

# 2006 Meeting Tool Kit

## ELDERS WITH PRIVILEGE OF THE FLOOR AND VOTE

### 1. Elders Elected by Presbytery as Executive Presbyters or Associate Executive Presbyters

Elder Mary Marcotte, Associate General Presbyter for Education and Leadership Development

### 2. Elders Elected by Virtue of Office:

Moderator – Elder Rupert Turner  
Administrative Division Chair – Elder Garry Schoonover  
Business Affairs Chair - Elder Sidney Holderness  
Center Operations Chair – Elder Gary Johnson  
Ecclesiastical Affairs Chair – Elder Jane Larkin  
Ministries Division Chair – Elder Gene Meyer  
Outreach Ministries Chair – Elder Jim Luther  
Recording Clerk – Elder Janice Schessler  
Treasurer – Elder Lee Larkin  
At-Large Council Member - Elder Donald Gregory  
At-Large Council Member - Elder Sue Edrozo  
At-Large Council Member - Elder Jeanie Flowers  
At-Large Council Member - Elder Jody Harrington  
At-Large Council Member – Ms. Suzan Wang  
At-Large Council Member – Elder Sabrina Hergert

### 3. Commissioned Lay Pastors

Mr. Jon Kotchaver  
Mr. Gene Marion  
Mr. Phoy Vorabuth  
Ms. Isabel Wages

### 4. Certified Christian Educators

Elder Margaret Swarts – Presbytery of New Covenant

### 5. Certified Associate Christian Educators

Elder Mary Lee Going – Houston, St. Andrew's

### 6. Certified Fellows In Presbyterian Church Business Administration

Elder Sharon G. Darden – Presbytery of New Covenant  
Elder Phillips Lacy – Presbytery of New Covenant

## 2006 Meeting Tool Kit

### ELDERS WITH PRIVILEGE OF THE FLOOR AND VOTE - continued

---

#### Former Moderators of the Presbytery of New Covenant, Presbytery of Brazos, and Presbytery of the Gulf Coast

*(approved at the November 12, 2002 stated meeting of the Presbytery of New Covenant):*

---

YEAR(S) SERVED AS MODERATOR	FORMER MODERATOR	CHURCH
1972	Elder Jack Heubner	Bay City, First
1974	Elder Nellye Joyce Punch	Houston, Pine Crest
1978	Elder Ralph Albon	Baytown, First
1979	Elder Elias Ramirez	Houston, San Pablo+Trinity
March – June, 1980	Elder Lee Larkin*	Houston, St. Philip
September – November 1980	Elder James Stallings	Houston, Northwoods
September – November 1982	Elder Jane Larkin*	Houston, St. Philip
September – November 1985	Elder Carol Bixby	(Atascocita, Atascocita)
November 15, 1988; March 11, 1989	Elder Rubye Everett	Houston, University
September 16, November 21, 1989 and March 24, 1990	Elder Everett Marley	Houston, St. Philip
November 19, December 12, 1991; January 25, March 14, 1992	Elder Eugene McKelvey	Houston, First
June 24, October 21, 1995; February 3, May 11, June 22, 1996	Elder Jeanie Flowers*	Houston, St. Philip
March 15, July 12, October 25, 1997	Elder Connie Nyquist	Houston, Clear Lake
1999	Elder Dan MacLemore	Missouri City, Southminster
2001	Elder Debra Kleinman	Livingston, Indian
2003	Elder Gene Meyer*	Houston, Northwoods
2004	Elder Susan Wittjen	Baytown, First

**\*Currently has voice and vote at presbytery meetings because of office held.**

## CHURCH PROFESSIONALS WITH PRIVILEGES OF THE FLOOR WITHOUT VOTE

In accordance with the Standing rules of the Presbytery of New Covenant (2.1.04) which states:  
*“Certified non-ordained Church Professionals within the bounds of the Presbytery who are employed on at least a half-time basis by a church or agency of the Presbytery, shall have the privileges of the floor, without vote, and shall be given the pastoral oversight accorded Ministers of the Word. The churches and/or agencies shall provide to the Stated Clerk the names of such who qualify under this provision, and the Stated Clerk shall prepare a list for publication in the Minutes of the Presbytery.”*

### Certified Fellows in Church Administration

Elder Brenda Barlow – Cho-Yeh Camp and Conference Center  
 Elder Carrie Walker – Presbytery of New Covenant

### Church and Presbytery Employees who are also Certified as Fellows in Church Administration

Patricia Brantley – Presbytery of New Covenant  
 Sandra Lopez – Presbytery of New Covenant  
 Lynne Ruth – Houston, St. Paul's

\* \* \*

Per Book of Order G-14.0705 c: *“The presbytery shall grant the privilege of the floor to the Certified Christian Educator at all its meetings with voice.”*

### Those Certified as Directors of Christian Education:

Ms. Barbara McClintic - Houston, Pines  
 Ms. Mary Swan

---

## PARLIAMENTARY PROCEDURE

<b>TO DO THIS:</b>	<b>SAY THIS:</b>	<b>VOTE REQUIRED:</b>
Make a main motion	“I move that...” or “I move to...”	Majority
Modify or change a motion	“I move to amend by...”	Majority
Postpone consideration to another time	“I move to postpone until...”	Majority or 2/3rds vote if a special order
End debate and bring to a vote	“I move the previous question” or “I move the previous question on all pending questions,”	2/3rds vote
Refer to a committee	“I move that this matter be referred to...”	Majority
Object to procedures	“Point of order.”	Usually the Moderator decides
Challenge ruling of the Moderator	“I appeal the Moderator’s decision.”	Majority or tie vote sustains the moderator
Retake the vote by rising	“I call for a division” or simply “Division.”	The demand requires a rising vote.

The Moderator does not have to have the vote counted. If the vote is not counted and you desire that it be counted, you may move the incidental motion - “I move that the vote be counted.”

## MOTION FORM

When presenting motions to the Presbytery, please write your motion in this space. If you are not sure of the wording of your motion, state whatever it is that you wish to accomplish so that the Moderator can assist you.

**YOUR MOTION:**

**WHAT YOU WISH TO ACCOMPLISH:**

**YOUR NAME:** \_\_\_\_\_

Minister

Elder Commissioner

Other Elder

## STANDING RULES FOR THE MEETINGS OF PRESBYTERY

These rules were adopted by the Presbytery of New Covenant Tuesday, November 15, 2005, with the exception of 8c, on which the vote is pending the February 11, 2006 meeting. They shall remain in force until altered by any subsequent vote of the presbytery.

1. The most recent edition of Robert's Rules of Order (RROO) is our guide to procedure (Book of Order G-9.0302).
2. **GETTING HELP:** The Moderator and Stated Clerk are here to help you! If you are unsure about a correct procedure:
  - a. be recognized by the Moderator
  - b. say what you want to do
  - c. ask the Moderator how to do it.
3. **AGENDA:** Adoption of the Agenda gives permission to the officers and committees listed to speak and present reports in the order listed. Changing the Agenda after it is adopted requires a two-thirds vote (RROO, sections 3, 40).
4. **SPEAKING**
  - a. Whenever you wish to address the Presbytery, PROMPTLY proceed to the nearest microphone.
  - b. To gain the right to speak, say "Madame Moderator" or "Mister Moderator" and then WAIT for the Moderator to call on you to speak (RROO, section 3).
  - c. When the Moderator gives you the right to speak, first state your Name and Church Connection. Then speak to the motion (RROO, section 41).
  - d. Speeches during debate are limited to two minutes each (RROO, section 15).
  - e. The Moderator will try to alternate Pro and Con speeches (RROO, section 41).
5. **MOTIONS**
  - a. Motions from a Committee are presumed to carry a second (RROO, section 4).
  - b. A person making a motion is entitled to speak first in debate (RROO, section 4).
  - c. Any motion introduced on the floor should be legibly written and submitted to the Stated Clerk.
  - d. All business shall be submitted to Presbytery's office at least seven days prior to the meeting of Presbytery. All business shall be published on the Presbytery's website three days prior to the Presbytery meeting.
  - e. Business not published as in 5.d. can only be introduced with the consent of two-thirds vote of the Presbytery.
6. **VOTING:** The Moderator shall use the most expeditious form of voting in this order (RROO, section 44):
  - a. Unanimous consent
  - b. Voice vote ("those in favor .... those opposed")
  - c. Rising or show of hands (The Moderator may use Tellers to take an actual count, or the Moderator may simply "eyeball" the result).
  - d. A written ballot – which is not a matter of right; it must be ordered by a majority vote of the Presbytery.
7. **EXCUSED ABSENCES**
  - a. Each Elder Commissioner and each member Minister of Word and Sacrament who has communicated with the Stated Clerk requesting an excused absence from this meeting of the Presbytery is granted an excused absence.
  - b. Each Elder Commissioner and each member Minister of the Word and Sacrament who must leave this meeting of the presbytery before adjournment, and who submits a request for excused absence from the remaining portion of the meeting to the Stated Clerk, is granted an excused absence.

**8. PRIVILEGE OF THE FLOOR**

- a. Ministers of Word and Sacrament who are members of other presbyteries of the Presbyterian Church (U.S.A.) and who registered with the Stated Clerk are granted the **privilege of the floor**.
- b. Persons who represent institutions of the Presbyterian Church (U.S.A.) or ecumenical agencies related to the Presbyterian Church (U.S.A.) and who registered with the Stated Clerk are granted **privilege of the floor**.
- c. Certain Elders have **privilege of floor AND VOTE**:
  - 1) Former Moderators of the Presbytery of New Covenant and its antecedent presbyteries -- the Presbytery of Brazos, and the Presbytery of the Gulf Coast.
  - 2) Elders elected by Presbytery as Executive Presbyters or Associate Executive Presbyters.
  - 3) Elders serving in specified offices under the Presbytery.
  - 4) Commissioned Lay Pastors, if the Presbytery has authorized these functions.
  - 5) Certified Christian Educators and Certified Associate Christian Educators serving in local congregations.
  - 6) Certified Fellows in Presbyterian Church Business Administration (G-14.0802 and G-14.0803).
- d. Certified non-ordained Church Professionals within the bounds of the Presbytery who are employed on at least a half-time basis by a church or agency of the Presbytery, **have privilege of the floor, without vote** (G-14.0802 and G-14.0803).

\* \* \* \* \*

**PLEASE NOTE THIS IMPORTANT INFORMATION**

**The Omnibus Motion (OM)** will be presented for vote early in the meeting. It is comprised of motions about which it is expected there will be no question. Commissioners are asked to review the OM in the Presbytery Packet. Any minister-member or elder commissioner may request that a motion in the OM be lifted out for discussion at a later point in the meeting. Simply let that request be known when the Stated Clerk presents the Omnibus Motion for approval. Those motions lifted for discussion out of the OM will be presented again later in the meeting; all others will be adopted with the OM.