

## **Ideas for a Pre-Assembly Orientation**

### **PLANNING**

Check to see when pre-assembly materials will be mailed to voting members. Hold the orientation after the receipt of pre-assembly information. Invite voting members. Ask a knowledgeable individual who has attended a number of assemblies to review the pre-assembly information and lead the discussion.

### **AGENDA**

Devotions

Introductions

Review information contained in the pre-assembly information:

- Agenda - location for worship and plenary sessions

- General Assembly Information

- Forums, Seminars, Ministry Exhibits

- Reports

- Memo from College

  - Directions

  - Location for registration and housing check-in

  - Memo from Assembly Manager

Resolutions

- Who May Submit

- Deadline for Submission

- How to Read a Resolution

  - Title

  - RESOLVED's

  - Source of the resolution (bottom of the page)

  - Resolution Committee's recommendation (bottom of the page)

  - WHEREAS's for more information

- Discussion of Resolutions

  - Describe microphone setup

  - Chair will recognize speaker; always state name, congregation, city

  - Encourage people to speak

- Voting on Resolutions

  - Describe green card, red card, yellow card process

  - Voting pads

Elections - deadline for nominations, elections ballot

Parliamentary Procedure – in pre-assembly materials

Issues - describe the main points of both sides of the issue; encourage people to learn more about them before the assembly.

General Question/Answer Time