

RULES OF PROCEDURE FOR MEETINGS OF THE LWF COUNCIL

(These Rules of Procedure were adopted by the Council at its 1991 meeting in Chicago, USA, amended at its 1998 meeting in Geneva, Switzerland, endorsed at its meeting in July/August 2003 in Winnipeg, Canada, amended at its 2012 meeting in Bogota, Colombia and at its 2014 meeting in Medan, Indonesia.)

1. DEFINITION OF SESSIONS

1.1 Open Sessions

In addition to the members and honorary members of the Council the following persons may attend the open sessions:

- 1.1.1 Non-voting Advisers constitutionally appointed;
- 1.1.2 Members of the Committee for World Service (CWS) who are not Council members (“CWS members”);
- 1.1.3 Communion Office Leadership Team (COLT) members
- 1.1.4 Representatives of LWF National Committees or other relevant instrumentalities of member churches, as Consultants;
- 1.1.5 Duly invited representatives of other ecumenical institutions and churches, as Observers
- 1.1.6 Duly invited guests;
- 1.1.7 Duly accredited representatives of the press, radio and television;
- 1.1.8 Additional staff members who are invited with the concurrence of the General Secretary, as resource persons.

1.2 Other Sessions

Other sessions may be called by the Council or by the President in consultation with the Vice-Presidents as follows:

- 1.2.1 **Confidential Sessions** on particularly sensitive issues related to LWF member churches, in which members and honorary members of the Council, Advisers, COLT members and consultants may participate;
- 1.2.2 **Executive Sessions** on Headquarters’ personnel matters in which members and honorary members of the Council and the General Secretary shall participate.

Exceptions to this ruling or the decision concerning other persons who may attend the above sessions shall be made by the Council or by the President in consultation with the Vice-Presidents.

2. CHAIRPERSON

- 2.1 The President shall chair the meetings. The President may delegate the chair to a Vice-President.

2.2 The Vice-Presidents and the General Secretary shall assist the President in planning and conducting the meetings.

2.3 The chairperson of the meeting is responsible for seeing that the meeting proceeds in an orderly manner.

3. QUORUM

The Council shall have a quorum if more than half of its voting members are present. The quorum for public statements shall be two-thirds of the voting membership of the Council.

4. RULES OF DISCUSSION

4.1 Members and honorary members of the Council and Advisers, CWS members and consultants shall address their request for the floor and remarks to the chairperson.

4.2 The person presenting a committee report and the person proposing a motion shall have the right to make, in addition to other statements, an opening statement and a closing statement before the vote is taken.

4.3 Requests for the floor shall be granted in the order in which they are received except that the chairperson may alternate speakers for and against proposals.

4.4 A person raising a procedural matter (so-called point of order) shall be recognized immediately.

4.5 Observers and guests may speak upon the recognition by the chairperson.

5. MOTIONS

5.1 Motions may be proposed by voting members of the Council and by the persons reporting for Committees.

5.2 A motion with reference to procedure may be raised only by a voting member. A motion to limit or close the roster of speakers or to refer an agenda item to a committee shall be voted upon immediately without debate. Other procedural matters (so-called points of order) shall be decided by a ruling of the chair. If this ruling is challenged, one speaker for and one speaker against the ruling may be heard and then the issue shall be put to vote.

5.3 The chairperson may request that motions and amendments to motions be submitted in writing.

5.4 Each motion shall be formulated so that a “yes” or a “no” vote may be taken.

6. VOTING

6.1 Only members of the Council have the right to vote.

6.2 If there are several motions with reference to one item on the floor, the chairperson shall decide which motion proposes the most substantial action, and that motion shall be discussed and voted

upon first. Amendments proposed to that motion shall be voted upon before the motion. If several amendments are proposed, the chairperson shall decide which amendment proposes the greatest change, and that amendment

shall be discussed and voted upon first. If decisions of the chair are challenged, the procedure shall be as specified under 5.2

- 6.3 If a motion as amended is rejected, the chairperson shall place the motion which proposes the next most substantial action before the Council in the form in which it was proposed.
- 6.4 Voting shall normally be by show of hands, but if any member of the Council moves a secret ballot, a secret ballot shall be taken. Elections shall normally be by secret ballot.
- 6.5 Those having a private interest in the subject matter under consideration shall leave the meeting prior to the debate and vote. Such persons shall be heard prior to leaving if they so desire.
- 6.6 A majority of those present and voting shall determine any matter unless a higher proportion is required by the Constitution or these rules. In case of a tie vote, the motion is lost. The number of those abstaining from voting shall have no effect on the result of the vote. In case the number of those abstaining is a majority of those present and entitled to vote, the motion is lost.
- 6.7 The agreement of three-fourth of the members present is necessary to approve public statements.

7. MAIL VOTES

- 7.1 During intervals between meetings of the Council, decisions may be made by mail vote, provided the Council has agreed previously to the procedure. The validity of these decisions is regulated by para 6.6.
- 7.2 Additionally, during intervals between meetings of the Council, the Meeting of Officers may decide to conduct a mail vote if the Council's decision is required before its next meeting and cannot be postponed, but the subject matter is not so urgent that an extraordinary meeting of the Council should be convened, or in situations in which it is impossible for the Council to meet. Such decisions are valid with affirmative votes of two-thirds of the membership of the Council.

8. COMMITTEES

- 8.1 The Council may appoint ad hoc committees or special committees for the duration of its meetings, specifying their members, chairpersons, rapporteurs, and tasks which are to be performed. Advisers, CWS members, consultants and other specialists may be included among the members of such committees.

The meetings of these committees shall usually be closed; persons other than appointed members may participate in such meetings upon invitation of the committee chairperson.

- 8.2 The Council may appoint special committees with particular assignments for longer periods of time. The Council shall specify members, chairpersons, and rapporteurs for these committees;

other persons shall normally not participate in meetings of such committees unless specifically invited. The Council shall indicate the date by which such committees are to complete their assignments.

9. RULES OF PROCEDURE FOR COMMITTEES

- 9.1 Rules of Procedure for all committees of the Council, including Standing Committees, ad hoc and special committees, shall correspond to those of the Council.

10. ATTENDANCE AT MEETINGS

- 10.1 Members of the Council, Advisers, and members of committees or commissions appointed by the Council are expected to attend meetings, and are requested to give timely notice if they are unable to do so. Those who are absent for two consecutive meetings may be requested by the regional vice-president to resign. Those who are absent for three consecutive meetings shall be considered to be “no longer present for his/her term of office” (see LWF Constitution Section VIII(1)).