

# G MEMBER INFORMATION

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## **1. DATES**

From 2.00pm Sunday 8 July to 12.00pm on Saturday 14 July 2018.

## **2. LOCATION**

The Fifteenth Assembly will meet at the Box Hill Town Hall, 1022 Whitehorse Road, Box Hill, Victoria.

## **3. TIMES / TIMETABLE**

### **3.1 Opening Service**

Dr Deidre Palmer will be installed as our Fifteenth President in the opening service of the Assembly, which will be held in Melbourne on the evening of Sunday 8 July 2018. The opening service will be held at 7.30pm at St. Michael's Uniting Church, cnr Collins St and Russell St, Melbourne. Transport will be provided from Box Hill Town Hall from 6.00pm to the opening service for all members. Seating will be allocated for members of the Assembly, overseas visitors and invited guests. The service for the Installation of the President is also a public event.

After the installation a light supper will be provided at the Scots' Church Hall across the road from St Michaels.

### **3.2 Registration of Members**

Members will register via the web as previously advised. There will be a registration process at each of the three accommodation venues on the Sunday morning as well as the registration desk at the Box Hill Town Hall for those not requiring accommodation in Box Hill and for later arrivals from the airport. The Local Arrangements Committee has arranged as much as possible for people to be able to check in and access their rooms prior to the commencement of the meeting, however some members may need to leave their luggage in a secure room at their accommodation until they can check in when they are able to do so in the afternoon. Later arrivals will be invited to make use of volunteers taking their luggage to their accommodation during the Sunday afternoon or make use of a secure room to store their luggage until they are able to attend the accommodation and check in. Please note that there will be a large number of people arriving in a tight timeframe at Box Hill Town Hall, so we ask for patience and that members take this into account when arriving at Assembly. Please do not wait until the last minute to register.

### **3.3 Timetable**

A broad timetable, indicating the proposed order of business, is included on the CrowdCompass App and on <https://uniting.church/timetable/>. The Business Committee will issue a daily timetable during the Assembly.

### **3.4 Proposals / notices of revision**

- 3.4.1 Proposals related to new business must be submitted to the General Secretary by 9 April for changes to the Constitution and Regulations and for other business by 8 June.

3.4.2 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 5.00pm (EST) on Friday 29 June. This is necessary so that they may be prepared for distribution to members and placed in the Timetable by the Business Committee.

3.4.3 **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.**

3.4.4 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.

### 3.5 **Nominations and Elections**

3.5.1 All positions - Standing Committee, Chairpersons of Agency Reference Committees, President-elect. Nominations for President-elect closed with the Assembly Secretariat (PO Box A2266 Sydney South NSW, 1235; email: [jennyb@nat.uca.org.au](mailto:jennyb@nat.uca.org.au)) on April 10 2018. All other nominations must be placed in the Nomination Box at the meeting venue by 9.00am on Tuesday 10 July 2018.

3.5.2 Ballots will be held for Chairpersons of Agency Reference Committees (if required), President-elect and Standing Committee.

3.5.3 Re the ballot for the President-elect

The 1st ballot for President-elect is to reduce the list of candidates to two candidates. It will be held at 3.10pm on Wednesday 11 July 2018 (Session 15) The second ballot, if required, will be held at 2.00 pm on Thursday 12 July 2018 (Session 19).

3.5.4 The ballot papers for Standing Committee and Chairpersons (if required) will be distributed at 10.50am Wednesday 11 July 2018 (Session 13) and the ballot will close at 12.55pm Thursday 12 July 2018 (Session 18).

3.5.5 Results of Ballots will be declared at 10.00am Friday 13 July 2018 (Session 22).

### 3.6 **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**

Diagrams of locations points at the Box Hill Town Hall will be available on the App and the website.

**(1) Morning and Afternoon tea**

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

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

The Convenor of the Business Committee will be found here. Messages for display on the projection screen are to be given to the official table (at the front stage in the Plenary Hall) for approval prior to projection.

**(3) Holy Communion**

A daily service of Holy Communion will be conducted by Uniting Church clergy at 8.00am at St Peter's Anglican Church (adjacent to the Box Hill Town Hall). You are encouraged to make use of these optional services from Tuesday to Thursday. The Holy Communion service on Friday is at 7.30am run by St Peter's.

**(4) Notice Boards**

Notice boards display any special notices approved by the Convenor 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 for review and decision. Results of all ballots for positions for which an election was necessary will be provided to members on the App and displayed on these boards. Unauthorised material will be removed from the notice boards.

**(5) Reception and information desk**

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

**(6) Toilet facilities**

Toilet facilities are available throughout the venues and have disabled access.

**4.2 Meals**

Breakfast will be provided at your accommodation. Evening meals will be provided each night at Box Hill Town Hall except for Thursday night which is a free evening.

Lunches will be the responsibility of members. If you haven't pre-ordered lunch, there are many food outlets in the area surrounding the meeting venue at reasonable prices and offering quick service – so you can be back in time for the next session!

**4.3 Name Tags**

Your official name tag is printed and will be issued to you at the time of your registration at Box Hill Town Hall. You are asked to wear your name tag at all times on the lanyard 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**

Day and Session visitors are welcome. All visitors must register. As with members, visitors will not be admitted to the venue without an official name tag.

#### 4.5 **Latecomers**

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

#### 4.6 **Security**

It is the responsibility of all members to secure their personal possessions. Lock your room at all times. It is recommended that people walk together after dark especially returning to their accommodation.

#### 4.7 **Chaplains**

##### 4.7.1 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.

##### 4.7.2 Chaplains to the President

The President has personal chaplains who assist her in a variety of ways. If you wish to make contact with the President about some aspect of the meeting or a matter of concern please do so through one of her chaplains.

##### 4.7.3 Complaints 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.

#### 4.8 **Distribution of current day's agenda, proposals and papers.**

A detailed daily timetable will be available each day on the App, along with any proposals and official papers. **Note: Only documents approved by the General Secretary or the Business Committee can be distributed within any part of the meeting venue. These will also be extremely limited due to the Assembly's environmental commitment to being as paperless as possible.**

#### 4.9 **Mobile Phones**

Members are requested to ensure that their mobile telephones are **switched off or set to silent** during business sessions.

#### 4.10 **Access for persons with reduced mobility or other needs**

The facilities are accessible to persons with reduced mobility. Arrangements will be in place to transport people with restricted mobility from the various places of accommodation and return.

## 5. PROCEDURES FOR THE ASSEMBLY MEETING

### 5.1 Assembly Responsibility

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 Manual for Meetings

The Regulations require the Assembly to use the *Manual for Meetings* for its business procedures. Members should familiarise themselves with the *Manual for Meetings* (available on the App and the website). The shape of the meeting seeks to follow the rhythm of the *Manual for Meetings*.

### 5.3 Major Issues

Selected major issues will be presented to the Assembly in plenary session and then sent to community working groups for discussion, as outlined in the *Manual for Meetings*.

### 5.4 Addressing the Assembly

The correct form of address when addressing the President is simply “President” (not Ms President). All speakers should provide their name and appointing body eg “I am “name”, Presbytery of ..., Synod of .... If a person is ex-officio or appointed by an Assembly Agency the speaker should indicate their appointing body.

Following the appointing body, speakers are then to acknowledge the traditional owners of the land on which they live eg “I live on the land of the Gadigal people.” Persons wishing to speak should not wave blue cards towards 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 Social Media, texting, etc

Engagement and sharing through social media is encouraged at Assembly meetings. However, Assembly Members are reminded that we gather as women and men whom Christ the head of the church has called together to discern his will for the church. This requires us to listen carefully to one another and not to become distracted or overly informed by the opinions of people who are not so called and resourced through prayer, worship and the community that is built over the course of the Assembly meeting.

Assembly Members and visitors are also expected to respect and commit to keeping the meeting a safe place in their face-to-face encounters with one another and in any comments made through social media.

While at Assembly we ask you to observe the Social Media Guidelines provided. The President in her role as Chairperson, will instruct Members to observe a social media silence when social media use has the potential to distract from discernment.

## 5.7 **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 3.8.5 (g)).

## 5.8 **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.

## 5.9 **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 270+ 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 closely followed.
- 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 Convenor 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 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, reaffirm, or note the actions of a previous Assembly. It is a basic assumption that once established, policies or decisions continue unless changed.
- 6.3.4 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 subheading.
- 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. It is not appropriate for a rationale to be incorporated into a recommendation.
- 6.4.8 It is normal practice of the Assembly to move, discuss and decide upon the whole of a recommendation at once. In some circumstances the President may agree to a request that separate decisions be taken on each clause.

## 6.5 **The Scope of a Recommendation**

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. If your draft recommendation does not pass this test please keep working on it!
- 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 required.
- 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 required.

## 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**

Questions on the reports of Assembly Agencies will be raised through the processes that will be provided for interaction with Agencies about their area of work. There will be a

process that will allow appropriate questions to be brought from the interaction process to a plenary session where representatives of the Agencies will respond.

## **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 3.5.1 for closing times.

Please note the important information provided with the nomination forms on expectations of members of the Standing Committee as you consider accepting nomination for appointment.

### **8.2 Nomination Forms**

Nomination forms are to include a brief nomination profile, to be completed by the nominator.

**Note:** The failure to supply a profile will disadvantage the nominee. Only relevant information should be provided. Marital status and number of children is not relevant information for any of the appointments which the Assembly will be making.

**Note: all nominees must indicate their willingness to accept nomination before their name is submitted.**

## **9. ELECTIONS – PROCEDURES**

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**

- a) if more than two nominations are received for President-elect, a first-round preferential ballot be used to identify the two candidates with the highest number of preferences;

- (b) if a candidate in the preferential ballot receives more than 50% of the first preferences of those participating in the ballot, that candidate will be declared elected;
- (c) if there are only two nominations, or following a prior preferential ballot, in which no candidate received more than 50% of first preferences, the names of the two candidates who, after the distribution of preferences, received the most votes shall be submitted and members shall indicate their preference for one candidate; and
- (d) to be declared elected, a candidate must receive the support of more than 50% of those participating in the ballot.

### 9.3 Standing Committee Election - procedures

In electing the members of Standing Committee, the Returning Officer will take into account Regulation 3.7.5.1, 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 3.7.5.1(l), and the skills, gifts and graces of the persons making themselves available for election.

#### **ASSEMBLY STANDING COMMITTEE (See Para 47, Constitution)**

##### **3.7.5.1 Membership**

- (a) The Assembly Standing Committee shall consist of
  - (i) the President, President-elect, ex-President and General Secretary of the Assembly;
  - (ii) the Chairperson and the National Administrator of the Uniting Aboriginal and Islander Christian Congress;  
**(There is a proposal from the UAICC to amend this part of the regulation prior to the appointment of the Standing Committee for this triennium to reflect that the position of Chairperson has been replaced by a President, and there is no longer a position of National Administrator.)**
  - (iii) 18 members of the Assembly elected by the Assembly; and
  - (iv) no more than four persons co-opted by the Standing Committee.
- (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.
- (f) The Standing Committee may act notwithstanding any vacancy in its membership. Any vacancy may be filled by the Standing Committee appointing a member of the same status, whether Minister or lay person, as the person who 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.
- (g) Only members of the Assembly are eligible for membership of the Standing Committee.

## RESPONSIBILITIES OF THE STANDING COMMITTEE

- (l) The Standing Committee shall:
- (i) 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 meetings of the Assembly, except such as may be precluded by the Assembly;
  - (ii) in order to assist the Assembly in its discernment, at least ten months prior to an Assembly meeting, advise the Church on the challenges and issues which may be faced by the President and the Assembly in the seven subsequent years;
  - (iii) offer guidance to the President on priorities to be pursued, and the way in which the responsibilities named in Regulation 3.6.4.2 may be exercised, taking into account the particular gifts and graces of the President;
  - (iv) report its decisions to Synods, Presbyteries and the next meeting of the Assembly.

Assembly minutes 00.05 and 09.03.05 between them provide for the following considerations to be taken into account when the ballot for membership of the Standing Committee is being counted.

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 culturally and linguistically diverse communities of the church, at least one of whom shall be a lay person;

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 will have been distributed to all members of Assembly prior to the meeting via the Assembly App and the website (<https://uniting.church/>).

### 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

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.
- 10.2.3 The Convenor of the Business Committee, Geoffrey Grinton, will be responsible for authorising material to be circulated during Assembly and any material should be handed to him or to Ms Jenny Bertalan in the first instance. Approved material must be delivered at least one session before it is to be circulated. It is our intention that the Fifteenth Assembly will be a paperless meeting, with all documentation being made available via an Assembly App which can be used from tablet, handheld device and desktop/laptop computers.
- 10.2.4 Any member who has any query should seek an early opportunity for discussion with the Convenor of the Business Committee.

## 11. CAR PARKING

Free parking will be provided to local members at CarePark, 5 Watts St, Box Hill which is a 2-minute walk from the Box Hill Town Hall. Please request this parking pass when you register online – if you have not done this and are unable to modify your registration online, please notify Lisa Carey on [lisa.carey@victas.uca.org.au](mailto:lisa.carey@victas.uca.org.au) by 22 June. Please note that the Assembly will not pay for parking costs to members who reside outside the Melbourne Metropolitan Zone; however, complimentary parking is available at the accommodation venues.

## 12. TRAVEL EXPENSES

Claim forms for reimbursement of travel expenses have been distributed with the registration information. The process for reimbursement is described in that letter. Information can also be received from Lisa Carey at [lisa.carey@victas.uca.org.au](mailto:lisa.carey@victas.uca.org.au). Direct debit payment for air travel expenses will be available as soon as possible after receipt of the claim form. **Please sign the Reimbursement Claim Form**. Claims for road travel **will not** be processed before the Assembly meeting but claims do have to be submitted to Lisa Carey by Wednesday 11 July – no late claims will be processed.