

Instructions for Moderators, Timekeepers, and Collating Teams

1. **Q&A Schedule.** The planned schedule for the three Question & Answer (Q&A) sessions on Saturday afternoon is:

3:45-3:55	Refinement of Questions
3:55-4:40	1 st Q&A Session
4:40-4:50	Break
4:50-5:35	2 nd Q&A Session
5:35-5:45	Break
5:45-6:30	3 rd Q&A Session

2. **Collection of Question Cards.** In preparation for these sessions, the moderators of Teams 1, 2, and 3 (Imran Siddiqui, Stephen Schrader, and Ed Ringer) must be ready to collect Question Cards at the front of the Plenary Hall at the end of the voting member question formulation period on **Saturday morning**. Each person should collect cards of *only* the following colors:

Imran:	Yellow cards
Stephen:	Blue cards
Ed:	Pink cards

Moderators should keep the Question Cards in their possession until the Collating Teams meet for lunch following the Saturday worship service. Moderators should be careful to maintain close and secure custody of the cards at all times.

3. **Collate the Questions During Lunch.** Synod Council members should proceed to Meeting Room 19 as quickly as possible following the Saturday morning worship service. Individuals are to pick up a box lunch in Room 19 and then go to their "Collating Rooms," as specified in Exhibit E.2. **The work of the Collating Teams must be done quickly and should be finished by 1:15 p.m., when the workshop sessions begin.** Collating Teams are to review all questions submitted, eliminate duplicate questions, combine very similar questions, and determine the order in which questions will be asked during the Q&A sessions. Table groups will have prioritized their questions, ranking them "1" as most important, "2" as next most important, etc. Collating Teams are NOT to screen questions. Teams should try to assure that the most important questions (as specified by the numbers on the cards) are scheduled first in the Q&A sessions.
4. **Move to the Q&A Rooms.** If there is no election of a bishop after the third ballot, then at the end of the fourth plenary session (approximately 3:30 on Saturday afternoon), voting members will be told to move to the rooms associated with their color-coded tickets. At this time, Collating Teams should *immediately* move to their assigned Q&A Rooms. Members of Team #4 should go to the Plenary Hall unless a tie has occurred or unless they are needed as alternates in one of the other Q&A rooms.

5. **Modifications if there is a Tie.** If there is a tie on Ballot #3, then there will be **four** Q&A Sessions of 30 minutes each, according to the following contingency schedule:

3:45-4:00	Refinement of Questions
4:00-4:30	1 st Q&A Session
4:30-4:40	Break
4:40-5:10	2 nd Q&A Session
5:10-5:20	Break
5:20-5:50	3 rd Q&A Session
5:50-6:00	Break
6:00-6:30	4 th Q&A Session

Note that in the case of a tie on Ballot #3, each Q&A session will last for 30 minutes rather than 45. In this case, members of Team #4 will report to Meeting Room 2 with a duplicate set of the questions being used by Team #1. In this situation, approximately 75 of the voting members assigned to the Plenary Hall will be reassigned to Meeting Room 2. Additional instructions may be provided about other necessary adjustments.

6. **Refinement of Questions.** Once the voting members gather in the Q&A rooms, a period of 10 minutes is designated for the “Refinement of Questions.” The moderator should remind the voting members of the Question and Answer process and read the questions *in the order in which they will be asked*. If there are no objections from the voting members, this will remain the order for the questions. If there are objections, the moderator will work with the voting members to make adjustments. Time is limited, so this process must be completed quickly. During this process, all team members should be prepared to help explain the rationale for the proposed ordering of questions and how similar questions may have been combined during the collating process.
7. **Nominees Arrive in Q&A Rooms.** Each nominee for bishop will have 45 minutes in each room to answer questions. Nominees are scheduled to arrive in their assigned rooms by 3:55 p.m. on Saturday afternoon, at which time the moderator (or another team member) should begin with an opening prayer. The moderator will then ask the questions, reading from the cards in the order agreed upon.
8. **Time Limit on Each Question.** Nominees are to be allowed a maximum of 5 minutes to answer each question. The timekeeper should sit directly in front of where the nominees will speak and should time each answer. If a nominee is still answering the same question after 4 minutes have elapsed, hold up the card that says “1 minute”. If the nominee is still answering the same question after a total of 5 minutes, hold up the card that says “STOP”. It is the moderator’s responsibility to move on to the next question when the “STOP” card is raised. In general, moderators should move quickly between questions to maximize the number of questions asked of each nominee.
9. **Q&A Session Decorum.** Moderators should strive to maintain order in their rooms. Applause should be discouraged until the end of each 45-minute session. Anyone who repeatedly interferes with the orderly conduct of the Q&A sessions should be asked to leave the room. A designated synod staff member will be present in each room to summon security if such becomes necessary.
10. **End of a Q&A Session.** At the end of 45 minutes, the moderator should end the Q&A session. A 10-minute break is scheduled between sessions for the nominees to rotate to

the next room. Others should be encouraged to either remain in their rooms or return quickly so that the next session may begin on time.

11. **Subsequent Q&A Sessions.** Moderators should begin and end subsequent sessions as close to the scheduled times as possible. The same questions should be asked of each nominee, in the same order. It is likely that some nominees will answer more questions than other nominees. For example, suppose the first nominee answers 10 questions. If the next nominee answers those same 10 questions in less time, he or she will continue to answer additional questions, in the agreed order of priority, until the 45-minute period is over.
12. **Conclusion of the Q&A Sessions.** Following the final Q&A session at approximately 6:30 pm, moderators are asked to remind their attendees that the Assembly will be in recess until Sunday morning. The worship service begins at 8:30 am; the plenary session begins at 10 am.