



PROPOSED RULES OF PROCEDURE for the 2024 Synod Assembly

I. General Rules

- A. Upon recognition by the chair, a speaker shall identify oneself by name, congregation (or agency or institution), and town (or city).
- B. Chairpersons of standing committees who are not voting members of the synod assembly are accorded voice but not vote on all business relevant to the committees' work.
- C. The Parliamentarian is considered a Synod Assembly Committee of one.
- D. Unless otherwise determined by a two-thirds vote, speeches during debate shall be limited to two (2) minutes.
- E. The chair may bring forward items as necessary or as helpful to the business of the assembly. The Chair may declare such items to be Special Orders for the Day if needed.
- F. Motions shall be submitted to the secretary in writing and presented to the Secretary either on paper at his table or electronically in the Zoom chat.
- G. To afford voting members the option of expressing "no opinion" on a question, the chair will call for yeas, nays, and abstentions.
- H. In the event that the assembly must adjourn before completing its business, all remaining items shall be referred to the synod council for disposition.
- I. Because of the inability to add voting members after the authorized voting list has been finalized and transmitted to the voting application vendor prior to the assembly, the Credentials Committee will simply and singly report the final number of members authorized to receive voting credentials as the members in attendance at the assembly. The final assembly minutes will also show any information about the number of such individuals who did not at any time join the meeting or vote.

II. Nominations and Elections

- A. The consent of all nominees shall have been obtained prior to their nomination. Time constraints prevent distribution of biographical information for persons nominated from the floor. Nominations made from the floor of the assembly shall be submitted by voice and followed up with a written submission to the secretary on paper or the Zoom chat. Since such nominations may be submitted at any time after the opening of the assembly, if no nominations are received prior to the time that the nominations committee has presented its official slate, the chair will declare nominations closed.



- B. Nominees for offices shall be listed in alphabetical order on the first ballot, in two groups. Nominations made prior to the assembly shall be alphabetically listed first, followed by nominations made from the floor. This grouping is necessary for efficient handling of vote counting. On subsequent ballots, listing will be in descending order according to votes received on the previous ballot.
- C. Upon completion of all elections, a summary of the results shall be published.

III. Consideration of the Budget

Changes to the proposed budget shall be submitted electronically, according to instructions provided in the pre-assembly materials for that purpose, to the Finance Committee by 12 noon on May 15, 2024. The proposed changes shall be sent to lbarbins@neos-elca.org. This will allow the Finance Committee to provide written responses and recommendations, which will be distributed as website materials for assembly action. All proposals shall be in writing and shall include the amount of increase for a specific line item and/or the amount of decrease for a specific line item and the rationale for such change.

IV. Consideration of Resolutions

- A. Resolutions to be considered by the assembly shall be received in writing in the synod office by Monday, April 15, 2024 for consideration by the Committee on Reference and Counsel. The Committee on Reference and Counsel shall report their action on such resolutions to the assembly, whether a recommendation for discussion and Assembly action, reference to an appropriate synod committee, no action, or postponement of further discussion to the next Assembly (with possible interim action, if appropriate). Actions of the Committee on Reference and Counsel shall be final unless the Assembly chooses to discuss such actions by a majority vote.
- B. No resolutions may be submitted after the original deadline date, unless such a resolution is determined by the Reference and Counsel Committee to be of an urgent nature, in which case the committee may recommend to the assembly that debate at the assembly be considered. Such a recommendation for debate shall require a two-thirds vote for approval; if the assembly does not pass an enabling motion, the resolution shall be referred to the synod council. Resolutions of an urgent nature shall be submitted electronically, according to instructions provided at the assembly for that purpose.
- C. The Committee on Reference and Counsel shall also grant or deny permission to distribute material to assembly voting members.

Proposed Agenda



All assembly business will be conducted in Goodyear A&B and will be live streamed on the synod's YouTube channel NEOSynod (<https://youtube.com/NEOSynod/>)

Proposed Business Agenda

(recommended by Synod Council, April 13, 2024)

- 11:15am Call to Order
Report of the Credentials Committee
Adoption of the Special Rules of Procedure
Adoption of the Agenda
Nominations
Election of Uncontested Positions
Remainder of Elections During Lunch Break
- 11:45am Recess for Lunch
- 1:30pm Resume Business
Report of the Elections Committee
Report of the Vice President
Climate Care Resolution Task Force Report
Financial Reports
 Report of the Treasurer
 Audit Report
Presentation and Vote on the Budget
Presentation and Vote on Compensation Standards
Presentation and Vote on Resolutions
Close of the Meeting

Proposed 2025-2026 Budget



NEO Synod Assembly Budget Presentation

Accounts	2022-2023 Actual	2023-2024 Draft	Revised 2024-2025 Budget	Requested 2025-2026 Budget
INCOME				
Unrestricted Support				
Mission Support Income	\$1,200,062	\$1,130,673	\$1,150,000	\$1,100,000
Undesignated Congregation & Individual	\$24,933	\$28,840	\$30,000	\$30,000
Total Unrestricted- Support	\$1,224,995	\$1,159,513	\$1,180,000	\$1,130,000
Interest/Investment Income	\$2,526	\$1,332	\$1,219	\$2,419
Grant Income	\$10,000	\$10,000	\$10,000	\$21,000
Fees and Registrations		\$34,377	\$29,000	\$23,500
Other Income	\$4,246	\$0	\$3,000	\$0
Total INCOME	\$1,241,767	\$1,205,222	\$1,223,219	\$1,176,919
EXPENSES				
CHURCH IN SOCIETY				
ELCA Churchwide Support	\$550,056	\$550,000	\$400,000	\$400,000
Social Ministry Organizations	\$12,000			
Total CHURCH IN SOCIETY	\$562,056	\$550,000	\$400,000	\$400,000
CONGREGATIONAL LIFE				
Congregational Vitality		\$360		
Kaufman Resource Center	\$276	\$971	\$1,280	\$1,500
Congregation Events & Program	\$1,625	\$1,718	\$4,700	\$5,700
Synod Assembly		\$43,879	\$29,200	\$1,500
General Conference Support	\$12,800	\$12,000	\$12,300	\$12,000
Total CONGREGATIONAL LIFE	\$14,701	\$58,928	\$47,480	\$20,700
LEADERSHIP				
Seminary Student Support	\$20,000	\$2,000	\$2,000	\$9,000
Candidacy Programs	\$3,291	\$5,252	\$5,350	\$6,250
Care of Rostered Persons	\$170	\$2,787	\$4,575	\$8,450
Total LEADERSHIP	\$23,461	\$10,039	\$11,925	\$23,700
FAITH AND LIFE				
Young Adults - Campus	\$11,875	\$5,000	\$5,000	\$5,000
Youth				
54411 - Lutheran Youth Organization (LYO)	\$2,000	\$0	\$2,000	\$0
54511 -Hopewood/LOMO	\$48,750	\$2,000	\$40,000	\$20,000
Total Youth	\$50,750	\$2,000	\$42,000	\$20,000
Total FAITH AND LIFE	\$62,625	\$7,000	\$47,000	\$25,000

Proposed 2025-2026 Budget Cont'd



ADMINISTRATIVE				
General Administrative	\$7,625	\$8,169	\$8,250	\$8,250
Staff Compensation	\$390,929	\$408,180	\$429,000	\$437,505
Staff Benefits	\$199,231	\$216,081	\$220,370	\$222,872
Travel and Profession Expenses	\$23,511	\$29,542	\$20,000	\$20,000
Total Synod Staff	\$613,671	\$653,803	\$669,370	\$680,377
Contract Services				
56711 - Accounting	\$14,079	\$53,252	\$21,600	\$21,600
56721 - Audit	\$18,267	\$30,239	\$28,000	\$28,000
56731 - Legal	\$859	\$0	\$0	\$0
Total Contract Services	\$33,205	\$83,491	\$49,600	\$49,600
Synod Office Operations	\$41,634	\$36,005	\$28,400	\$28,200
Synod Building Expense	\$52,840	\$26,693	\$37,100	\$36,500
Total ADMINISTRATIVE	\$748,975	\$808,161	\$792,720	\$802,927
Total EXPENSES	\$1,411,818	\$1,434,128	\$1,299,125	\$1,272,327
Total Net Operating Income/Loss	-\$170,051	-\$228,906	-\$75,906	-\$95,408
Depreciation Expense	\$26,687	\$26,789	\$32,000	\$32,000
Total Income/Loss	-\$196,738	-\$255,695	-\$107,906	-\$127,408
Released from Restricted Funds		\$27,515		\$8,000
Total Income/ Loss after Release		-\$228,180	-\$107,906	-\$119,408

Compensation Standards 2024-2025



Available for review online at

<https://www.neosassembly.org/materials.html>