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To: MC USA Delegates

From: Jon Carlson, moderator, Mennonite Church USA

Date: May 1, 2025

Re: **Guidelines Regarding Actions at the 2025 Delegate Assembly**

SPECIAL RULES FOR 2025 DELEGATE ASSEMBLY

For the 2025 Delegate Assembly, we will use two special rules that we have used in the past. Due to our short business sessions, these rules assist in ensuring an orderly process of conducting delegate business while ensuring robust discussion and the opportunity to hear one another.

Special Rule #1: Any motion that brings substantive business to the delegate body must be taken to and approved by the Resolutions Committee before it can be brought to the floor. See [Guidelines for Developing Organizational Resolutions and Church Statements in Mennonite Church USA](#).

Special Rule #2: Amendments to motions that appear in the agenda or in assembly materials must also be presented to and approved by the Resolutions Committee before they can be brought to the floor.

ALLOWABLE ACTIONS DURING THE 2025 DELEGATE ASSEMBLY

- **Motions.** There is a significant process a resolution must go through. See Special Rule #1, above. To propose actions at the 2025 Delegate Assembly involving bylaw changes, we will follow these procedures:
 - The action will be displayed and read.
 - There will be discussions as outlined in the agenda.
 - The moderator, moderator-elect, or parliamentarian will ask for a motion.
 - A delegate will raise their hand and stand, as they are able, and say, “My Name is [\(First and Last\)](#). I am an official delegate of [\(Name Body\)](#). I move that...” and read the motion as displayed aloud.

- A second delegate will second the motion and will raise their hand and stand, as they are able, and say, “My Name is (First and Last). I am an official delegate of (Name Body). I second the motion..”
 - After limited discussion, as outlined on the agenda, the group then votes. The moderator and parliamentarian will work to ensure diverse voices and perspectives are shared.
 - A two-thirds supermajority of votes is required for resolutions involving bylaw changes to pass. See MC USA Bylaws Article XI.1).
- **Amendments.** Resolutions listed in the 2025 MC USA Delegate Assembly website may be amended by the Delegate Assembly, see Special Rule #2, using the following process:
 - Amendments to motions that appear in the agenda or in assembly materials must be presented to and approved by the Resolutions Committee before they can be brought to the floor.
 - Proposed amendments are not designed to rewrite resolutions. Amendments should add clarity to the proposed church statement, or correct polity issues, but should not substantially change the original resolution or its intent.
 - Any amendments shall be accompanied by a written statement that includes:
 - the purpose and/or reason for such proposed amendment
 - the intended consequences of the adoption of such amendment
 - the name and contact information of the delegate bringing the amendment.
 - a total of at least 10 delegate signatures from a minimum of two different area conferences (a minimum of 5 delegates from each conference)
 - Amendments to resolutions need to be submitted in a timely manner to be considered by the Resolutions Committee.
 - Upon approval by the Resolutions Committee and at the appropriate time in the agenda, the moderator, moderator-elect, or parliamentarian will recognize the delegate bringing the action.
 - The delegate will stand, as they are able, and say, “My Name is (First and Last). I am an official delegate of (Name Body) “I move to amend the motion on the floor.” The amendment will be read and displayed on the screen.
 - A second delegate will second the motion and will raise their hand and stand, as they are able, and say, “My Name is (First and Last). I am an official delegate of (Name Body) I second the motion on the amendment...”
 - After the motion to amend is seconded, a simple majority vote is needed to decide whether the amendment is accepted.
 - If passed, then a vote is taken on the resolution, as amended
 - There are no “friendly amendments.”
 - **To Call for the Question.** To end a debate immediately, the question is called.

- The delegate will raise their hand and stand, as they are able, and say, “My Name is (First and Last). I am an official delegate of (Name Body). I call for the question.”
- A second delegate must second the motion, and will raise their hand and stand, as they are able, and say, “My Name is (First and Last). I am an official delegate of (Name Body). I second the motion to call for the question.”
- A vote is held immediately (no further discussion is allowed).
- A two-thirds supermajority vote is required for passage. If the motion to call for the question is passed, the motion on the floor (regarding the resolution or amendment) is voted on immediately
- **To Table a Discussion.** To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time.
 - The delegate will raise their hand and stand, as they are able, and say, “My name is (First and Last). I am an official delegate of (Name Body). I make a motion to table this discussion until [specify the time]. In the meantime, we will get more information so we can better discuss the issue.”
 - A second delegate must second the motion, and will raise their hand and stand, as they are able, and say “My Name is (First and Last). I am an official delegate of (Name Body). I second the motion to table the discussion until [specify the time].”
 - A two-thirds supermajority vote is required for passage is required to table the item under discussion.
- **To Adjourn a Meeting.** A motion is made to end the meeting.
 - The delegate will raise their hand and stand, as they are able, and say “My name is (First and Last). I am an official delegate of (Name Body). I make a motion to adjourn this session of the delegate assembly.”
 - A second delegate must second the motion, and will raise their hand and stand, as they are able, and say “My Name is (First and Last). I am an official delegate of (Name Body). “I second it.”
 - A simple majority vote is required for the meeting to be adjourned.