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1. DATES

2.30pm Wednesday, 15 July to 1.00pm Tuesday, July 21 2009

2. LOCATION

2.1 The 12th Assembly will be held in the grounds of the University of NSW (UNSW), Kensington. Plenary sessions will be held in the Leighton Hall, Community Working Groups will be conducted in the University Colleges.

2.2 Meals

Morning and afternoon teas will be provided to members in areas adjacent to Leighton Hall. Evening meals will be served in the College in which you reside, unless you are advised otherwise.

Please note: Lunch will not be provided except for overseas and ecumenical guests. There are many food outlets in the area surrounding the meeting venue at reasonable prices (\$6 - \$8).

3. TIMES / TIMETABLE

3.1 Opening Service

Clancy Auditorium, UNSW, 7.30pm July 15. The service for the Installation of the President is a public event but tickets must be accessed by contacting the 12th Assembly Administrator, Mr Robert Key at robertk@nsw.uca.org.au

3.2 Registration of Members

Members will register via the web as previously advised. However members must also register upon arrival at the University. Additional papers, proposals etc. will be available at that time.

3.3 Timetable

A broad timetable, indicating the proposed order of business, will be distributed with the April mailing. The Business Committee will issue a daily timetable during the Assembly.

3.4 Nominations – new proposals

3.4.1 All positions - Standing Committee, Chairpersons of Agency Reference Committees, President - elect. Nominations for President - elect close with the Assembly Secretariat (PO Box A2266 Sydney South NSW, 1235) on April 16 2009. All other nominations must be placed in the Nomination Box at the meeting venue by 6.00pm on Friday 17 July 2009.

3.4.2 Proposals related to new business or to amend existing proposals must be submitted to the General Secretary or the Convenor of the Business Committee (Mr G Grinton) in writing with the name of the proposer and seconder and contact details, eg mobile phone, by 6.00pm on Friday 17 July 2009.

3.5 Elections

3.5.1 Chairpersons of Agency Reference Committees (if required), President - elect and Standing Committee.

3.5.2 Nominations

The 1st ballot for President - elect (exhaustive) to reduce the list of candidates to three will be held at 3.15 pm on Saturday 18 July 2009 (Session 15). The second, preferential, ballot will be held at 2.00pm, Sunday 19 July 2009 (Session 20) with the Ballot declared at 3.15pm.

3.5.3 The ballot papers for Standing Committee and Chairpersons (if required) will be distributed at 12.10pm Sunday 19 July (Session 19) and the ballot will close at the conclusion of Session 23 at 12.30pm Monday 20 July.

3.5.4 Results of Ballots will be declared as soon as possible after the close of the ballot.

3.6 Proposals / notices of revision

3.6.1 Notices of revision to proposals distributed with the working papers, and which could reasonably have been foreseen from a reading of the working papers, should be in the hands of the Convener of the Business Committee, Mr Geoffrey Grinton, or the General Secretary by Friday 17 July 2009 at 6.00pm. This is necessary so that they may be prepared for distribution to members and placed in the Timetable by the Business Committee.

3.6.2 **The only Proposals or notices of revision, which will be accepted after these times, will be those that arise specifically out of the debate and could not have been foreseen.**

3.6.3 Section 5.9 of "*A Manual for Meetings in the Uniting Church*" specifies that proposals must be presented 24 hours before they are considered. This rule must be kept in mind alongside the above closure times and members must check the timetable carefully, particularly for those reports and recommendations to be considered early in the week.

3.7 Other Functions

There are some other activities associated with the meeting of the Assembly. Some of these events, due to space considerations are by invitation. Advice will be provided about related events during the course of the meeting.

4. GENERAL INFORMATION

4.1 Location points / processes

The following location points are highlighted on the accompanying diagrams of the University.

(1) Morning and Afternoon tea

Morning and afternoon tea will be served each day except the first afternoon (Wednesday) and last afternoon (Tuesday).

(2) Business Committee Table (right, front of stage)

The chairperson of the Business Committee will be found here. Messages for display on the projection screen are to be given to the stewards (at the entrance to the hall).

(3) Chapel

A daily service of Holy Communion will be conducted at 7.00am at Basser College (see the timetable for which days). You are encouraged to make use of these optional services from Friday to Monday.

(4) 4.1 Chaplains to the Assembly:

The Assembly has chaplains who are available to members who may wish to access pastoral care or conversation during the course of the meeting. Contact details will be provided at the Assembly.

4.2 Compliance procedures

There will be a contact person for any complaint under the procedures for complaints as outlined in the papers. Contact details will be provided at the Assembly.

(5) Distribution of current day's agenda, proposals and papers.

A detailed daily timetable will be distributed each day, along with any proposals and official papers. These documents will be available from the official table in the entrance foyer. **Note: Only documents approved by the General Secretary or the Business Committee can be distributed within any part of Leighton Hall.**

(6) Mobile Phones

Members are requested to ensure that their mobile telephones are **switched off** during business sessions in the auditorium. Refer 4.5 – Telephone and Fax messages.

(7) Notice Boards

Notice boards will be located in the foyer. They display any special notices approved by the Chairperson of the Business Committee. If you have any information you would like placed on the notice boards provide it to Mr Geoffrey Grinton or a person at the official table in the Foyer. Results of all ballots for positions for which an election was necessary will be displayed on these boards.

Unauthorised material will be removed from the notice boards.

(8) Access for the Disabled and Reduced Mobility

The University facilities are generally accessible to persons with reduced mobility. A shuttle bus will operate between Leighton Hall and the Colleges for people with restricted mobility.

(9) Reception and information desk

A reception desk is located in the foyer of the Leighton Hall. The staff member on duty will assist members and visitors with general enquiries, and retain any items of lost property.

(10) Toilet facilities

Toilet locations are indicated on the map.

4.2 Meals

Breakfast and evening meals will be provided for Assembly members. Lunch may be purchased at a reasonable cost at a wide variety of food outlets in the university. Lunch will be provided on the first day for people who have indicated their need for it. Sunday evening is a free evening. If you require an evening meal on Sunday 19 July please advise us when completing your on line registration. **If you do not advise us of your need for lunch on Wednesday 15 July or dinner on Sunday 19 July then there will be no meal provided for you.**

4.3 Name Tags

Your official name tag is printed and will be issued to you at the time of your registration at the UNSW. You are asked to wear your name tag at all times in the plastic holder that will be provided. If you do not have your name tag you will not be admitted into the meeting. Also the stewards are instructed to give voting papers only to those wearing official name tags. Meals will only be provided to people wearing appropriate name tags.

4.4 Visitors

There will be a visitor's program at Assembly. Day and Sessional visitors are welcome. All visitors must register. A small fee to cover costs for morning and afternoon tea, and any papers that may be provided, will apply (\$10 / day, \$5 concession and half day)

4.5 Telephone and Fax Messages

Members can use their mobile phones outside of business sessions. Numerous pay phones are located in the university.

A telephone will be installed at the reception desk, located in the foyer of the Leighton Hall, and a fax machine will be operating in the pressroom. Urgent messages can be relayed to Assembly members via the overhead projector screen. Delivery cannot be guaranteed, as the recipient may not be present in the Assembly.

The telephone and fax numbers will be provided closer to the date of the Assembly.

4.6 Child Care – 0 to 6 Years

Child care for small children will only be provided for those members who have made prior arrangements with the Sydney 12th Assembly Office (please note not the Assembly Secretariat). Casual child care for visitors cannot be provided.

4.8 Latecomers

The doors providing entry to the hall will be closed, and no entry permitted, during morning Bible studies and worship sessions.

4.9 Security

It is the responsibility of all members to secure their personal possessions. Lock your room and the front door of your residence at all times. The University recommends that people walk together after dark especially returning to Colleges. Please note that due to the need for security officers to close the buildings (and the extra costs associated with delays) **it is essential that people vacate Leighton Hall immediately upon the conclusion of the evening session.**

5. PROCEDURES FOR THE ASSEMBLY MEETING

5.1 Members are asked to remember that the Assembly has determining responsibility in matters of worship, doctrine, government and discipline (Basis of Union, paragraph 15). Hence, we are concerned with matters of major importance for the mission of God in the world, and are dealing with principle and policy rather than committee detail.

5.2 A Manual for Meetings

The Regulations require the Assembly to use *A Manual for Meetings* as its procedure (Regulation 3.6.22). While all Councils should be using the approach of *A Manual for Meetings* members should familiarise themselves with the *Manual*. A major effort has been made to shape the whole meeting around the rhythm of *A Manual for Meetings*.

5.3 Major Issues

Selected major issues will be presented to the Assembly in plenary session, then sent to community working groups for discussion, as outlined in *A Manual for Meetings*. The issues are Agency reports and two major sets of proposals related to the Constitution.

5.4 Addressing the Assembly

The correct form of address when addressing the President is simply "President" (not Mr President). All speakers should provide their name and appointing body eg Presbytery of ..., Synod of If a person is ex officio or appointed by an Assembly Agency the speaker should indicate their appointing body. Persons wishing to speak should not wave blue cards at the front table. The appropriate method for indicating that you wish to speak is to line up at a microphone and await the call of the President. All speakers must await the call of the President before speaking. All speakers **must** use the microphones. No matter how strong you think your voice is people will not hear you.

5.5 Inclusive Language

Members of Assembly are requested to use inclusive language.

5.6 Quorum

A quorum consists of at least half the number of members of the Assembly within which number at least half the number of Synods shall be represented. (Regulation 3.6.23)

5.7 Bar of the House

Plenary sessions will be held in table groups. Members and persons associated with the Assembly are invited to sit at these tables. The location for visitors will be well marked and stewards can point people in the right direction.

5.8 General

The Assembly meeting is meant to be a safe place where Christian community is fostered and encouraged. However if at any time you feel stressed or subject to inappropriate behaviour please contact one of the Assembly chaplains or the persons nominated to handle complaints. While the Community Working Groups will have a primary focus on items of business one of their key functions is to help people have a group of people that they can know a bit better within the larger gathering, and hopefully provide you with a stronger sense of community than a gathering of 250+ people can always offer.

6. PROPOSALS OR NOTICES OF REVISION

6.1 Guidelines

6.1.1 In order that the Assembly may most effectively use its time and resources, it is important that these guidelines are followed closely

6.1.2 If any member is unsure about how to proceed in bringing business before the meeting then you are encouraged to speak with an experienced member of the Assembly, or alternatively you may approach the Chairperson of the Business Committee or the General Secretary. However it is most important that persons who wish to submit matters for consideration should ensure that contact is made as early as possible.

6.2 Terminology

6.2.1 Clause 5.10 of the *Manual for Meetings* requires that any recommendation shall be submitted in writing, over the signature of at least two members, to the Business Committee.

6.2.2 The term **Recommendation** is used to refer to a formal proposal brought to the Assembly for consideration and decision.

6.2.3 If the recommendation is to be considered using the procedures for *Making Decisions by Consensus* (Chapter 6 of the Manual), it has the status of a proposal for discussion, as described in Clause 6.1.

6.2.4 If, however, the recommendation is to be considered using the procedures for *Making Decisions by Formal Majority* (Chapter 7 of the Manual), the recommendation provides the words for the formal motion, as described in Clause 7.1.

6.2.5 A **Notice of Revision** may be submitted to stand against any Recommendation. Any members of the Assembly may submit a Notice of Revision. Just as a Recommendation forms the basis of a proposal or motion, as appropriate, so a Notice of Revision can become the basis for either an alternative proposal (consensus procedures) or an amendment (formal majority procedures).

6.2.6 Once the Assembly has made a decision, regardless of the process used to arrive at that decision, the recommendation, in either its original or revised form becomes a **Resolution** of the Assembly. The minutes will record on that "The Assembly resolved..."

6.3 The Nature of a Recommendation

6.3.1 One of the roles of the Assembly is to establish policy, and to initiate action. Hence recommendations brought to the Assembly should be designed with some specific intention for an outcome that results in change.

6.3.2 The Assembly is, of course, able to change policy, or to set new directions but it is not usually appropriate for it to **affirm**, **re-affirm**, or **note** the actions of a previous Assembly. It is a basic assumption that once established, policies or decisions continue unless changed.

6.3.3 Further, it is not necessary or appropriate for the Assembly to consider recommendations which request or authorise a body to do work for which it already has responsibility, and which it is willing to undertake.

6.4 The Form of a Recommendation

6.4.1 All recommendations must commence with the words: *That the Assembly*

6.4.2 The next phrase will normally set out the action to be taken as a result of carrying the recommendation. In the minutes of the Assembly, this initial wording will be changed to read: *The Assembly resolved:*

6.4.3 A brief subject line is required, to allow a short-form reference to the recommendation. This will be printed in both the working papers and the minutes on the line above the text of the recommendation, as a form of sub-heading.

6.4.4 Usually, the text of the recommendation will commence by making reference to the body to whom it is directed.

6.4.5 Typical phrases which might commence the body of a recommendation are:

That... be requested...
That ...be advised that...
To adopt as its policy the statement...
That... be appointed...
To record its appreciation for...
To approve...

6.4.6 A recommendation may be divided into sub-clauses where this makes the sense clearer, or where it will help the discussion of the matter. For example, it can be helpful to separate the establishment of a principle or policy from clauses related to implementation or reporting.

6.4.7 A clear rationale that is clearly linked to the recommendation should follow the recommendation. The purpose of the rationale is to assist members of the Assembly to understand what it is that it is hoped to achieve and why this approach is helpful. A good rationale assists members of the Assembly to commence their reflection on the issue and to think about the questions or points that they may want to raise before the discussion commences.

6.4.8 It is normal practice of the Assembly to move, discuss and decide upon the whole of a recommendation at once. In exceptional circumstances the President may agree to a request that separate decisions be taken on each clause.

6.5 The Scope of a Recommendation

6.5.1 A recommendation should be short, precise and explicit. It should specify as many of the following points as are appropriate:

- i. What is to be done- the task or action to be carried out;
- ii. Who is to do it- the responsible person or body;
- iii. Subsequent action or reporting - such as a report back to the Assembly or to some other body;
- iv. The time frame - when the action is to be taken or completed;
- v. Any required personnel - if a committee is required, who is to set up the committee, and the way in which appointments are to be made.

6.6 Requirements for a Recommendation

6.6.1 A recommendation must be complete in itself, without reference to other material or documents. Hence, for example, it is not appropriate to move that someone be asked to "carry out the review described in the report". It must be possible to read the text of a minute, or send that text to someone not present during the discussion, and to expect them to understand what was resolved and what is now to be done.

- 6.6.2 There will be cases (for example, the adoption of a budget) where it is appropriate to refer to other material when it is clearly understood that such material will be included in the minutes.
- 6.6.3 It is helpful to ask someone who is not closely associated with the matter concerned in the recommendation to read a draft to check that it is understood in the way intended.
- 6.6.4 It may be appropriate in some cases to include a brief explanatory phrase or clause at the start of a recommendation in order to establish a context. These words must be brief and relevant, so that the body of the recommendation might take a form such as:

In the light of the decision of ... that... be ... requested...
That, noting the effects of...etc.

- 6.6.5 A recommendation from one of Assembly's reporting bodies must be signed by an authorised officer of the body, and must advise the names of one or two people who will present the recommendation to the Assembly meeting. A contact name must also be provided for those seeking further information; this may be one of the above people, or someone else, as appropriate. It must be clearly indicated that the recommendation is presented in the name of the reporting body. A mobile phone contact is very helpful.
- 6.6.6 A recommendation that comes from members of the Assembly must be signed by two members of the Assembly. It is expected that the first named person (the proposer) will present the recommendation to the meeting, and that the second-named person (the support) will be available to provide additional information if required. Contact Information must be provided to enable any contact that may be necessary by the Business Committee. A mobile phone contact is very helpful.

6.7 Notice of Revision

- 6.7.1 When it is felt that the form of a recommendation could be improved, or that a change is required to a recommendation already submitted, a *Notice of Revision* may be submitted.
- 6.7.2 A notice of revision should vary the terms of the recommendation in some manner, but cannot vary it in such a way that its effect would be reversed or negated. The requirements are exactly the same as those for a recommendation; that is, two members of Assembly must be identified and present the revision to the meeting.
- 6.7.3 The form of notice of revision is: *That Proposal No. # be amended by...*
The following text should provide explicit details of words to be deleted and \ or words to be added.
- 6.7.4 A notice of revision generally should not provide the full text of an alternative from of words. This can lead to confusion, as it can be difficult in such a case to determine exactly what changes are being proposed by the revision. However, there are cases where the nature of the change is sufficiently complex that it will be more helpful to members to reprint the **full** recommendation with the new words highlighted. The Business Committee will decide which is more appropriate.

7. QUESTIONS

- 7.1 Questions on the reports of Assembly agencies will be raised through the Community Working Groups. The Facilitation Group will receive the questions and provide them to representatives of the Agencies who will then arrange for responses to be provided in a plenary session.

8. NOMINATIONS – PROCEDURE

8.1 Members of Standing Committee

Nomination forms for members of Standing Committee are provided in these papers. **Nominations** are to be placed in the Nomination Box at the meeting venue and **must be signed by both the nominator and the nominee**. See section 3.4.1 for closing times.

8.2 Nomination Forms

Nominations forms are to include a brief (up to fifty words) nomination profile on the reverse, to be completed by the nominator. NOTE: The failure to supply a profile will disadvantage the nominee. Profiles, which are submitted with more than fifty words will have only first fifty words printed. **Note: all nominees must indicate their willingness to accept nomination before their name is submitted.**

9. ELECTIONS – PROCEDURE

The following procedures will apply for elections for Chairpersons of Agency Reference Committees, the President- elect and members of Standing Committee.

9.1 General

9.1.1 If the number of persons nominated for election does not exceed the number of persons to be elected:

- (a) Voting shall be by show of hands;
- (b) A single vote shall be taken in respect of all nominees unless the Assembly resolves that a separate vote shall be taken in respect of each nominee;
- (c) Nominees who receive an absolute majority of votes shall be declared elected.

9.1.2 If the number of persons nominated exceeds the number of persons to be elected voting shall be by written ballot.

9.2 Ballot for President - elect

- i. The first ballot requires one vote to be cast. The three candidates with the highest number of votes remain in the ballot for the next round, unless one candidate receives an absolute majority of the votes cast in the first round in which case that person shall be declared elected.
- ii. Round two is a preferential ballot. Members of the Assembly are to vote 1, 2, 3 for the candidates in their order of choice. The candidate with the least number of votes is excluded and the persons who voted for that candidate have their second choice distributed. The first candidate to achieve over 50% of the vote is declared elected as the President - elect

9.3 Standing Committee Election - procedures

In electing the members of Standing Committee the Returning Officer will take into account Regulation 3.6.25, and Assembly Minute 00.05. In the exercise of their responsibilities the members of the Assembly are to give attention to the role of the Standing Committee as described in regulation 3.6.36, as indicated in the report of the Standing Committee to this Assembly, and the gifts and graces of the persons making themselves available for election.

- 3.6.25 (a) The Standing Committee shall consist of the President, President-elect, ex-President and General Secretary of the Assembly, the Chairperson and the National Administrator of the Uniting Aboriginal and Islander Christian Congress (all ex officio) and 18 members of the Assembly elected by the Assembly.
- (b) The elected membership shall include at least one person from each Synod.
 - (c) The number of lay members of the Standing Committee shall be not fewer than the number of members who are ministers.
 - (d) In the election of members, paragraphs (b) and (c) shall be applied in that sequence in determining the persons elected.
 - (e) The elected membership shall include no more than six persons from any Synod. Note: there is a proposal form the Standing Committee that this number be reduced to five, effective at this Assembly.
 - (f) The Standing Committee may act notwithstanding any vacancy in its membership. Any vacancy must be filled by the Standing Committee

appointing a member of the same status, whether Minister of lay person, as the person whose death or resignation caused the vacancy. If the person whose place has become vacant was the only elected member of the Standing Committee from a Synod the new member shall be from the same Synod.

RESPONSIBILITIES OF THE STANDING COMMITTEE

3.6.26 It shall be the responsibility of the Standing Committee to transact such business as may be referred to it by the Assembly and such other business as may be required or be desirable to be done on behalf of the Assembly between meeting of the Assembly except such as may be precluded by the Assembly.

Assembly Minute 00.05

The Assembly resolved to determine that the elected membership of the Standing Committee shall include:

- at least two persons 25 years of age or under;
- no fewer than eight women and no fewer than eight men;
- at least two persons recognised by Multicultural and Cross Cultural Ministry as being among the migrant - ethnic members of the Assembly, at least one of whom shall be a lay person;
- at least one of whom shall be of Pacific origin; Note there is a proposal from the Standing Committee to remove the reference to the particular geographic region from which the person comes.
- at least one of whom shall be of Asian origin.

In casting their vote members of the Assembly are not required to give attention to these criteria. You should vote on the basis of your view as to who are the most suitable people to serve on the Assembly Standing Committee. The Returning Officer will take these requirements into account if it proves to be necessary in the counting and declaration of the ballot.

10. WORKING PAPERS

10.1 Working papers have been distributed to all members of Assembly. A limited number of additional copies are available from the Assembly Secretariat for purchase at cost plus postage - contact (02) 8267 4202 or assysec@nat.uca.org.au Reports and proposals are also available on the web at www.assembly2009.uca.org.au

10.2 General

10.2.1 Pages are numbered within the following major sections

- | | |
|---|---------------------------|
| A | Information |
| B | Reports |
| C | Proposals |
| D | Elections and Nominations |
| E | Members of the Assembly |
| F | Ministerial Matters |
| G | Member Information |
| H | Miscellaneous |
| I | Manual for Meetings |
| J | Daily Notices |

Each of these sections can be readily identified by a change of colour. Within each major section each body has a separate sub-section and its pages are then numbered consecutively - for example report "Retiring President" is B2 and the pages of its report are numbered B2 – 1, B2 – 2

10.2.2 For supplementary reports, the pages continue the sequential numbering of the original report

10.3 The chairperson of the Business Committee, Geoffrey Grinton will be responsible for authorising material to be circulated during Assembly and any such material should be handed to him or to Ms Jenny Bertalan in the first instance. Please check with Jenny on size

and quantity. (If at all possible, please use A4 paper). Approved material must be delivered at least one session before it is to be circulated.

- 10.4 Any member who has any query should seek an early opportunity for discussion with the Chairperson of the Business Committee.

11. CAR PARKING

Very limited car parking will be available. Members are requested to only bring vehicles with the prior agreement of the local Assembly Office. The cost of parking will be the responsibility of the member. The contact details for 12th Assembly administration are:

Lynda Moschioni Office Coordinator 02 8267 4325

Robert Key Administration Secretary 0412 100 947
Email: robertk@nsw.uca.org.au

12. TRAVEL EXPENSES

Claim forms for the reimbursement of road travel expenses can be collected from the reception desk.

Completed forms are to be lodged at the reception desk by 3.30pm on Sunday 19 July 2009.

Cheques will be available as soon as possible after receipt of the claim form. Claims for road travel will not be processed after the Assembly meeting.