



Name _____

Congregation _____

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2026 PACIFICA SYNOD PRE-ASSEMBLY NOTEBOOK

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TO: PACIFICA SYNOD VOTING MEMBERS
FROM: 2026 ASSEMBLY PLANNING TEAM
SUBJECT: ANNUAL ASSEMBLY
JUNE 20, 2026 - ZOOM

Pre-Assembly Report for the **Annual Pacifica Synod Assembly**



To help you prepare for the experience of a synod assembly and introduce you to this year's business items and program content, please read carefully through all these materials. This report contains most of the official documents to be used for the assembly. Print what you need or download the PDF files to your tablet or laptop.

Please make sure that your Zoom Display Name has your full legal name so that you may be admitted to the assembly from the waiting room.

This year, Pacifica Synod Assembly offering will be directed to border ministries including Border Church and the new Welcome Center in San Diego. You can contribute using the QR code to the right.



All voting (elected positions of Synod Council and other committees, all motions) will be done using Zoom Polling.

A practice session called “Test Your Tech” will happen on Friday, June 19th at 7:00pm PDT/4:00pm HST. This will be an opportunity to practice logging in to Zoom and using Zoom Polling. Links to this session and the assembly will be emailed to registrants around June 12. Please make every effort to attend *Test Your Tech* to ensure that you are prepared for the assembly.

Visitors are more than welcome to view the assembly via livestream using the link that will be posted to the Assembly web page. Visitors do not need to register. Visitors will not be given access to the Zoom meeting.

Voting Members are welcome to log into the Zoom meeting as early as 10:30am PDT/7:30am HST on Saturday, June 20.

Voting Member Guide

What is a Synod Assembly?

Just as a congregation has congregational meetings, so the synod has a meeting when representatives from all the congregations of the synod come together to form the Voting Membership of a Synod Assembly. The purpose of the assembly is to hear reports of work done over the past year on our collective behalf, to elect people to serve in synod and churchwide leadership capacities, to deliberate issues, and to consider and approve a synod budget.

Who attends a Synod Assembly?

The voting membership of the assembly includes laypersons from each congregation, clergy (pastors and deacons), under call in this synod, a 10% representation of the retired clergy on the synod roster, and the Synod Council. As constituted, at least 60% of the voting members of the assembly are laypersons.

Other assembly participants may include representatives from the ELCA churchwide offices, synod staff, representatives from the synod program units and related agencies and institutions, special guests and visitors.

Assembly Vocabulary

The words "assembly" and "voting members," rather than convention and delegates, were chosen deliberately to reflect the understanding of the church that members gather in worship, carry out service and assemble occasionally for governance decisions and elections. Assembly participants do not come from a given caucus as politicized delegates to a party convention; rather they assemble as duly selected members of this church with voting responsibilities.

Assembly Program

Interspersed with the business, an assembly program committee plans opportunities for assembly participants to be inspired, grow in understanding and experience a deepening of faith.

May the assembly experience strengthen your faith and broaden your understanding; and may it further equip and encourage you as a witness to the gospel and servant of the Lord.

Orientation

Participation

The Synod Assembly is the highest legislative body of the synod. As a voting member of the assembly, you play an important role in making decisions that shape and affect our ministry together. Participation in all of the assembly—hearings and plenary sessions—can help you to consider difficult issues.

Study Materials

- This Assembly Notebook is prepared for registered assembly participants. It contains the official assembly documents. Voting Members are asked to read and review these materials before the assembly begins.
- Bylaw and constitution changes, resolutions and legislative matters are important items of business.
- Robert's Rules of Order govern parliamentary procedures at the assembly.

Attend Plenary Sessions

Plenary (business) sessions are sometimes prolonged and important decisions often come near the end of a session. Therefore, it is vital for all Voting Members to attend every business session and stay until a session is recessed or adjourned. Please note that breaks will be given regularly to avoid “Zoom fatigue.”

Participate in Other Opportunities

Along with the business of the synod, the assembly also provides participants with other unique experiences:

- **Budget Hearing:** A hearing, or forum, on the budget is available for you to learn more about the budget and ask questions to better prepare you to cast your vote. Pre-registration required. Please see page 2-2 for details. Budget Hearing: **Saturday, May 30-11:00am PDT/8:00am HST**
- **Regional Gatherings:** This year, four Regional Gatherings were held around the synod (Hawaii area, Inland/Desert area, Orange County area, and San Diego area). These have been opportunities to gather in person for worship and substantial conversations about what is important to us as a synod.

Procedures for Conducting Business

Only voting Members will receive the link to the assembly's Zoom meeting.

Zoom will be used to allow voting members to speak on the “assembly floor.” To do so, you will use the “Raise Hand” feature on Zoom.

1. Make your request to speak by using the “Raise Hand” feature on Zoom.
2. Wait to be recognized by the Chair (usually the Bishop).
3. State your name and congregation, organization, or capacity which entitles you to speak.
4. The Chair will call on all those who have “raised their hands” unless the question has been called (see number 5 below). If the question has not been called and debate has ceased, the Chair will say, “Are you ready to vote?” If you need to speak at this point, please unmute yourself and ask to be recognized. Please wait to be recognized before you continue to speak. When the Chair calls on you, please identify yourself as in number three above.
5. If the question has been called and seconded, debate immediately ceases. The Chair will not say, “Are you ready to vote?” but will instead move immediately to take the vote.
6. If you wish to make a motion or amendment to a motion (other than one of a procedural nature), you must first give a written copy by emailing PacificaAssembly2026@gmail.com

What Can Be Done with a Motion?

You may debate an issue which has been properly placed before the assembly. The maker of a motion is entitled to speak first.

Form of Making Motions by Voting Members

MAIN MOTION

I move

I move the adoption of this report

I wish to present the following resolution _____ I move its adoption

I move the adoption of the proposition in the letter read

POSTPONE INDEFINITELY

I move to postpone this matter indefinitely

AMEND

I move to amend the motion by inserting _____ between _____ and _____

I move to amend the motion by adding _____ after _____

I move to amend the motion by striking out _____

I move to amend the motion by striking out _____ and inserting _____

I move to amend by striking out the motion and substituting this motion (read or state substitute motion)

COMMIT or RE-COMMIT

I move that this matter be referred to a committee of _____ to be named by _____ with instruction _____

POSTPONE TO A SET TIME

I move that this matter be postponed to _____

I move that this matter be postponed to meeting at (name time) and be made A Special Order of Business (2/3 vote required)

PREVIOUS QUESTION

I call for (or move) the previous question (2/3 vote)

TABLE

I move that this matter be laid on the table (no debate)

TAKE FROM THE TABLE

I move that the motion be taken from the table (no debate—motion made when no business is pending)

APPEAL

I appeal the decision of the Chair (in order only after the chair has made a decision or ruling)

OBJECTION TO CONSIDERATION OF A QUESTION

I object to the consideration of this question (2/3 vote)

SUSPEND THE RULES

I move that we suspend the rules for the purpose of _____

WITHDRAW A MOTION

I ask leave to withdraw my motion (no second required—only maker of motion may ask leave)

QUESTION OF PRIVILEGE (Personal or General Privilege)

I rise to a question of privilege (state your question)

I rise to a parliamentary inquiry (state your inquiry)

I rise to a point of order (state your point)

ORDERS OF THE DAY

I move we return to the orders of the day

READING PAPERS

I move that the paper be read or re-read

TO FIX THE TIME TO WHICH TO ADJOURN

I move that when we adjourn, we adjourn to meet _____

ADJOURN

I move that we adjourn (no debate)

RESCIND

I move to rescind the action taken, which was _____ (2/3 vote)

I give notice that I shall move to rescind _____ (no second required at the next meeting—at the next meeting, offer the Motion to Rescind)