RULES & PROCEDURES

2026 Annual Meeting of the Maine Conference United Church of Christ

October 2-3, 2026

Adoption of Rules
Once a quorum is declared, the Annual Meeting is called to order, and Appointments are announced; the next item of business is the adoption of the Rules and Procedures for the Annual Meeting. These Rules and Procedures expire with the adjournment of this Annual Meeting and must be adopted again, as needed. The Rules and Procedures are adopted by a majority vote unless they remove privileges from any member, in which case they must be adopted by a two-thirds vote.

Adoption of Agenda
The Agenda for the Annual Meeting shall be the item of business immediately following the Adoption of the Rules and Procedures, to be considered by the Delegates in accordance with the Official Call to the Annual Meeting. After the Delegates adopt it, the Agenda becomes the "order" for the meeting.

The Chair
The presiding officer shall be the Chair of the Board of Directors of the Maine Conference of the United Church of Christ.

Voting Remotely
Delegates to this 2026 Annual Meeting of the Maine Conference of the United Church of Christ acknowledge, authorize, and ratify Annual Meeting delegates who, as needed, will vote remotely by electronic communication and voting procedures. Otherwise, voting will take place in person, as outlined below.

Floor Procedures
For the Chair to recognize business matters, each delegate, clergy member, and visitor will state their name, church, and status. Stand at a microphone using a RED card for opposition to the motion, a GREEN card for support of the motion, and a WHITE card for a neutral position. To have business matters recognized by the Chair via Zoom, use the Zoom chat function to submit Motions, Comments (pro, neutral, or con), Points of Order, or Business Questions. Your submission must begin with an identifying term IN ALL CAPS. Please use: "MOTION", "PRO", "NEUTRAL", "CON", "POINT OF ORDER", or "BUSINESS QUESTION", followed by a colon and then your submission. You may elect to speak on your submission by typing "VERBALLY"; however, all Motions must be submitted in writing even if you also elect to submit them verbally. At the start of the Annual Meeting, we will review the process and show detailed examples of how this function works.

Parliamentary Authority
Subject to these Rules and Procedures, the parliamentary authority for this meeting shall be

Robert’s Rules of Order, Newly Revised. The Chair will make all rulings, with advice, if necessary, from the Parliamentarian, and subject, in accordance with parliamentary authority, to an appeal by any Delegate regarding the Chair's decision.

Debate on Motions

The Chair will recognize, in order, each person who wishes to speak. The Chair will open the floor for discussion, calling for questions about process, procedure, and points of order. Remote Delegates will be included in discussion and debate as set forth in Item 7. Voting. b. Remotely below. After those comments, the Chair will call on one person for the motion and then one person against the motion, if they are identified as such. This back-and-forth will continue until no one remains to speak for or against. The Chair will then call for an end of discussion and a vote on each Motion.

Debate will be subject to the following limits on time:

a.) Debate on each motion shall be limited to three (3) minutes for the opening statement.

b.) Additional debate shall be limited to speeches of not more than two (2) minutes each.

c.) Debate on any amendments shall be limited to two (2)minutes for any opening argument and to one (1) minute for those who wish to speak in support or opposition.

d.) Debate shall alternate between pro, neutral, and con comments and shall be closed after no less than three pro and three con speakers, and after those six potential speakers when we reach an imbalance between pro and con. If comments are made from only one position, the chair will determine how many non-redundant comments are allowed; this will not exceed six.

e.) An affirmative vote of a simple majority of voting delegates is required for passage of motions, resolutions and/or amendments.

f.) By agreement of two-thirds of the voting delegates, the body may reconsider previous action and extend, as well as limit, debate.

Voting

An explanation of procedure and a test vote will be administered to ensure that all delegates understand how to exercise their vote via in-person or polling function of Zoom.

a) Individual Voting via ZOOM:

Individuals logged in to Zoom shall vote using the Zoom polling function. Following the call for a vote, the Motion or Nomination will be shared on the screen and read verbally. Following the verbal reading, the poll will open for each delegate. Delegates will vote “Yes,” “No,” or “Abstain” in the poll. Delegates will have 30 seconds to make their choice and click on the appropriate button. Zoom automatically tallies the poll results, and the Registrar will verify them. For each Motion or Nomination, the Reporting Teller will collect additional votes from the Group Teller, add them to the individual vote totals, and report the voting results to the Registrar for presentation to the Chair.

b) Group Voting via ZOOM:
Voting by groups sharing the same device to attend the meeting is discouraged. If a delegate cannot join the ZOOM on their own device, ALL delegate names must be added at the start of the meeting. When a vote is called, groups must send a chat with the total numbers of YES: NO: ABSTAIN: votes recorded.