candidates in each category receiving no votes, as well as those candidates receiving less than 15% of the votes cast shall be dropped from the ballot. If more than two candidates receive less than 15% of the votes cast, the three highest candidates shall remain on the ballot.
16. The tally of the votes cast for each candidate shall be announced after each ballot in all elections in the order that the candidates appeared on the ballot.
17. After ballot results are reported, the Elections Committee shall indicate which names are to be dropped. Thereupon, any other candidates who wish to do so may withdraw their names from subsequent balloting.
18. All ballots in each election shall be preserved by the chairman of the Elections Committee until the close of the convention and shall then be destroyed.
19. The president shall determine and announce a period of time during the convention for the election of the members of all elective boards and commissions.