



# Procedural Matters

## 1. BUSINESS PROCEDURES

**1.1** Members should speak only when invited to do so by the Moderator and usually at a microphone.

**1.2** Members wishing to speak should move quietly to the queue at one of the microphones that will be located in the hall holding up their yellow card.

The member may then be invited to speak by the Moderator. Standing at the microphone does not guarantee the right to speak, particularly if it is apparent that the matter under consideration has been adequately addressed.

**1.3** Commence any speech by introducing yourself with name and presbytery, board or other representation. This applies equally to "well known" speakers.

**1.4** The Moderator is addressed as "Moderator".

## 2. THE CONSENSUS MODEL

**2.1** There are three stages in the process of seeking a decision by consensus.

1. Information (plenary)
2. Deliberation/discussion (working groups or plenary)
3. Decision (plenary)

**2.2** With some key matters, the business may be addressed in separate time slots, especially allowing time between the stages for reporting of working groups and negotiating towards a preferred proposal.

With other matters, the business may flow naturally through the stages within the one session.

All business of the Synod will be addressed by the consensus decision making process - unless the Synod determines otherwise.

## 2.3 Your indication cards are your "Tools of Trade"

### Orange:

- **Deliberation Phase:** I feel warm towards/respond positively to the previous speaker's input
- **Decision Phase:** I am warm towards/willing to support the proposal

### Blue:

- **Deliberation Phase:** I feel cool towards/do not support the previous speaker's input
- **Decision Phase:** I am cool towards/ not yet willing to support the proposal

### Orange & Blue together:

- Expresses the opinion that all views have been heard/there is nothing new being said and so the meeting should move on

### Yellow:

- A request to ask a question that has not been addressed in the presentation of the proposal

*Note: The cards may also be used to assist the Moderator in gauging consensus whilst a matter is under consideration.*