



CONDUCT of BUSINESS MEETING at BIENNIAL CONFERENCE 2024 (as of 6th June 2023)

Summary of due dates in 2024

Date	Process
13 Jan	OUT Notify ecclesias of Chairman and timeline of process
4 Feb	OUT Call for new motions to be put at Conference Business session Jul 13 th 2024
23 Mar	<i>OUT Reminder letter re deadline for new motions?</i>
6 Apr	DEADLINE for new motions
20 Apr	OUT Distribution of agenda and motions calling for amendments
18 May	<i>OUT Reminder letter re deadline for amendments?</i>
1 Jun	DEADLINE for amendments to motions
15 Jun	OUT distribution of final meeting agenda with final motions and amendments OUT information re date and time of Business session at Conference OUT information re ecclesial representation/delegates/proxies at Business session
29 Jun	<i>OUT Reminder letter and agenda?</i>
13 Jul	Business Session 2024
10 Aug	OUT Minutes of meeting and ballot for motions (by AAEC Sec.)
7 Sep	<i>Reminder re ballot?</i>
21 Sep	DEADLINE for ballot return
5 Oct	OUT Ballot results (by AAEC Sec.)
Nov	OUT Letters to authorities (by AAEC Sec.)

1. Appointment of Chairman

- 1.1 The host ecclesias shall appoint the Chairman of the Business Meeting at least six months prior to the Conference and advise ecclesias of such appointment. **[13th Jan 2024, assuming meeting held Sat 13th July 2024]**
- 1.2 The chairman should be fully involved in the development of the agenda and be kept informed about all the issues involved, so that, without bias, he will be able to control the discussion and isolate important considerations for and against the proposals.
- 1.3 The Chairman shall not have a vote.
- 1.4 Dissent from the ruling of the Chairman may only be permitted by a resolution of the meeting.

2. Call for Motions

- 2.1 Twenty (20) weeks prior to the meeting **[24 Feb 2024]** the Chairman will send a letter to all ecclesias calling for motions to be received no later than fourteen (14) weeks before the meeting **[6 April 2024]**.
- 2.2 Twelve (12) weeks prior to the meeting **[20 April 2024]** the Chairman will notify all ecclesias of the agenda detailing motions received, and call for any proposed amendments to be received six (6) weeks before the meeting **[1 June 2024]**.
- 2.3 The Chairman will circulate the final agenda, listing all motions and amendments received, to reach all ecclesias at least four (4) weeks prior to the meeting **[15 June 2024]**.

3. Ecclesial Eligibility, Delegates, Voting Rights

- 3.1 It will be the responsibility of the Association of Australian Christadelphian Ecclesias (AACE) to provide the Chairman with a list of all ecclesias meeting on the Unity Basis of Fellowship in Australia. The Chairman will use this list for communicating with ecclesias as above.
- 3.2 Ecclesias shall be entitled to one delegate for each fifty (50) members or part thereof.
- 3.3 To be able to appoint a delegate, an ecclesia must have at least ten (10) members.
- 3.4 Delegates appointed by their ecclesia to the Business Meeting are to advise the Chairman, or their nominee, of their appointment in writing prior to the commencement of the meeting and declare the number of members of their ecclesia and voting strength on the basis of one vote for each twenty-five (25) members or part thereof.
- 3.5 Only delegates are entitled to participate in the discussion.

4. Quorum

- 4.1 A quorum shall be ten (10) ecclesias representing at least three (3) States.

5. Proxy Votes

- 5.1 Ecclesias that are unable to send a delegate may choose to exercise their voting rights by proxy, at the established voting strength, by providing a letter appointing the Chairman to hold the proxy on their behalf. Alternatively, they may submit a letter appointing a delegate from another ecclesia to exercise the proxy vote on their behalf.
- 5.2 Notice of a proxy appointment must be given to the Chairman or his nominee at least thirty (30) minutes prior to the commencement of the meeting.

6. Meeting Procedure

- 6.1 To preserve its dedicatory nature, the meeting shall include an opening and closing prayer and a suitable Bible reading. The chairman may choose to include hymns.
- 6.2 The Chairman is to advise the meeting of the time allowed for discussion to complete the business in hand successfully.
- 6.3 The order of debate on motions/amendments**
- 6.3.1 Amendments to a motion must be moved and seconded and shall be dealt with first before debating the original motion.
- 6.3.2 The mover of the motion/amendment (an ecclesia) will be declared, and a seconder (an ecclesia) sought. If no seconder can be found the motion/amendment shall lapse.
- 6.3.3 A delegate from the ecclesia which moved the motion/amendment shall be given the option to speak first to the motion/amendment
- 6.3.4 Delegates only are then given the opportunity to speak for or against the motion/amendment (alternately if possible).
- 6.3.5 If there are no speakers against the motion/amendment the motion/ amendment shall be immediately put.
- 6.3.6 The Chairman shall rule on relevance at his discretion and if necessary, bring a delegate to order.
- 6.3.7 The Chairman may bring debate on each motion/amendment to a conclusion at his discretion and proceed immediately to a vote, such that the meeting can complete its business within the allotted time. A delegate may move dissension to the chairman's decision to conclude debate and, if seconded, it shall be immediately put. In the event the dissent motion is lost, the original motion/amendment shall be immediately put. Should the dissent motion be carried, the time for further debate shall be 10 minutes only, unless a motion for an extension of time is seconded and carried by the meeting.

- 6.4 Motions dealing with external issues, (ie. The 'standard' motions re military service, jury, voting, child protection, marriage etc.) will be the first items on the agenda and will be resolved by the voting of delegates together with the appropriate proxy votes. Any amendments to the standard motions presented without notice will only be allowed in extraordinary circumstances and only at the discretion of the Chairman. If an amendment is moved and accepted, voting will be according to the method applying to internal issues.
- 6.5 Motions dealing with internal issues will be allowed adequate discussion time for the motion and any amendments. Additional amendments, not previously circulated, will only be allowed at the Chairman's discretion. The delegates will be voting on establishing the motion in its final form.
- 6.6 All agreed motions dealing with internal issues will be submitted in their final form to all ecclesias for a postal ballot in terms of Section 7 below. Motions not supported by a majority of delegates will not be placed before ecclesias for voting.
- 6.7 Motions without amendment endorsed by ecclesias on a regular basis at conferences will be regarded as standard motions which require voting at business sessions but may not require circulation to ecclesias for repeated endorsement.
- 6.8 New business may only be introduced into the agenda as a matter of urgency at the Chairman's discretion. This must be given to him in writing at least thirty (30) minutes prior to the commencement of the meeting.

7. Post-meeting Ballot

- 7.1 Within four (4) weeks of the meeting **[10 Aug 2024]**, the Secretary of the AACE, acting as secretariat for the meeting, shall circulate minutes of the meeting, after approval by the Chairman of the Business Session, to all ecclesias, together with a ballot sheet for all motions dealing with internal issues (as determined by 6.4 and 6.5 above).
- 7.2 Ecclesias are to be requested to return the ballot sheet with a statement of their number of members and voting strength to the Secretary of the AACE within six (6) weeks **[21 Sept 2024]** of the circulation of the ballot paper.
- 7.3 The AACE will then notify all ecclesias of results of the postal ballot within two weeks of the conclusion of the ballot **[5 Oct 2024]**.

8. Role of AACE Secretary

The AACE Secretary shall...

- 8.1 take minutes of the Business meeting and liaise with the appointed Chairman regarding voting procedures at the meeting,
- 8.2 forward copies of the "standard" motions to the relevant authorities following the meeting, and
- 8.3 conduct a ballot of ecclesias, if required, as per section 7 above.

9. Conclusion

- 9.1 All ecclesias are autonomous and no decision is binding on them. The procedure above allows a full consideration of motions with all ecclesias eligible to vote. The result is therefore a balanced view from the Australian Brotherhood that should be seriously considered.