

## RECOMMENDED 2025 BUSINESS SESSION RULES

### CREDENTIALS

1. **Delegate Identification:** Identification badges and lanyards shall be worn at the business meeting. Registration as a delegate must be completed no later than 5:00 p.m. CST on Thursday, June 5, 2025.
2. **Required Email Address:** The email address used to register as a delegate must remain the same as the email address used for the voting process for votes requiring an electronic ballot.
3. **Voting Delegates:** The Credentialed Delegates Report at the outset of the Conference Business Session shall constitute the number of certified voting delegates registered as present with proper credentials. Only credentialed delegates will be allowed to speak.

### MOTIONS AND DEBATE

4. **Motions:** Main motions from the Board of Directors and/or Board of Ministerial Standing do not require a second in order to be considered by the delegates.
5. **Secondary Motions:** Amendments to main motions (hereinafter referred to as secondary motions) may be made from the floor. Secondary motions must be germane to the main motion, must be in writing, submitted to the Recording Secretary, and signed by the maker and seconder of the secondary motion.
6. **Procedures:** All debate shall be addressed to the Chair. A delegate wishing to speak shall go to the microphone, address the Chair, "Mr. Moderator," and wait for recognition from the Chair. Upon recognition from the Chair, the delegate should state his or her name and office or church designation.
7. **Limitations:** Debate shall be limited to four minutes for the maker of the motion and three minutes for each individual delegate. A delegate can speak again on the same motion to ask questions and provide clarification. In addition, the Board of Directors shall be allowed a reasonable amount of time to provide explanatory information concerning any proposed Motions submitted by the Board of Directors and/or concerning any proposed amendments to the EFCA Bylaws.

### COMMUNICATIONS

8. **Written Communications:** All written communications for distribution during the business meeting shall be delivered to and approved by the Chair prior to the Business Session.

9. **Conference Announcements:** Announcements shall be made from the platform only and shall be in writing, signed with the name and office or church designation of the person submitting the announcement, and provided to the Recording Secretary.
10. **Personal Communications:** To ensure that delegates hear the discussion, *personal* vocal communications should take place outside the assembly hall.

## **VOTING PROCEDURES AND GUIDELINES**

11. **Eligible Voters:** Only credentialed delegates may vote. Eligible voting delegates will receive email communication to their provided delegate email address prior to the Business Session with instructions for the digital ballot as well as other important Business Session information.
12. **Nominees:** Nominee descriptions are included in the conference notebook. Nominees will be identified during the Business Session.
13. **Nominations from the Floor:** Any nominations from the floor shall require **prior** consent from the individual being nominated. He/she must meet the general qualifications for leadership in the local church as described in Acts 6, 1 Timothy 3 and Titus 1; agree without mental reservation to the EFCA Statement of Faith; and be affirmed by his/her pastor or superintendent as a member in good standing of an Evangelical Free Church. Nominations from the floor are not permitted in the case of salaried officers.
14. **Electronic Voting:** Voting on nominations for positions on boards shall be via electronic voting. Each eligible credentialed delegate will receive his/her election ballot via email to participate in voting through the Simply Voting platform. Delegates shall be able to vote for two (2) hours following the conclusion of the Business Session. A sample ballot is included in the conference notebook.
15. **Motion to Amend the EFCA Bylaws:** The final vote on the Motion to Amend the EFCA Bylaws shall be taken by paper ballot. Ballots and pencils will be distributed at the Business Session.