

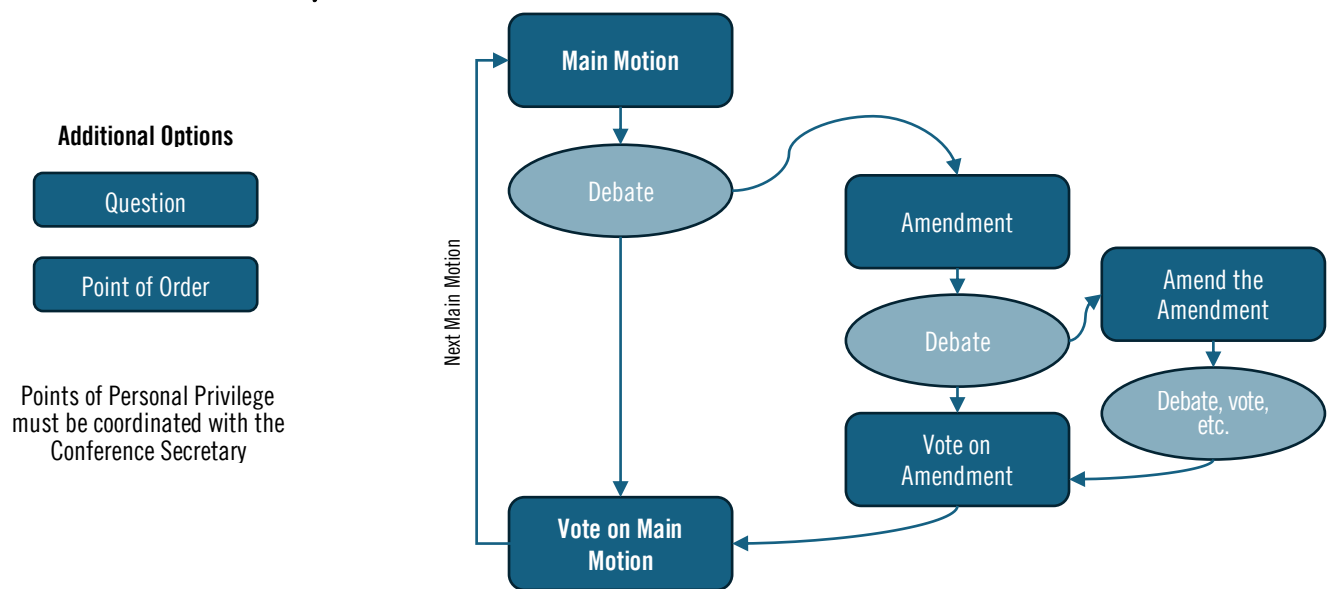
# Basics of Plenary Process for Cal-Pac

40th Annual Session of the California-Pacific Conference of The United Methodist Church

## Important Resources on the Conference Website

- AC2024 ([calpacumc.org/ac2024](http://calpacumc.org/ac2024))
  - Preliminary Report
  - Participant Guide (*will be distributed in-person at check-in*)
  - Legislation (*All legislation including items published after June 5th will be added here*)
- Conference Secretary ([calpacumc.org/secretary](http://calpacumc.org/secretary))
  - Conference Journals
  - Conference Rules – Section I

## Basic Process for the Plenary Sessions



- Going to the mic
  - Online: Use the Q&A and Moderators will notify the Chair (*more detail on page 5 of the Participant Guide*)
  - In-person: Several microphones will be placed around the ballroom (*color-coded cards on microphone stands indicate purpose*)
- What do I say at the mic?
  - Name
  - Pronouns
  - Lay/Clergy
  - Church/representation
  - Language (*helpful for AI translation; not all languages are available*)
  - Purpose (*for, against, question, amendment, etc.*)
- Voting
  - Unified web-based voting platform for both online and in-person Members
  - Access is easiest using the link emailed to you (*unique to you, please do not share*)
  - A dedicated voting device is recommended (*mobile phone, tablet*)

Note: For more details, see Section I – Rules in the Conference Journal

The guide below is intended to help Members navigate the intricacies of parliamentary process and understand the order and method by which we approach our business during the Annual Conference Session. For all of these actions, it is important introduce yourself as noted above and then state the motion in full. *Please wait for the Chair to respond before advocating for or explaining your motion.*

Action	Motion	What to say	Second?	Debate?	Amend?	Vote Required
Introduce an action	Main Motion	“I move that...”	Yes (with exception)	Yes	Yes	Majority
Make a change to a motion	Amend	“I move to amend the motion by...”	Yes	Yes	Yes	Majority
Send to Committee for further study	Commit/Refer	“I move the motion to be referred to...”	Yes	Yes	Yes	Majority
Postpone action to a specified time	Postpone	“I move to postpone this motion until...”	Yes	Yes	Yes	Majority
Postpone action indefinitely	Lay on the Table	“I move to lay the motion on the table.”	Yes	Yes	No	Majority
Limit Debate	Limit Debate	“I move that the debate on this motion be limited to...”	Yes	No	No	Two-Thirds
End Debate or Request a Vote	End Debate	“I move the previous question.” <i>(Applies only to the motion currently on the floor)</i>	Yes	No	No	Two-Thirds
Take a break	Recess	“I move to recess for (time).”	Yes	No	No	Majority
Ask a question	Point of Information	“Point of information: (ask question)”	No	No	No	Chair
Correct an error in parliamentary procedure	Point of Order	“Point of order: (the error in procedure)” <i>(Correcting errors is important and this can interrupt other business)</i>	No	No	No	Chair