

**THE BAPTIST  
UNION OF SOUTHERN  
AFRICA**

**ASSEMBLY RULES OF  
ORDER**

Version 2  
Amended and updated  
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## **A. INTRODUCTION**

When these written Rules of Order have been adopted by way of a recommendation from the Baptist Union National Leadership Council to an Assembly, they will become binding and:

- A.1 Cannot be overruled by any other manual on Rules of Order.
- A.2 Should a situation arise not covered by these Rules of Order, the Chairperson shall consult a Legal Advisor of the Baptist Union of Southern Africa to decide on a ruling.
- A.3 May only thereafter be altered by notice of motion.
- A.4 Any alteration will require a two-thirds majority.
- A.5 Shall at no time conflict with the Constitution and By-Laws of the Baptist Union of Southern Africa.

## **B. PURPOSE**

The purpose of Rules of Order is:

- B.1 The orderly transaction of business and debating procedures at an Assembly.
- B.2 The provision of binding rules for reaching the general will of an Assembly in the best possible way on a maximum number of motions in the minimum amount of time.

## THE RULES OF ORDER

### 1. THE ASSEMBLY

- 1.1 The BUSA functions through its Assembly (BU Constitution Clause 8)
- 1.2 The Assembly shall consist of:
  - 1.2.1 Registered Delegates (BU Constitution Clause 8.2)
- 1.3 Right to attend an Assembly (other than in 1.2)
  - 1.3.1 Past Presidents in membership with a member church (BU Constitution Clause 8.3.1)
  - 1.3.2 Ministers as defined in BU Constitution Clause 3.9
  - 1.3.3 Two representatives of each General Association (BU Constitution Clause 8.3.4)
  - 1.3.4 Guests invited by the National Leadership Council (BU Constitution Clause 8.3.3)
- 1.4 Persons referred to in 1.3 may participate in Assembly Business – without right to vote – with the consent of the National Ministry Leader (BU Constitution Clause 8.3)
- 1.5 The Assembly shall meet annually when possible (BU Constitution Clause 8.4)
  - 1.5.1 The National Leadership Council shall have power to summon a special Assembly.
- 1.6 The resolutions of an Assembly adopted in terms of its Constitution.
  - 1.6.1 Represent the views of the BUSA as a whole.
  - 1.6.2 Are binding upon all constituent members who, in terms of the rights of their autonomy do not dissociate themselves from such resolutions.
  - 1.6.3 Constituent members dissociating themselves therefrom shall require their dissenting vote to be recorded in the Minutes of the relevant session.
  - 1.6.4 Constituent members not represented at an Assembly may register in writing to the National Administrator their dissociation from any resolution of such Assembly.
  - 1.6.5 The resolutions of an Assembly shall be executed by the National Leadership Council unless the Assembly shall direct otherwise. (BU Constitution Clause 8.5)

NOTE: The terms of 1.6.1, 1.6.2, 1.6.3 are set out in Legal Advisor's Report on Counsel's Opinion (submitted to 1987 Assembly).

- 1.7 An Assembly Session shall mean that period during an Assembly for which complete Minutes are prepared and confirmed at the subsequent Session.
- 1.8 Minute Secretaries shall be appointed at the first Session of an Assembly. There shall be not less than two.
  - 1.8.1 There shall be a Team of FIVE Scrutineers of Minutes; TWO appointed by the National Leadership Council from its own number; THREE appointed by the Assembly at its first Session.
  - 1.8.2 The Convenor of the Minute Scrutineers shall propose the adoption of the Minutes of the Previous Session at the subsequent Session. They shall be signed by the National Ministry Leader (or Presiding Official) on the authority of the Assembly. (No Secunder needed.)
  - 1.8.3 The Assembly shall be deemed to have authorised the National Leadership Council to confirm the minutes of its final session and the National Ministry Leader to sign the same.

## **2. THE ASSEMBLY CHAIRPERSON**

- 2.1 The National Ministry Leader of the Union shall preside at all sessions of the Assembly failing whom a chairperson shall be elected by the Assembly. (By-Laws ~~4a~~ 4(1)).
  - 2.1.1 While presiding he shall be addressed as "Mr /Madam Chairperson".
- 2.2 In the absence of the National Ministry Leader the National Administrator shall conduct proceedings to enable the Assembly to elect a Chairperson.
- 2.3 Duties and powers of presiding Official (Chairperson)
  - 2.3.1 To ensure the Assembly is properly constituted. (Such announcement normally made by the National Administrator.)
  - 2.3.2 To enforce rules relating to debate on Motions; Motions on Procedure; and Points of Order.
  - 2.3.3 To determine the order in which delegates who intend to participate in debates "have the floor".
  - 2.3.4 To maintain order and decorum in the Assembly.
- 2.4 Debating Rights

- 2.4.1 The Chairperson has full debating rights; to maintain impartiality these should be used sparingly.
  - 2.4.2 The Chairperson shall vacate the Chair when a Motion referring to him is before the Assembly (recuse himself).
  - 2.4.3 When the Chairperson decides to participate in debate on any question before the Assembly, he shall vacate the Chair, and return only when the Motion has been disposed of by final voting or by a Motion on procedure.
  - 2.4.4 When Clause 2.4.3 applies it is desirable that any other elected Chairperson shall not have taken part in the same debate.
- 2.5 The Chairperson has a deliberative and a casting vote.
- 2.6 Rulings
- 2.6.1 The Chairperson's rulings shall be final.
  - 2.6.2 Should he be in doubt regarding any ruling, he may seek the Assembly's mind, or in his sole discretion adjourn the debate in order to consult advisers of his choosing with a view to arriving at an appropriate ruling.
  - 2.6.3 The Chairperson shall declare a Session adjourned/concluded, and announce the time of re-convening, according to the times on the published Assembly Agenda. (See 9.6.1). The Chairperson shall declare the Assembly concluded at the end of the final Session on the Agenda.
- NOTE: *The functions and rights of the Chairperson regarding voting procedures are set out in the Section 10.7 on "Voting".*

### **3. THE MAIN MOTION**

- 3.1 The first step by which business is normally brought before the Assembly is by a formal Main Motion for certain action.
  - 3.1.1 Once submitted to the Assembly by the Chairperson, it becomes the "Main Question Before the House".
- 3.2 Motions may be submitted as follows:
  - 3.2.1 Notice of Motion for inclusion on the Assembly Agenda. Such Notice from a Constituent Member of the Union must be submitted in writing to the National Administrator 75 days prior to an Assembly (By-Law 4(8)).
  - 3.2.2 Such Notice of Motion with any response from the National Leadership Council shall be sent to Constituent Members at least ~~65~~ 50 days prior to an Assembly (By-Law 4(8)).

- 3.2.3 The National Leadership Council shall have full right at any time to bring any Motion to an Assembly without a Secunder. Where reasonable possible the National Leadership Council shall endeavour to circulate such Motions *simultaneously* with Notices of Motion pursuant to 3.2.2.
- 3.3 All Motions referred to in 3.2 shall first be considered by a Resolutions Committee. For this purpose the Resolutions Committee shall comprise those persons appointed by the preceding Assembly, and they shall continue in office until a new committee is appointed.
  - 3.3.1 The Terms in which the Motion shall be submitted (unless withdrawn) shall, where possible, be mutually agreed upon by the Resolutions Committee and the submitter of the Motion.
- 3.4 Any Notice of Motion not submitted in terms of By-Law 4(8) may be considered upon the consent of the Assembly granted without division (By-Law 4(8)).
- 3.5 No debate or vote shall take place on any Motion submitted as in 3.4 should the Assembly subsequently consider it to be a major matter (By-Law 4(8)).
- 3.6 Motions may be submitted as part of any Committee Board Report (no Secunder is required) but are subject to 3.5, 11.2, or 11.3.

#### **4. MODIFICATION OR WITHDRAWAL OF A MAIN MOTION**

- 4.1 Any delegate may suggest to the Mover of a Motion possible time saving modifications. This must not lead to discussion. The Mover must accept or reject.
- 4.2 If the Mover accepts the suggestions and the Secunder withdraws, another Secunder is required.
- 4.3 The Mover may decide to withdraw his Motion before the Chairperson submits it to the Assembly. He may not do so after its submission for debate. Only the Assembly can then decide on the question before it.

#### **5. AMENDMENTS**

- 5.1 An Amendment is a duly seconded Motion to change the Main Motion by deleting, adding, substituting, or changing the words, phrases, or sentences, or their order.
- 5.2 It must not introduce a new subject, nor change the intention of the Main Motion.
- 5.3 A direct negative is not an Amendment.
- 5.4 Only one Amendment should be permitted at a time. Nevertheless, it is advisable to allow a delegate to state the terms of another proposed Amendment. The Amendment should then be submitted to the Assembly on "first come, first submitted" basis for decision.

- 5.5 Amendments to Amendments should not be allowed, only Amendments to the Main Motion. (*Amendments to Amendments complicate and confuse an issue and cause the Chairperson no end of problems*).
- 5.6 An Amendment may be moved only by a delegate who has not spoken to the “Main Question before the House”.
- 5.7 The Mover of the Amendment does not have the right to reply.
- 5.8 The Mover of the main Motion may not move an Amendment on his own Motion (see 4).
- 5.9 The wording of an accepted Amendment is incorporated into the Main Motion, and this is submitted to the Assembly as THE SUBSTANTIVE MOTION.
- 5.10 Thereafter further Amendments are permissible provided they do not introduce matters already resolved in the course of the debate.
- 5.11 The Chairperson must ensure that, after the final proposed Amendment is voted on, the Substantive Motion, now embodying all approved amendments, is voted on as such.

## **6. MOTIONS TO RESCIND**

- 6.1 This Seconded Motion is intended to reverse, repeal or annul a resolution already adopted by the Assembly.
- 6.2 Such a Motion cannot be submitted in the same Session in which the Resolution to which it refers was adopted.
- 6.3 It requires a Notice of Motion in writing. The National Administrator is to intimate at which subsequent Session it will be submitted.
- 6.4 Should, however, a notice be submitted at the Final Session of an Assembly, such motion may be considered during that Session with the prior consent of the Assembly.
- 6.5 A Motion to Rescind requires a two-thirds majority.
- 6.6 If the Motion to Rescind is adopted, the decisions in the Rescinded Resolution (original Main Motion) are repealed or annulled.

## **7. MOTIONS TO RECONSIDER**

- 7.1 Motions to Rescind refer only to Resolutions adopted, but Motions to Reconsider refer both to Resolutions adopted and Motions not adopted.



- 7.2 Such a Motion cannot be submitted in the same Session in which the Motion to which it refers was adopted or defeated.
- 7.3 It requires a Notice of Motion in writing. The National Administrator is to intimate at which subsequent Session it will be submitted.
- 7.4 Should, however, a Notice of Motion be submitted at the Final Session of an Assembly, such motion may be considered during that Session with the prior consent of the Assembly.
- 7.5 Such Notice of Motion may be submitted only by a person who voted WITH the prevailing side when the relevant decision was made.
- 7.6 A Motion to Reconsider requires seconding and a two-thirds majority.
- 7.7 If adopted, the relevant earlier decision is repealed, and the original Motion again becomes the "Question before the House".
- 7.8 *If anything which the Assembly cannot reverse has been done as a result of the previous vote, that vote cannot be reconsidered.*
- 7.9 No decision may be reconsidered more than once.

NOTE: A Motion to Reconsider usually arises when:

1. Voting for/against a Motion is very close.
2. A two-thirds majority narrowly fails.
3. Further information has subsequently become available which could possibly have some favourable bearing on a reconsideration.

## **8. RULES FOR DEBATE**

- 8.1 Once a duly seconded Main Motion has been accepted by the Chairperson and submitted to the Assembly for decision it becomes the "Question before the House".
- 8.2 The Mover of a main Motion may speak TWICE.
  - 8.2.1 When moving the Motion; for no longer than ten minutes without the Chairperson's consent.
  - 8.2.2 When replying to the Motion, the time granted is at the Chairperson's discretion.
  - 8.2.3 The Mover loses the right of reply if the Assembly approves: -
    - 8.2.3.1 That the Question be Put (9.4.2). Also 9.2.1, 9.3.1, 9.3.2, 9.3.3, 9.4.3.
    - 8.2.3.2 A Motion on Procedure that eliminates voting on the "Question before the House".

- 8.3 The Secunder may speak ONCE - either upon seconding or later in the debate.
- 8.4 All participants - other than in 8.2 - may speak only ONCE, and for not more than five minutes, in the debate on the same Motion or Amendment.
- 8.5 Movers of Amendments may not speak for longer than five minutes (see 5 on Amendments).
- 8.6 Notwithstanding the Rules in 8.2 to 8.5, at the Chairperson's discretion, brief explanations may be allowed where speakers consider they have been misquoted or misrepresented.
- 8.7 The Chairperson may allow relevant Questions.
- 8.8 CERTAIN MOTIONS, duly seconded, must be voted on WITHOUT debate.
  - 8.8.1 For division of the Motion (9.1.1)
  - 8.8.2 To Lay on the Table (9.3.3)
  - 8.8.3 To Go into Committee (9.5.1)
  - 8.8.4 To Adjourn a Session (9.6.1.2)
  - 8.8.5 Nominations Close (9.4.4)
- 8.9 CERTAIN MOTIONS need no Secunder and must be voted on WITHOUT debate.
  - 8.9.1 MOTIONS MOVED FROM THE CHAIR  
Votes of thanks, congratulations, condolences, tributes.
  - 8.9.2 That the Question be Put (9.4.2)
  - 8.9.3 Objection to Consideration (9.3.1)
- 8.10 CERTAIN MOTIONS need no Secunder but are open to debate.
  - 8.10.1 Confirmation of Minutes (1.8.2)
  - 8.10.2 Motions submitted by the National Leadership Council (3.2.3)
  - 8.10.3 \*Motions forming part of the report of a Board, Committee or Body that is part of the Union (a Network, College, Committee set up with a specific task to perform) (11.2, 11.3)
  - 8.10.4 \*Adoption of a report (3.6)

- 8.11 A main Motion may be submitted only when no other motion is before the Assembly for debate, with the exception however of amendments and/or motions on procedure having a direct bearing on such Main Motion.
- 8.12 Motions on Procedure take precedence over any other Motion or Amendment, or even a pending Motion on Procedure, before the Assembly, and must be resolved to decide whether discussions on the “Question before the House” is terminated, deferred or continued.

- NOTE: 1. The Chairperson’s ruling on any issue is final (see 2.7).
2. For Rules on the Chairperson’s position regarding his participation in debate, see 2.5.

**9. MOTIONS ON PROCEDURE THAT TAKE PRECEDENCE OVER ANY BUSINESS BEFORE THE HOUSE. They interrupt the debate with a specific objective in view and must be resolved to enable the Chairperson to know the Assembly’s mind concerning the Main Motion before the House.**

9.1 TO FACILITATE AND EXPEDITE DEBATE

9.1.1 Motion for the Division of a Motion

The objective is to split the motion into its obviously divisible parts and debate each part separately.

TWO options exist.

9.1.1.1 When there are several paragraphs making it cumbersome to debate the Main Motion as a whole, a Motion is permissible to debate each paragraph separately BEFORE voting on the whole Main Motion, as the “Question before the House”.

9.1.1.2 When there are several paragraphs making it cumbersome to debate the Main Motion as a whole, a Motion is permissible to debate and vote on each of such paragraphs separately, as the “Question before the House”.

- Motion for a Division must be seconded but is not open to debate.

9.2 TO DEFER

9.2.1 To Commit or Refer

Action on any Main Motion may be deferred by referring it to a committee for further investigation and a report-back.

The objective is to save the Assembly time where complex issues are involved or adequate information is lacking.

If approved this will mean

- Specifying the Committee to deal with the referral; or
- Appointing an ad hoc Committee deciding the nominations by name and voting (9.4.4).
- Framing terms of references, nominating Convenor and setting report-back date and to whom report must be made. (By-Law 4(9)).

#### 9.2.2 To Postpone to a Specified Time

This is known as “Postpone Definitely” and the specified time must be stated but cannot be beyond the duration of the current Assembly.

- Motions to defer as above must be seconded and are open to debate.

### 9.3 TO SUPPRESS A MOTION

#### 9.3.1 Objection to Consideration

The objective is to BLOCK a Main Motion becoming the “Question before the House” because it is considered offensive, irrelevant, seriously and unnecessarily divisive, or highly controversial. No reason need be given.

It must be moved before the debate on the relevant Main Motion begins.

It needs NO seconding, is not open to debate and must be sustained by a two-thirds majority.

If sustained the relevant Motion may not be reconsidered during the current Assembly.

#### 9.3.2 To Postpone Indefinitely

This Motion may be moved any time AFTER the debate on the “Question before the House” has begun and before voting.

The objective is that the Main Motion be not voted on during the current Assembly.

- Motion to postpone indefinitely must be seconded and is open to debate.

#### 9.3.3 To Lay on the Table

This Motion may be moved before or at any point during the debate and has the objective of removing the “Question before the House” to an unspecified time during the current Assembly.

It may be moved for re-introduction with the Chairperson's consent; it does not automatically come before the Assembly without a successful Motion from the floor. If it is not "Taken from the Table" before the closure of the Assembly, i.e. later than "Deferred Business", the Motion expires.

- Motion to Lay on the Table, or Take from the Table, must be seconded but is not open to debate.

#### 9.4 TO RESTRICT OR TERMINATE A DEBATE WITH OR WITHOUT VOTING

##### 9.4.1 Limit Debating Time

*A Motion to limit debating time on the "Question before the House" may be moved before or during the debate (e.g. one hour; 3 pm, tea break).*

When the expiry time has been reached the Chairperson may allow the debate to continue only if a Motion for extension of time is adopted.

A vote may be taken at any time, but must be taken not later than expiry of approved debating time.

- Motion to limit or extend debating time must be seconded and is open to debate.

##### 9.4.2 The Question be Put.

The objective of this Motion is to terminate debate and proceed immediately to voting.

The Motion may be moved only by a delegate who has not previously spoken on the "Question before the House".

If the Motion is lost the debate continues.

If the Motion is adopted the Mover of the Main Motion loses the right of reply.

The Chairperson may, in his discretion, refuse to accept such a proposal until he is satisfied that all sides of the debate have been heard.

- Motion that the Question be Put does not need seconding and is not open to debate.

##### 9.4.3 Proceed to Next Agenda Item

The object of this Motion is that the debate be terminated, and NO VOTE BE TAKEN.

It may not be moved during debate on an Amendment to the "Question before the House".

The Motion may be moved only by a delegate who has not previously spoken on the “Question before the House”.

If this Motion is adopted the “Question before the House” is dropped and that item on the agenda is skipped for the duration of the current Assembly.

- Motion to proceed to next Agenda Item does not need seconding but is open to debate.

#### 9.4.4 Nominations Close

When nominations are being called for to fill certain positions or serve on a Standing or ad hoc Committee, Boards, Commissions, and the required, or more than the required, number of nominations has been received, a delegate may move that “Nominations Close”, the objective being that, where necessary, voting on the nominations received takes place.

- Motion that Nominations Close must be seconded and is not open to debate.

#### 9.5 TO CONFINE CONSIDERATION OF A MOTION TO THE PRESENCE OF ONLY REGISTERED DELEGATES IN THE DEBATING CHAMBER

##### 9.5.1 To Go into Committee

The objective is to debate the “Question before the House” with ONLY registered delegates present in the debating chamber, because the nature of the Question is regarded as of a highly sensitive and confidential nature.

If adopted the Chairperson must request all non-registered delegates to leave and that all access doors be closed.

Once the “Question before the House” has been disposed of the Open House situation returns.

- Motion To Go into Committee must be seconded but is NOT open to debate.

#### 9.6 TO CLOSE A SESSION

##### 9.6.1 Adjournment – To terminate a Session with a Recess.

##### 9.6.1.1 A Session is adjourned by the Chairperson:

- At times specified in published Agenda (e.g. tea) (2.7.3)
- To receive and introduce to the Assembly Guests invited by Officers and/or National Leadership Council
- To acknowledge the presence of a V.I.P. in the Assembly, with the possible invitation for such to respond.

- To consult advisers on an appropriate ruling (2.7.2).

9.6.1.2 An adjournment may be moved and seconded at any time, and such Motion is not open to debate.

9.6.2 Resumption – When the Adjourned Session reconvenes, or a subsequent Session commences, the interrupted business shall continue and any speaker who had not completed his speech shall have the floor first.

9.6.3 Unfinished Business – Any business unfinished at an adjournment or at the conclusion of a Session but not continued or resumed upon re-convening.

9.6.3.1 May be resumed under “Deferred Business” during the final Session of the current Assembly.

9.6.3.2 May be referred to the National Leadership Council for attention.

9.6.3.3 May be re-submitted at the following Assembly and new business following the Notice of Motion procedure (3.2).

## 9.7 GENERAL

### 9.7.1 Point of Order

This is the only aspect of procedure allowing a delegate to interrupt a speaker.

At any stage during any debate on any business before the House a delegate may raise a point of order upon which the Chairperson must rule immediately.

9.7.1.1 It may be raised by a delegate who considers a speaker to be inaudible, irrelevant, repetitive, offensive, abusive, sub judice, ultra vires, or is violating some Rule of Order.

9.7.1.2 It may be raised by a delegate who claims to be experiencing discomfort due to the presence of some disruptive factor during the conduct of Assembly business (e.g. faulty air conditioner or P.A. system, or extraneous noise, etc.)

## 10. VOTING

10.1 The procedure for valid nominations and election of the Operational Leaders, Regional Network representatives, Members of the Board of Advisors, Members of

the Board of Governors, and Members of the Board of Trustees, are fully set out in By-Law 4(2) and 4(5).

- 10.2 Voting on the Elections in 10.1 above shall be by ballot as set out in By-Law 4(5)(k).
- 10.3 Voting for the Confidential Consultant and Preacher of the Union shall be by ballot, if more than one nomination.
- 10.4 Voting on all other "Questions before the House" and Motions on Procedure shall be by show of hands, unless at least ten delegates request a ballot (By-Law 4(7)).
- 10.5 Should any delegate consider the Hand Count to be very close, such delegate may request a confirming RE-COUNT (not a Re-Vote) and delegates are trusted to vote as before.
- 10.6 The Chairperson only has discretion to rule on a RE-VOTE and if he does so delegates are free to re-consider their vote. A re-vote usually takes place where delegates indicate confusion as to the precise terms of the Motion just voted upon.
- 10.7 The Chairperson's Vote (2.6)
  - 10.7.1 The Chairperson, should he decide to use his deliberative vote, must do so during the voting period.
  - 10.7.2 The Chairperson has a casting vote for use when votes for and against a Motion are equal. Should he decide not to use his casting vote, the Motion is lost.
- 10.8 When submitting the Motion to the vote by Show of Hands the usual procedure is for the Chairperson to say:

"Those in favour of the Motion please raise your voting cards (or electronic equivalent)".

"Those against the Motion please raise your voting cards (or electronic equivalent)".

After the count he declares "Motion Carried" or "Motion Lost".
- 10.9 Any delegate may request his or his church's contrary vote to be recorded in the Minutes.
- 10.10 When voting is by ballot the Chairperson has discretion to disclose the figures. The Assembly may adopt a Motion that the figures be disclosed. By traditional practice figures are not disclosed in voting for elections set out in By-Law 4(2) and 4(5).
- 10.11 Types of Results
  - 10.11.1 Majority Vote:

Either by at least one more than 50% of the votes cast or by two-thirds of the votes cast.



- 10.11.2 Unanimous Vote:  
No delegate voting against  
No delegate abstaining.
- 10.11.3 Nem. Con. Vote:  
No delegate voting against, with some delegates abstaining.

## **11. THE PRESENTATION OF REPORTS**

Three options exist:

- 11.1 Where the Report chiefly conveys information to the Assembly and NO ACTION is called for:  
  
The Chairperson thanks the Presenter and invites comments and/or questions.
- 11.2 Where the Report contains facts and views with which the Assembly wishes to identify itself but calls for NO ACTION.  
  
The Presenter may move the adoption of the Report (no Secunder required) and it is open to debate.
- 11.3 Where the Report also contains proposals, such proposals may be moved by the Presenter as Main Motions (no Secunder required), and they become subject to the Rules of Debate (8).

## **12. THE NATIONAL LEADERSHIP COUNCIL AND THE ASSEMBLY**

- 12.1 Preparations for the Assembly  
  
These responsibilities of the National Leadership Council are set out in By-Laws 6(1)(a) to 6(1)(g).
- 12.2 Traditional Annual Motions from the National Leadership Council to the Assembly
  - 12.2.1 Recommendations for the Admission and/or Dismissal of Churches, By-Law 2(1) to 2(3).
  - 12.2.2 *Recommendations for the inclusion on or removal of names from the Ministry List (BU Constitution Clause 7(6)) and Regulations Governing Recognition (paragraphs 2, 3, 4, and 5). The List of names to be recommended shall be available to delegates when this matter comes before the Assembly for decision.*  
  
Should a delegate indicate his/her intention of discussing any person whose name appears on the said list, the Chairperson shall request all persons and their spouses in the relevant category, Fully Accredited or Probationer or Student, to leave the Assembly Hall until summoned to return.

Inadvertent failure by the Chairperson to ensure compliance with this stipulation shall not invalidate the vote.

12.2.3 Recommendation of persons to serve on/as:

- (i) Church and Ministry Board
- (ii) Finance Board
- (iii) Standing Committees (By-Law 4(6))
- (iv) College Councils
- (v) Mission Board
- (vi) Ministerial Settlements Committee (MSC)
- (vii) Resolutions Committee
- (viii) Scrutineers (Two)
- (ix) Minutes Committee
- (x) Recorders of Minutes
- (xi) Reporter of proceedings
- (xii) Representatives to Bodies on which Baptist Union Appointees serve.

- 12.3 The National Leadership Council shall report to the Assembly on any emergency action taken between Assemblies within the sanctions of the Constitution or By-Law 6(2)(a).

The Assembly may decide to vote to confirm or censure the National Leadership Council on its interpretation of "Emergency".

- 12.4 The National Leadership Council shall seek ratification from the Assembly for any emergency action taken between Assemblies outside the sanction of the Constitution or By-Laws.