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DC 5 Wesleyan Polity and Discipline

Jerry G. Pence

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REQUIRED TEXTS:

Pence, Jerry G., *Wesleyan History and Discipline Study Guide* (2003) [\$12.99 discounted price, WPH Item #BKB555]

Barnwell, Ray E., Sr., ed., *Connecting to Christ: Belonging* (Indianapolis, IN: Wesleyan Publishing House, 2002) [\$8.99 paperback, WPH Item #BKB910]

The Discipline of The Wesleyan Church—2004 edition (Indianapolis, IN: Wesleyan Publishing House, 2001) [\$6.99 paperback, Item #BKB482; \$9.99 hardcover with CD, WPH Item #BKB283]

Haines, Lee M. and Thomas, Paul William, eds., *An Outline History of The Wesleyan Church*, fifth rev. ed. (Indianapolis, IN: Wesleyan Publishing House, 2001) [\$12.99 paperback, WPH Item #BKB448]

Robert's Rules of Order: The Modern Edition (New York: Berkley Books, 1989) [\$4.99 paperback, WPH Item #BKAM30]

(All books are available from the seminary bookstore or from Wesleyan Publishing House—1-800-493-7539)

SYLLABUS

CL552—Wesleyan Polity and Discipline Asbury Theological Seminary — January 24-27, 2006 Two Credit Hours

Adjunct Instructor: Dr. Jerry G. Pence, General Superintendent
The Wesleyan Church World Headquarters, PO Box 50434, Indianapolis, IN 46250
Phone 317-774-3900; E-mail pencej@wesleyan.org

Schedule:

Tuesday, January 24, 2006 — 1:00-5:00 p.m.

Wednesday-Friday, January 25-27, 2006 — 8:00-11:30 a.m.; 1:00-4:30 p.m.

COURSE DESCRIPTION:

This course will examine persons and forces that shaped the development and polity of The Wesleyan Church, plus help the student develop a working knowledge of *The Discipline of The Wesleyan Church* and parliamentary law as tools for church administration.

COURSE OBJECTIVES:

1. To familiarize the student with major personalities, institutions, and external and internal contextual factors that led to the present development of The Wesleyan Church.
2. To develop functional knowledge regarding the doctrines, polity, structures and procedures established in *The Discipline of The Wesleyan Church* that will assist the student in more effective ministry in the context of The Wesleyan Church and its agencies.

3. To equip the student for instructing others regarding The Wesleyan Church's development, contemporary mission, faith and practice.
4. To prepare the student for basic proficiency in the use of parliamentary law for conducting church business meetings.

PRE-COURSE PREPARATION:

1. Read *An Outline History of The Wesleyan Church* and check the appropriate response on the "Reading Report" included with this syllabus. Based on insights from your reading, be prepared to discuss observations in class regarding key factors that you believe have most influenced or determined the development of today's Wesleyan denomination. Use this book to complete the "Wesleyan History Open Book Exam" included in your copy of the *Wesleyan History and Discipline Study Guide*. ***This exam is due by the first class session on Wednesday morning, January 25.***
2. Read *Connecting to Christ: Belonging* (only the first 111 pages are required). Check the appropriate response on the "Reading Report" included with this syllabus.
3. Familiar yourself with *The Discipline of The Wesleyan Church* by reading *ALL* of the following selections. Be sure to check each selection read on the "Reading Report" included with this syllabus:
 - The Constitution of the North American General Conference and the Special Directions—Paragraphs 200-385, 400-475
 - Church membership—Paragraphs 550-610, 5550-5595
 - Annual local church conference—Paragraphs 625-655
 - Pastoral agreements and pastoral duties and powers—Paragraphs 675-746
 - Local board of administration organization and duties—Paragraphs 750-970
 - District government—Paragraphs 1075-1180, 1200-1245, 1250, 1300-1310
 - Ministerial supervision, orders and regulations—Paragraphs 1375-1405, 3000-3148
 - General church government—Paragraphs 1500-1590, 1600-1655, 1800-1880, 1900-1935, 1990, 1995-2050
 - Local church property—Paragraphs 4500-4780
 - Disciplinary/judicial procedures—Paragraphs 5000-5130, 5200-5288, 5300-5385
4. Familiarize yourself with *Robert's Rules of Order: The Modern Edition* and use it as a reference to complete the parliamentary law "open book" examination included with this syllabus. ***This exam is due by the first class session on Thursday morning, January 26.***

EXAMINATIONS:

1. As mentioned above, there are two "open book" examinations. The first will be an exam on Wesleyan church history (***due by the first class session on Wednesday morning, January 25***). A copy of this exam is included in the *Wesleyan History and Discipline Study Guide*. Complete it as you do pre-course reading. (NOTE: *Do not confuse the Wesleyan church history exam with the "Discipline Open Book Exam" that is also included in the study guide you purchase. It is not necessary to complete the Discipline exam.*)
2. The second exam for this course will be a basic proficiency exam on parliamentary law (***due by the first class session on Thursday morning, January 26***). A copy of this exam is included with this syllabus.

POST COURSE ASSIGNMENTS (*mail all assignments to the instructor at the same time*):

1. **Reading Report.** Fill out the reading report form included with this syllabus to indicate required reading you completed. This report is based on the “honor system.” Your signature is your testimony of having done all reading as reported.
2. **Discipline Review Project.** Choose one option from the choices listed at the end of this syllabus to complete. Follow all directions carefully for this project.

POST COURSE DUE DATES AND MAILING INSTRUCTIONS:

All post course assignments are due by **January 30, 2006**. Send all assignments *at the same time*. Email submissions may be sent to pencej@wesleyan.org. Or send regular mail to Dr. Jerry Pence, PO Box 50434, Indianapolis, IN 46250-0434. Do not mail fancy report covers or binders (simply staple papers together). Keep a copy of your work in case mail is lost or damaged.

DO YOU WANT YOUR GRADED PAPERS RETURNED?

Graded papers will be your only direct feedback on course work. Email submissions will receive instructor’s evaluations by return email. **Include a stamped, self-addressed envelope** if you want graded papers sent by mail returned to you by the instructor. Otherwise, your grade will simply be reported to the Registrar, after which papers will be discarded by the instructor.

GRADING:

Student work will be evaluated and grades will be submitted to the Seminary per its policies within one week after submission of assignments.

The following point values will be used by the instructor to determine grades:

Required reading	0-300 points
Church history quiz	0-300 points
Discipline review project	0-200 points
Parliamentary law proficiency exam	0-200 points

The following grading scale will be used for assigning grades:

A range	930-1000 points
B range	840-929 points
C range	730-839 points
D range	680-729 points
F range	(Sorry, no range left)

POLICY REGARDING INCOMPLETES:

A grade of “I” denotes that the work of a course has not been completed due to an unavoidable emergency, which does not include delinquency or attending to church work or other employment. This policy is strictly followed.

DISCIPLINE REVIEW PROJECTS:

INSTRUCTIONS: The following options provide opportunities for the student to relate *The Discipline of The Wesleyan Church* to common ministry situations. Choose *ONE (1)* of the following options for a project to complete. Follow directions carefully. This project is worth up to 200 points toward your final grade.

OPTION 1—JOB DESCRIPTION: Carefully following the required outline, write a *thorough* job description for one (1) of the following based on information from *The Discipline*:

- Senior pastor
- Local board of administration member
- Local church trustee

Required outline for job description (automatic 40 point deduction for failure to follow this outline):

- A. POSITION TITLE—(show the precise official title from the *Discipline* for this position—10 points)
- B. JOB SUMMARY—(a carefully distilled, *one-sentence* description telling what this position is all about; give this one lots of thought!—20 points)
- C. WORKING RELATIONSHIPS—(tell who this person is responsible for, responsible to, and/or works closely with—10 points)
- D. LENGTH OF SERVICE FOR THIS POSITION—(the term of office specified by the *Discipline* for this position—20 points)
- E. SPIRITUAL GIFTS MOST DESIRED FOR THIS POSITION—(spiritual gifts are divine abilities/enablements given to individual believers for the purpose of building up the body of Christ; they are not character qualities similar to the “fruit of the Spirit” mentioned in Galatians 5:22-23. Use your own Bible knowledge here, but rely especially on insights from passages such as 1 Corinthians 12, Romans 12 and Ephesians 4—20 points)
- F. SPECIAL SKILLS/ABILITIES NEEDED FOR THIS POSITION—(what technical skills or abilities does the pastor of this particular church especially need to possess? Use your own creativity to write about this—20 points)
- G. SPECIFIC DUTIES/RESPONSIBILITIES—(use much detail; rely heavily on *The Discipline* for this part and show your knowledge of its requirements; you may summarize or paraphrase things in your own words, but *be thorough*—remember that the purpose of a job description is to communicate clearly all of the expectations and duties for which one will be held accountable; if it is a pastoral duty found in *The Discipline*, it needs to be in your job description—80 points)
- H. REFERENCES—(cite all *Discipline* paragraph numbers used to prepare your job description in a footnote at the bottom of the page—20 points)

OPTION 2—LCC AGENDA: Prepare a complete agenda for an annual local church conference, based on guidelines from the *Discipline*. Prepare this agenda as if it was for a large church with a full-orbed ministry. You may add elements of your own creativity, but show a thorough working knowledge of *Discipline* requirements.

- (A) In the heading at the top of the agenda, show all important meeting details that should be included in bulletin announcements and other advance publicity about the local church conference (think this through carefully—what do members need to know in order to be present and prepared for this meeting?)—*20 points*.
- (B) List all of the reports that should be received by the local church conference according to the *Discipline*—*30 points*.
- (C) List each position to be filled by elections at the local church conference according to the *Discipline*—*30 points*.
- (D) List routine items of business that the local church conference is required or empowered to consider according to the *Discipline*—*40 points*.
- (E) List at least two or more special items of business that illustrate duties and powers the local church conference may delegate to the Local Board of Administration—*30 points*.
- (F) Cite all of the paragraph numbers from the *Discipline* that you relied upon for preparing your agenda in a parenthetical note at the end of each appropriate item or in a footnote at the bottom of the page—*20 points*.
- (G) Attach a separate sheet listing additional support documents that should be distributed along with the agenda for members to use at the local church conference—*30 points*.

OPTION 3—MINISTRY INFORMATION LETTER: Write a detailed letter to a person interested in studying for the ministry.

- (A) Explain the meaning of “ministry,” according to the *Discipline*—*20 points*.
- (B) Explain the “marks” our Church looks for to identify persons it believes God has called to specialized ministry—*20 points*.
- (C) Explain the steps in each part of the process of becoming ordained by The Wesleyan Church. Be sure to outline carefully the requirements for becoming a ministerial student, a licensed minister, and an ordained minister—*120 points*.
- (D) Explain the options mentioned in the *Discipline* that are available for completing the academic requirements for ordination—*20 points*.
- (E) For future benefit, tell the person to whom you are writing where to find appropriate references in the *Discipline* concerning each part of the preparation process—*20 points*.

OPTION 4—GENERAL CONFERENCE MEMORIAL: Choose an issue relating to church life, doctrine, membership, the ministry, the Constitution, or church organization (local, district or general) that you think should/could be changed by amending *The Discipline of The Wesleyan Church*. Using an appropriate form for a resolution (as outlined in *Robert’s Rules of Order*), write a memorial for consideration by the General Conference proposing your amendment. Attach a sheet that either diagrams or lists step-by-step the process by which this memorial would move from your local church to the floor of the General Conference. Pay attention to the following matters:

- (A) Start with a carefully thought out, two-part title for your memorial, with the first part indicating the general area of church governance to which the memorial applies and the second briefly describing the subject of the memorial. Here are some examples. MINISTERIAL SUPERVISION: Eliminating Required Annual Service Reports. LOCAL CHURCH CONFERENCE: Authority to Determine the Local Church's Own USF Rate. PASTORS: Automatic Annual Pay Raises—*20 points*.
- (B) The actual memorial should be a well-written, serious proposal for something you would like to see the whole church improve or do differently. This memorial may be of any length, but be sure it follows the standard format of a properly written resolution. Your memorial must have one or more "WHEREAS" statements that outline the basic reasons and strongest arguments for why you believe the conference should approve this action. It must also have one or more "RESOLVED" statements that indicate the precise change or action, new language, or amendment that you are proposing. Resolutions are formal motions for the serious consideration of a legislative body. Do not try to be cutesy or comic in this assignment and give changing the *Discipline* your best effort with an eye toward making the Church more effective for Christ—*100 points*.
- (C) Attach a sheet that shows simply, clearly, and thoroughly each of the steps that are necessary for a memorial to go from the local church to the floor of the General Conference. You may create a diagram for this or make a list of steps in the precise order that they need to be followed. Be sure to include a reference number showing where instructions for each step are found in the *Discipline*—*80 points*.

STUDENT READING REPORT

INSTRUCTIONS: Complete and return with all other post-course assignments.

1. Check the appropriate box below to affirm your reading of the required text *An Outline History of The Wesleyan Church*.

- I read the entire book (100 points toward your reading grade).
- I read more than half—but not all—of the book (50 points toward your reading grade).
- I read some—but less than half—of the book (20 points toward your reading grade).

2. Check the appropriate box below to affirm your reading of the required text *Connecting to Christ: Belonging* (only the first 111 pages are required reading for this report).

- I read the entire book (100 points toward your reading grade).
- I read more than half—but not all—of the book (50 points toward your reading grade).
- I read some—but less than half—of the book (20 points toward your reading grade).

3. Check the box for each of the following portions of *The Discipline of The Wesleyan Church* (2000 edition) that you read. Each portion read is worth 10 points toward your grade.

- The Constitution of the North American General Conference and the Special Directions—Paragraphs 200-385, 400-475
- Church membership—Paragraphs 550-610, 5550-5595
- Annual local church conference—Paragraphs 625-655
- Pastoral agreements and pastoral duties and powers—Paragraphs 675-746
- Local board of administration organization and duties—Paragraphs 750-970
- District government—Paragraphs 1075-1180, 1200-1245, 1250, 1300-1310
- Ministerial supervision, orders and regulations—Paragraphs 1375-1405, 3000-3148
- General church government—Paragraphs 1500-1590, 1600-1655, 1800-1880, 1900-1935, 1990, 1995-2050
- Local church property—Paragraphs 4500-4780
- Disciplinary/judicial procedures—Paragraphs 5000-5130, 5200-5288, 5300-5385

3. Add up your reading score and write the total here (up to 300 points possible): _____

Your Name (Printed please) _____

Your Signature (affirms you did all reading reported) _____

Parliamentary Law Open Book Quiz

INSTRUCTIONS: (Read and follow carefully)

1. Read *Robert's Rules of Order: The Modern Edition* in its entirety and based on it complete the following open book quiz. Each question is worth 2 points for a total of up to 200 points. You may refer to the text as often as you like while completing the quiz. This work is to be done independently of other students.
2. Submit your completed quiz to the instructor for grading by the due date noted in the syllabus for this assignment.

Student's Name _____ SPO Box Number _____

PART 1 — Definitions

DIRECTIONS: Write an accurate definition for each of the following terms and show the page number in parentheses at the end to indicate where you found it in the text.

1. Parliamentary law —
2. Chair —
3. Session —
4. Member —
5. Motion —
6. Main motion —

7. Debate —

8. Quorum —

9. Orders of the day —

10. Special orders —

PART 2 — True/False

DIRECTIONS: On the line before each statement, write a “T” for those that are true and an “F” for those that are false.

- _____ 11. In the ordinary routine of business, it is not always necessary for someone to make a motion before the chair may call for or announce that a certain action will be taken.
- _____ 12. An illegal vote (one that is unclear or for an ineligible option) is included in the votes counted to calculate a majority, as long as it was cast by a legal voter.
- _____ 13. A committee of the whole is a way for an entire assembly to study, discuss, and refine an issue with greater freedom because it deals with only one main motion; only allows for motions to adopt, amend, or to rise; and usually does not restrict the number and length of speeches a member can make while debating an issue.
- _____ 14. The presiding officer is not ordinarily addressed by name, but as “Mr. Chairman” or “Madame Chairman,” or by whatever special title the group designates by a special rule of order.
- _____ 15. A main motion interrupts the consideration of nothing else, but may itself be interrupted by many other kinds of motions.
- _____ 16. To obtain the floor, a member need only stand and begin speaking.
- _____ 17. In some cases, a majority vote may not necessarily be one more than half the number of persons voting or fifty-one percent of the total votes.
- _____ 18. To “second” a motion means that a person endorses it and wants to see it pass.
- _____ 19. A member who has offered a motion can modify or even withdraw it entirely until it has been stated by the chair, after which it can only be changed or withdrawn by a majority vote of the body.
- _____ 20. The purpose of “moving the previous question” is to extend the debate on an issue.

- _____ 21. The order of precedence refers to the fixed rank certain motions have among themselves; motions of higher rank may be made while one of lower rank is pending but motions lower on the list are usually prohibited.
- _____ 22. A nomination for someone to be elected to fill a position requires a second and may not be debated.
- _____ 23. When the bylaws call for an election to a certain position to be by ballot but there is only one nominee, the chair may freely use another method, such as a voice vote or general consent.
- _____ 24. No main motion is in order that presents substantially the same question as a motion previously rejected during the same session.
- _____ 25. When a motion is made to substitute a different resolution or motion for the one which is pending, and the motion to substitute carries, no further action is necessary.
- _____ 26. The chairperson, if a member of the assembly, can vote to break a tie.
- _____ 27. In the case of a tie vote that cannot be broken, the chair should rule that the motion is defeated, since a tie vote does not constitute a majority.
- _____ 28. The motion to adopt or refer to a committee cannot be reconsidered after the committee has begun consideration of a question.
- _____ 29. The motion to postpone indefinitely is sometimes used by opponents of a measure to test the strength of their side without taking a direct vote on the main motion itself because it effectively kills the main motion if it is adopted, yet allows debate to continue if it fails.
- _____ 30. The motions to limit or to extend the limits of debate on a pending question are themselves debatable.
- _____ 31. The motion to reconsider may only be made by a member who voted on the prevailing side of an earlier motion.
- _____ 32. It is unnecessary to move that a committee's report be received or accepted after it has been presented to the assembly.
- _____ 33. A motion to adopt a committee's report has the effect of giving the approval of the assembly to any and all recommendations in the report just as they are presented, unless a motion to amend specific parts prevails.
- _____ 34. The chair should freely participate in debate on any and all motions before an assembly, but if he or she does so, he or she must vote on the issue also.
- _____ 35. The official minutes of a meeting, in addition to matters adopted, should contain the names of persons making motions and the names of seconders, the secretary's opinions on matter, a complete record of withdrawn motions, and a summary of remarks of each person engaging in debate on any issue.
- _____ 36. The proper way to introduce a motion is for the person who has the floor to say, "I move you that" or "Be it resolved that" and then to state the desired action.
- _____ 37. The chair may, if it is to the benefit of business, allow more than one main motion to claim the attention of the assembly at the same time.
- _____ 38. There is no limit to the number of times a motion may be amended, but no more than two amendments can be pending at any one time.
- _____ 39. The motion to postpone definitely can be used by opponents of a measure to keep it from being considered until the next annual meeting of a group.
- _____ 40. A point of order is open to debate.

PART 3 — Matching

DIRECTIONS: Write letters on the lines provided to match terms from the choices below with their correct description or definition. Not all terms or phrases in the word bank will be used.

- | | |
|--|----------------------------|
| A. To have the floor | N. Standing rules |
| B. Precedence | O. Privileged motion |
| C. Question | P. Executive session |
| D. Immediately pending motion | Q. Parliamentary courtesy |
| E. Standing committee | R. Point of order |
| F. Form | S. Question of privilege |
| G. Select committee | T. Subsidiary motion |
| H. Recess | U. Rules of order |
| I. Incidental motion | V. Order of business |
| J. Bylaws | W. Agenda |
| K. Second | X. Ex-officio member |
| L. Appeal from the decision of the chair | Y. Chairman <i>pro tem</i> |
| M. Committee | Z. Out of order |

- _____ 41. An indication by another member besides the one making a motion that he or she wishes to have the motion considered.
- _____ 42. The procedures and directives contained in a specified parliamentary manual that a body has adopted as its guide for doing business.
- _____ 43. Any meeting or part of a meeting where the proceedings are to be secret.
- _____ 44. The chief internal document of an organization containing articles defining its permanent rules which can only be changed with difficulty and which cannot be suspended.
- _____ 45. Questions relating to the rights, benefits, comforts of the assembly or of one or more of its members.
- _____ 46. Motions that arise out of other motions and consequently must usually be dealt with before the motions that gave rise to them.
- _____ 47. An objection raised by a member to a decision of the chair which, if seconded by another member, allows the body to debate the objection and by a majority vote to sustain or overrule the chair's ruling or action.
- _____ 48. The lowest ranking internal governing document of an organization, consisting of a list of one or more policies, procedures, or adopted main motions of an indefinitely continuing nature; these rules may be amended more easily than the group's bylaws and may be suspended by a simple majority vote.
- _____ 49. Refers to the practice of maintaining decorum in a meeting by debating measures and specific issues, not members and personalities.
- _____ 50. High-ranking, undebatable motions that take precedence over almost all other motions in the order of precedence and require an immediate vote by the body.
- _____ 51. A matter that is being given priority by the chair as the one under direct consideration by the body.
- _____ 52. Refers to the priority or rank that is applied to motions.
- _____ 53. A miniature assembly of one or more persons that must meet together in order to transact business.

- _____ 54. Motions applied to other motions for the purpose of disposing of them; these motions take precedence over main motions and must be decided upon before a final decision on a main motion can be made.
- _____ 55. To have the opportunity to exercise speaking rights and have the attention of the assembly.
- _____ 56. To adjourn for only a brief time, after which business is resumed at the point at which it was interrupted.
- _____ 57. A committee authorized for an indefinite time.
- _____ 58. A synonym for the word “motion.”
- _____ 59. The typical wording usually applied to motions or documents.
- _____ 60. A committee authorized only to fulfill a temporary or specific purpose.
- _____ 61. An assertion that a rule is being violated and a request that it be enforced by the chair.

PART 4 — Multiple Choice

DIRECTIONS: Write the letter of the correct answer among the options given on the line in front of each statement.

- _____ 62. The general guideline for parliamentary procedure holding that the majority rules, that the minority should be heard, and that all members of the body should be able to participate in the decision-making process is called:
- A. The principle of rights C. *E pluribus unum*
 B. The principle of reciprocity D. Transactional analysis
- _____ 63. An official gathering of members in one place to transact business without interruptions, except for recesses, is called:
- A. A quorum C. A standing committee
 B. A meeting D. A compendium
- _____ 64. The only one of the following motions that is not a privileged motion is the motion:
- A. To recess D. To call for the orders of the day
 B. To adjourn E. To raise a question of privilege
 C. To lay on the table
- _____ 65. Which of the following motions would you make if you desired to remove a main motion from consideration in such a way that it can be taken up by the assembly whenever it wishes, rather than only at a specific time set in advance?
- A. To extend the limits of debate C. To postpone definitely
 B. To lay the question on the table D. To postpone indefinitely
- _____ 66. Which of the following is not a rule for debate?
- A. No member may speak to a motion the second time until every member choosing to speak has done so once.
 B. The maker of a motion, though he can vote against it, cannot speak against his own motion.
 C. No member may speak to the same motion more than twice in one day or longer than ten minutes at one time.
 D. The member who made a motion is entitled to end the debate on it before it goes to a vote.

- _____ 67. Which of the following is not a guideline for decorum in debate?
- A. In referring to another member in a debate, a speaker should always try as much as possible to use that person's first and last names for the sake of the official record.
 - B. In debate members should avoid using one another's names as much as possible.
 - C. If a debate has become overly personal and objectionable in nature and the person who is charged with being objectionable refuses to apologize, both parties to the personal disagreement should leave the room while the assembly discusses and decides the case.
 - D. During a debate, no member is permitted to disturb the assembly by whispering or walking across the floor.
- _____ 68. As an item of new business at a meeting of your church's Local Board of Administration, it is moved and seconded that the pastor's salary be raised by \$10,000. During the debate on the motion, it is moved and seconded to postpone the matter indefinitely. A moment later, another member makes a motion that is seconded to refer the entire matter to the church's finance committee. The chairman should do which of the following?
- A. Rule the motions to postpone indefinitely and to refer out of order until the main motion has been voted on.
 - B. Rule the motion to refer out of order until the motion to postpone indefinitely has been voted on.
 - C. Allow debate to be completed on the motion to refer. Then, if the vote to refer carries, turn to other matters entirely until the committee reports back, or if the vote fails, proceed to allow debate on the motion to postpone indefinitely.
 - D. Call for an immediate vote on the motion to refer and then proceed to the motion to postpone indefinitely.
 - E. Delay debate on the motion to refer until the main motion has been properly amended.
- _____ 69. It is moved and seconded that the church authorize the employment of an assistant pastor at a salary of \$27,000 per year. It is subsequently moved and seconded to amend by striking out the word "assistant" and inserting the word "associate." It is subsequently moved and seconded to table the matter. The chairman should:
- A. Permit debate on the motion to lay on the table and then call for a vote on that motion before proceeding to the other motions.
 - B. Take a vote immediately on the motion to lay on the table; if it fails to carry, then allow debate on the motion to amend.
 - C. Rule the motion to lay on the table out of order until action is completed on the motion to amend.
 - D. Rule the motions to amend and to lay on the table out of order, since there was already a motion before the house.
 - E. Proceed immediately to other business, since further action is impossible until the assembly votes to take the matter from the table.

- _____ 70. It is moved and seconded that the District Conference elect a full-time district director of church planting. It is moved and seconded to amend by inserting after “conference” and before “elect” the words “authorize the District Board of Administration to.” It is moved and seconded to limit debate to one hour. It is moved and seconded to order the previous question on all pending questions. It is moved and seconded to recess the meeting for thirty minutes. The chairman should:
- A. Permit debate and vote on the motion calling for the previous question before voting on the motion to recess.
 - B. Rule all of the motions except the first one out of order because there is a motion already before the conference.
 - C. Rule the motion to recess out of order until all pending questions are settled.
 - D. Declare a recess and, after the conference reassembles, call for a debate on the motion to amend.
 - E. Take a vote immediately on the motion to recess. If it carries, declare the recess and following the recess take a vote immediately on ordering the previous question. If the motion to recess fails to carry, take the vote at once on ordering the previous question.

PART 5 — Completion

DIRECTIONS: Fill in the blanks with the information requested.

71. The principle of _____ is a general guideline underlying parliamentary procedure that says fairness is achieved by alternating speeches by members between pro and con on an issue and by taking both the positive and the negative vote on all motions.
72. An election is always by a majority vote, unless the bylaws or a special rule of order previously adopted by the body allows for an alternative, such as a _____, meaning the largest number of votes obtained in a situation where three or more choices are possible.
- 73.-76. The four forms for amending a motion include:
- A. An amendment to _____ certain words;
 - B. An amendment to _____ certain words;
 - C. An amendment to strike out certain words and _____ others.
 - D. An amendment to _____ an entire motion on the same subject for the one pending.
77. A _____ is a main motion which because of its importance, length, or complexity is usually submitted in written form, with one or more “Resolved” clauses and sometimes one or more “Whereas” clauses that give a rationale for the motion.
- 78.-83. Friendship Wesleyan Church has a total covenant membership of 90 persons. At its annual Local Church Conference, 60 people (55 covenant members and 5 others who are not members of the church) are in attendance at the meeting. On the major items of business, 54 persons actually vote. Calculate the number of votes needed in each of the following cases according to the guidelines in *Robert’s Rules*.

- A. A majority vote would be _____.
 - B. A two-thirds vote would be _____.
 - C. A majority of all members present (whether or not they vote) would be _____.
 - D. A majority of the entire membership of the church would be _____.
 - E. A two-thirds vote of all the members present at the meeting would be _____.
 - F. A two-thirds vote of the entire church membership would be _____.
84. If you desired the assembly to immediately close debate and vote on the pending question, you would move the _____.
 85. If you wished to introduce a matter of business on which the assembly could take action, you would make a _____ motion.
 86. If you doubt the accuracy of the chair's announcement of the result of a voice vote, you may call for a _____ of the house.
 87. If you believe that a motion could best be perfected by a smaller group, saving the time of the full assembly, you would make a motion to _____.
 88. If you wished to have a short break in the proceedings for refreshments or other reasons, you would move to _____.
 89. If you want to change something about a motion that has already been adopted, you may make a motion to _____ (sometimes also called a motion to rescind, repeal, or annul).
 90. If you observe that the chair is failing to do his duty in the conduct of business, you make a _____.
 91. If you believe the assembly is spending or might spend too much time discussing a motion, but you do not want to deny the right to debate to those who have not yet spoken, you could make a motion to _____ debate.
 92. If you desire the chair's opinion on a matter of parliamentary law, the bylaws or other rules, you would make a _____.
 93. If you want to block the consideration of a main motion because you do not think it should even be discussed or debated by the group, you should _____ to the consideration of the question.
 94. If you desire to interrupt discussion of a motion so that something else more pressing can be considered, expecting to come back to the present question at some indefinite time later on, you should move to _____ on the _____.
 - 95.-100. After a meeting has been called to order by the chair, list in proper sequence the order of business for the meeting if no other agenda has been adopted.
 - A. _____
 - B. _____
 - C. _____
 - D. _____
 - E. _____
 - F. _____