

B. PLAN OF ORGANIZATION AND RULES OF ORDER

(Editor's note: Where the ¶ symbol occurs the reference is to a paragraph number in *The Book of Discipline of The United Methodist Church, 2008.*)

I. THE ANNUAL CONFERENCE SESSIONS

A. Regular and special sessions of the Iowa Annual Conference of The United Methodist Church shall be held at such times and places as shall be determined in the manner prescribed in *The Book of Discipline* of The United Methodist Church.

1. Opening and Daily Sessions. The organization and program of these sessions shall be the responsibility of the Annual Conference Session Planning Committee.

2. Clergy Session. (¶605.6) The Annual Conference Session Planning Committee shall recommend to the annual conference the place for the session.

3. Lay Session. A meeting of the lay members of the conference may be held during the annual conference session as arranged by the Board of Laity. It shall communicate its request for such a meeting to the Annual Conference Session Planning Committee in order that a time and a place may be provided.

4. Roll Call and Attendance.

a. Attendance (¶602.7 & 8). All members, lay and clergy, shall attend the daily session of the conference unless excused by submitting a request in writing to the conference secretary or by turning in to the conference secretary's office an excused absence form signed by the district superintendent.

b. Roll call shall be taken at the annual conference session as follows:

(1). Each lay and clergy member of the annual conference shall register by the means provided by the Annual Conference Sessions Planning Committee.

(2). Seating shall be arranged by the Annual Conference Session Planning Committee.

5. Report of the Conference Treasurer, Statistician, and the Council on Finance and Administration.

a. At the first business session of the regular session, as one of the early items of business, there shall be a report of the conference statistician, the conference treasurer, and the proposed conference budget. The proposed budget shall be received without debate as the working budget for the coming calendar year.

b. Any legislation coming before the conference which would require a change in the proposed budget shall be handled in the following manner:

(1). The conference shall consider the item on its merits. If the conference approves the item and wishes to request additional funding, it can recommend the item for funding through the Council on Finance and Administration. All items shall be held for final action until all budget adjustment requests have been heard by the Council on Finance and Administration. The Council on Finance and Administration shall consider all additional requests in relationship to the total budget and bring a composite report, including the revised budget, proposed for conference action.

- (2). Those items on which action has been deferred because of request for budget change, shall be considered for final action in accordance with the recommended funding of the Council on Finance and Administration.

B. Pre-Conference Preparation.

1. **Pre-Conference Manual.** The projected report of the Conference Connectional Ministries Council, other preliminary reports, the conference program, and such other information as may be pertinent to the orderly conduct of the conference sessions shall appear in a *Pre-Conference Manual* which shall be distributed to members of the annual conference not later than twenty days before the first day of the conference session and shall be published under the direction of the Annual Conference Session Planning Committee's Sub-Committee on Journal Publication. (See II.C.9.c.(3).(c).)
2. **Conference Orientation Events.** Following distribution of the Pre-Conference Manual in the spring, annual conference orientation events shall be held in each district for the purpose of providing an overview of the annual conference session and to discuss proposed legislation. These events shall be coordinated by the cabinet and the Annual Conference Session Planning Committee. The orientation events may, or may not, be combined with the annual district conference.

C. Offerings. The number, timing, and designation of offerings received during the annual conference session will be determined by the bishop and the Administrative Cabinet and announced to the session of the conference.

D. Process for Presenting Legislation.

1. Legislation printed in the Pre-Conference Manual will be divided into several sections and will be numbered accordingly. A Legislative Coordinator will be appointed for each section. These tasks shall be the responsibility of the Episcopal Office.
2. Early in the annual conference session, the Legislative Coordinator for Section One will offer the items of that section as a consent calendar, excluding items which may not be permitted on the consent calendar according to *The Book of Discipline* or our Rules. The presiding officer shall inquire if there is a motion to remove an item from the consent calendar. A person making such a motion may speak for one minute to offer a rationale for removal. The motion will not be debatable and must be supported by 10% of those present and voting. When all motions for removal have been considered, the consent calendar of that section shall be put to a vote. The consent calendar shall be adopted by a simple majority, except for amendments to the Rules of Order and other such special legislation which require a greater majority. Then the consent calendar of each subsequent section shall be considered in like fashion.
3. After all the consent calendars have been adopted, legislation not on the consent calendars shall be presented by the Legislative Coordinators as time is allocated on the agenda. The Legislative Coordinator shall introduce each item in that section and shall call upon the proper resource persons to speak or answer questions.
4. Legislation not on the consent calendars will be presented and addressed according to Rule of Order VIII. Parliamentary Rules of Order, A through I, (2010 IACJ).
5. Legislation not printed in the Pre-Conference Manual must be presented to the Assistant to the Bishop for Connectional Ministries who will assign it a number and authorize its printing and distribution. Following distribution a minimum of three hours shall pass before it is introduced by the Legislative Coordinator. It may not be placed on the consent calendar.

- 1 6. Summary reports of conference agencies and institutions shall be accepted
2 for printing in the *Iowa Annual Conference Journal* without being read to
3 the conference.

4 **E. Equalization of Conference Membership Between Laity and Clergy.**

- 5 1. Lay members of the Iowa Annual Conference shall be members of a United
6 Methodist church within the Iowa Annual Conference. (§132)
- 7 2. Those filling the following positions, if lay persons, shall be equalization
8 members of the Iowa Annual Conference: (§132)
- 9 a. Conference Lay Leadership
- 10 (1). Assistants to the Bishop
- 11 (2). Conference Secretary
- 12 (3). Conference Chancellor
- 13 (4). Conference Treasurer
- 14 (5). Director of Communications Services and Resources
- 15 (6). Field Outreach Ministers
- 16 (7). Leadership Development Ministers
- 17 (8). Conference Coordinator of Youth Ministry
- 18 (9). President of the Conference Board of Trustees
- 19 (10). The Editor and Editorial Staff of the *Iowa Annual Conference*
20 *Journal*
- 21 (11). Elected leadership of Conference Council on Youth Ministry
- 22 (12). District youth and young adult members
- 23 (13). The president, vice presidents, secretary and treasurer of the
24 Conference United Methodist Men
- 25 (14). Elected leadership of United Methodist Women as defined by
26 the Women's Division
- 27 (15). Chairs of conference agencies as defined in IV.C.1.
- 28 (16). Board of Laity elected leadership
- 29 (17). Thanksgiving Ingathering chair
- 30 (18). The Deans of each School of Lay Ministry and one representa-
31 tive of the School of Lay Ministry Commission
- 32 (19). Conference Secretary of Global Ministries
- 33 (20). Members of the Council on Finance and Administration
- 34 (21). Members of the Committee on Rules of Order
- 35 (22). Members of the Resolutions Committee
- 36 (23). Members of the Conference Session Planning Committee
- 37 (24). Members of the Conference Nominations Coordinating Commit-
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- 39 (25). Members of the Conference Connectional Ministries Council's
40 Program Review Committee
- 41 (26). Members of the Commission on Religion and Race
- 42 (27). Members of the Commission on the Status and Role of Women.
- 43 (28). Executive Secretary of the Conference Nominating Coordinat-
44 ing Committee
- 45 (29). Chair of Conference Committee on Episcopacy
- 46 (30). Chair of the Conference Human Resources Committee
- 47 (31). Delegates to General and Jurisdictional Conferences who shall
48 serve for the quadrennium following the conference for which
49 they are elected
- 50 (32). Members of General and Jurisdictional agencies
- 51 (33). Chair of the Iowa United Methodist Student Movement
- 52 (34). Two student representatives from each of the four United Meth-
53 odist church-related colleges in Iowa, to be selected by the
54 president of the college in consultation with the district superin-
55 tendent

- 1 (35). Two student representatives from each Wesley Foundation in
2 Iowa, to be selected by the board of directors.
- 3 (36). Active and retired diaconal ministers who have local church
4 membership in Iowa
- 5 (37). Church and Community Workers and deaconesses who are
6 members of a United Methodist Church in Iowa.
- 7 (38). The Chairperson of the Conference Connectional Ministries
8 Council.

9 **b.** District Leadership

- 10 (1). District Lay Leader
11 (2). District United Methodist Men President
12 (3). District United Methodist Women President
13 (4). District Connectional Ministries Council Chairperson

- 14 **3.** The Iowa Annual Conference Secretary shall determine by September 1 of
15 each year, the number of additional lay members needed for the next an-
16 nual conference to be equal to the number of clergy members of the Iowa
17 Annual Conference and shall certify this number to the bishop.
- 18 **4.** The Iowa Annual Conference Secretary shall determine the ratio of mem-
19 bers to clergy members of the annual conference as defined in ¶1602.1) ap-
20 pointed to each charge of the Iowa Annual Conference.
- 21 **5.** The additional lay members needed to bring equalization shall be assigned
22 by the Iowa Annual Conference Secretary as follows:
- 23 **a.** One-half of the additional lay members needed to bring equalization
24 shall be assigned to the districts in equal numbers, and each district
25 conference shall elect upon nomination by the District Nominating
26 Committee, said additional lay members to the Iowa Annual Confer-
27 ence; provided, however, that if one-half of the additional lay mem-
28 bers is not exactly divisible by the number of districts, then the re-
29 mainder shall be added to the number of lay members assigned to
30 the local charges as hereinafter provided.
- 31 **b.** One-half of the additional members needed to bring equalization plus
32 any remainder not assigned to the districts shall be assigned by the
33 Iowa Annual Conference Secretary to the charges having the highest
34 ratio of members to clergy members of the annual conference in de-
35 scending order. Those churches whose ratio is twice the number of
36 members needed to bring equalization under this subsection, shall be
37 assigned two lay equalization members. If the ratio is three times the
38 number, three lay members shall be assigned. In case of tie, eligibility
39 shall be determined by lot.
- 40 **6.** All computations shall be based on the statistical tables of the *Iowa Annual*
41 *Conference Journal* of the immediately preceding annual conference.
- 42 **7.** All equalization members selected under the above provisions shall be enti-
43 tled to the same mileage payments as other members of the annual con-
44 ference.
- 45 **8.** The district nominations committees and other persons responsible for de-
46 termining the equalization members of annual conference in the process
47 defined above are encouraged to make certain, insofar as possible, that
48 there are young adults represented in the selection.
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50 **II. ORGANIZATIONAL STRUCTURE**

51 **A. Terminology**

52 **1. Organization Definitions**

- 1 a. Agency: a regularly established board, commission, council, standing
2 committee or committee which has been constituted by the annual
3 conference. (See IV.C.1. for definition as related to nominations.)
- 4 b. Council: an organization created by the annual conference to perform
5 defined responsibilities of review and oversight on behalf of the annual
6 conference in relation to other agencies and to perform other assigned
7 functions. Councils are amenable and accountable to the annual
8 conference and report to it.
- 9 c. Board: a multi-function organization accountable to the Conference
10 Connectional Ministries Council and/or the annual conference, as
11 provided in *The Book of Discipline*. A board may have subgroups for
12 which it is responsible and accountable.
- 13 d. Committee: a body, either temporary or permanent, created to carry
14 out certain functions of mission, study, oversight, or review. It is ame-
15 nable to its parent body. Committees may be created by the annual
16 conference and/or its agencies.
- 17 e. Commission: an organization established by the annual conference
18 for the fulfillment of a specific function.
- 19 f. Standing Committee: a subgroup of an agency with a specific pur-
20 pose, accountable to the agency of which it is a part.
- 21 (1). A standing committee may be initiated when one or more of the
22 following criteria are met:
23 (a). Mandated by *The Book of Discipline*.
24 (b). Program is to be implemented over a period longer than
25 five years.
26 (c). Appointed by the resident bishop, as mandated by *The*
27 *Book of Discipline*, or requested by the annual confer-
28 ence.
29 (d). Program budget is larger than \$50,000 and cannot be
30 adequately administered on a quarterly basis by the par-
31 ent agency.
32 (e). Program staffing requires a long term (five years or more)
33 advisory committee.
- 34 (2). Chairpersons of standing committees are eligible to be mem-
35 bers of the standing committee's respective agency.
- 36 g. Task Force: an organization with one objective, which will be accom-
37 plished in no more than five years, and whose membership numbers
38 no more than fifteen.
- 39 h. Task Group: an organization with one objective, which will be accom-
40 plished in no more than two years, and whose membership numbers
41 no more than seven.
- 42 i. Network: The formation of program networks will focus on services
43 which require large numbers of people to make personal or resourc-
44 ing contacts. There are no limits on the number of persons associ-
45 ated with networking. Networks are established when cross-
46 conference programs are approved for implementation. A network
47 shall be accountable to one or more conference agencies.

48 2. Membership Definitions

- 49 a. Ex-Officio: full voting members, by virtue of office, of an agency of the
50 annual conference with all rights, unless indicated otherwise.

- 1 **b.** Consultants: those persons who by virtue of their position, knowl-
2 edge, and/or expertise are assigned to an agency. They have the
3 privilege of speaking but not making motions or voting. They are ex-
4 pected to be present at the meetings of the groups for which they are
5 consultants.
- 6 **c.** Cabinet and Staff Consultants: District superintendents and staff of
7 the Conference Connectional Ministries Council, Administrative Ser-
8 vices, and Episcopal Office may serve as consultants to agencies of
9 the annual conference. The Bishop, Dean of the Cabinet, the Assis-
10 tant to the Bishop for Connectional Ministries, and the Conference Di-
11 rector of Administrative Services shall assign cabinet and staff con-
12 sultants to agencies of the Annual Conference on an annual basis.
13 Cabinet and staff consultants will be listed in the Organizational
14 Structure printed in the Journal of the Iowa Annual Conference for
15 that year.
- 16 **d.** Resource Persons: called upon from time to time because of exper-
17 tise needed by a group at a particular time. They do not have the
18 privilege of making motions or voting.
- 19 **e.** Ecumenical Partner: a member of another denomination, serving as
20 an ecumenical liaison. They have the privilege of speaking and,
21 where *The Book of Discipline* allows, of making motions and voting.
- 22 **f.** Youth: a person 12 through 17 years of age, at time of election.
- 23 **g.** Young Adult: a person 18 through 30 years of age, at time of election.

24 **B. The Ministry Cabinet** shall be the primary leadership team of the Iowa Annual
25 Conference.

26 **1. Function:**

- 27 **a.** Vision casting and implementation.
- 28 **b.** Strategic planning.
- 29 **c.** Resource sharing.
- 30 **d.** Communication with the annual conference leadership and members.

31 **2. Membership:**

- 32 **a.** The bishop, as chair.
- 33 **b.** Assistants to the bishop.
- 34 **c.** District superintendents.
- 35 **d.** Field outreach ministers.
- 36 **e.** Leadership development ministers.
- 37 **f.** Conference treasurer/director of administrative services.
- 38 **g.** Conference director of communications services and resources.
- 39 **h.** Director of the office of pastoral care and counseling.
- 40 **i.** Conference lay leader.

41 **C. Administration.** The officers, boards, commissions, councils, and standing
42 committees of the Iowa Annual Conference of The United Methodist Church shall
43 be those herein listed and such others as are, or hereafter shall be, provided by
44 *The Book of Discipline* or by action of the Conference.

45 **1. Officers.**

- 46 **a.** Presiding Officer (§1603.6)
- 47 **b.** Assistant to the Bishop for Administration, appointed by the bishop.
- 48 **c.** Assistant to the Bishop for Connectional Ministries, appointed by the
49 bishop. (§1608)
- 50 **d.** District Superintendents (§1403.2, §1417)
- 51 **e.** Conference Lay Leader (§1603.9.a)
- 52 **f.** Conference Secretary (§1603.7)

- 1 g. Treasurer/ Director of Administrative Services (§1619)
 2 h. Chancellor (§1603.8)
 3 i. President of the Board of Trustees (§12512.2)
- 4 **2. General/Jurisdictional Agency Members.** Persons of the annual conference who are elected members of a jurisdictional or general agency of The United Methodist Church shall be members with vote of the corresponding Iowa Annual Conference agency. Expense allowances for conference agency meetings of such members living in Iowa shall be the responsibility of the annual conference agencies.
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- 10 **3. Annual Conference Administrative Coordinating Council.**
- 11 a. Function: Meetings of the council shall be scheduled to ensure accountability, communication, clarity, and shared purpose related to the common work of the administrative committees of the Iowa Annual Conference.
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- 15 b. Membership:
- 16 (1). The membership shall consist of the chairs and one additional member of each of the following: Conference Connectional Ministries Council, Conference Council on Finance and Administration, Conference Board of Trustees, Board of Pensions, Human Resources Committee, Annual Conference Session Planning Committee, Rules of Order Committee, Resolutions Committee, Conference Nominations Coordinating Committee and Conference Leadership Development Coordinating Committee. Iowa United Methodist Foundation, Communication Advisory Team and Board of Ordained Ministry. The Conference Secretary and Dean of the Appointive Cabinet will also be members.
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- 27 (2). The chair of the Annual Conference Administrative Coordinating Council shall be the bishop or bishop's designee.
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- 29 **4. Conference Communications Services and Resources.** Conference Communications Services and Resources shall be located within the Episcopal Office. Its purpose is to provide consultation, service, product and process development and production, technical assistance, and advice to all ministries of the Iowa Annual Conference, including local church, appointive, program, and administrative ministries. Specifically, Conference Communications Services and Resources will be responsible for strategic planning across all aspects of communications; public relations, including media relations, issues management, and advertising; crisis management, including maintaining an updated conference crisis management plan, training key persons, and guiding the conference response to crises; ongoing communications, including editing and publishing printed and electronic communications tools for the conference; and technical support to local churches, boards and agencies, and clergy and lay persons in the area of communications.
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- 44 a. **The Communications Advisory Team (§1646)**
- 45 (1). **Function**:
- 46 (a). The team will meet at least quarterly to advise the Director of Communications Services and Resources, and to assist with strategic planning.
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- 49 (b). The Team will serve as the Commission on Communications as required by §1646, *2008 Book of Discipline*.
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- 51 (2). **Membership**:
- 52 (a). There will be nine members selected for their content expertise in a variety of communication areas. Members will
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1 be appointed by the bishop to 3-year terms with one-third
2 rotating off each year.

3 (b). The chairperson will be appointed by the bishop.

4 (3). **Staff:** There will be a Director of Communications Services and
5 Resources (§1609) who shall be employed through a process
6 designed and managed by the Conference Human Resources
7 Committee and who shall be amenable to the Bishop of the
8 Iowa Area. The Director of Communications Services and Re-
9 sources will relate directly to the Communications Advisory
10 Team, and will be an ex officio member of the Annual Confer-
11 ence Session Planning Committee.

12 **5. Council on Finance and Administration (§611)**

- 13 a. Membership: Six clergy, seven laity, one youth and one young adult.
14 At least one clergy and one laity must be from churches under 200
15 members. It is strongly recommended that at least three of the laity
16 be women and one person be from an ethnic group, with the goal of
17 having membership from each district. (Also, see IV.C.10.)
- 18 b. There shall be a Conference Treasurer/Director of Administrative
19 Services, elected by the annual conference on nomination of the
20 Council on Finance and Administration, responsible for all fiscal mat-
21 ters, and directly amenable to the Council on Finance and Administra-
22 tion.
- 23 c. Ex officio members of the council are: (§1612.2.c.)
24 (1). the conference treasurer/director of administrative services,
25 without vote;
26 (2). the presiding bishop, without vote;
27 (3). a district superintendent chosen by the cabinet, without vote;
28 (4). the Assistant to the Bishop for Connectional Ministries, without
29 vote;
30 (5). the Assistant to the Bishop for Administration, without vote;
31 (6). the Director of Communication Services and Resources, without
32 vote.
- 33 d. There shall be a Conference Statistician who shall be nominated by
34 the Council on Finance and Administration and elected by the annual
35 conference. The statistician shall be related to the Council on Finance
36 and Administration for evaluation, accountability, support and budget.
- 37 e. The council may be divided into the following committees:
38 (1). Administrative, shall oversee audits; review personnel and or-
39 ganization, insurance and bonding; and recommend policy with
40 regard to conference computer services.
- 41 (2). Apportionments, shall research and recommend formulas, re-
42 lief, adjustments, and method of apportioning to the local
43 churches.
- 44 (3). Budget, shall research, plan and devise the amounts, size,
45 component parts, format, and funding levels of the conference
46 budget.
- 47 (4). Special Financial Askings, shall oversee research, planning,
48 and coordination of all special fund raising askings of the con-
49 ference including, but not limited to, capital fund drives and dis-
50 trict askings.
- 51 (5). Interpretation, shall enlist and train persons for interpretation
52 and shall perform the functions of §613.4.

- 1 f. All Iowa Conference administrative agencies and offices will be ac-
 2 countable to the Council on Finance and Administration for budgeting
 3 and all fiscal matters related to the discharge of their functions:
- 4 g. The council shall be responsible for reviewing, evaluating and coordi-
 5 nating all budget proposals from the agencies and offices. The coun-
 6 cil shall schedule a time each year, sometime after the Program Re-
 7 view Committee has met, to allow the Conference Connectional Min-
 8 istries Council the opportunity to represent the needs of the agencies
 9 before the council. The Council on Finance and Administration shall
 10 recommend to the annual conference for its action and determination
 11 budgets of anticipated income and proposed expenditures.
- 12 **6. Board of Trustees.** ¶12512 and ¶1640.
- 13 a. The board shall appoint from its membership one consultant to each
 14 District Board of Church Location and Building and shall assume the
 15 expenses of sending the representatives to the respective boards.
- 16 b. The Board of Trustees has jurisdiction of the Iowa United Methodist
 17 Conference Center, but, in order to coordinate functions within the
 18 conference center, a Conference Center Administrative Council may
 19 be established.
- 20 **7. Board of Pensions** ¶1639.
- 21 a. Membership: shall consist of not more than 24 persons. Each mem-
 22 ber shall be elected for a term of eight years. The membership shall
 23 be in four classes with a new class being elected every two years.
 24 The conference treasurer shall be an ex officio member without vote
 25 of the executive committee (¶1639.3). A representative of the Council
 26 on Finance and Administration shall be a consultant.
- 27 b. Organization: The board shall be organized as a corporation under
 28 *Chapter 504A of the 1991 Code of Iowa* and subject to the *Articles of*
 29 *Incorporation of the Iowa Annual Conference of The United Methodist*
 30 *Church*, the by-laws of said corporation, specific directives by the
 31 Iowa Annual Conference and any applicable requirements contained
 32 in *The Book of Discipline of The United Methodist Church*.
- 33 **8. Commission on Equitable Compensation.** (¶1625) The Commission on
 34 Equitable Compensation shall consist of ten persons plus one district su-
 35 perintendent named by the cabinet (¶1625.1). It is recommended that mem-
 36 bership include two laymen, two lay women, one youth, one young adult
 37 and five clergy. A member of the Council on Finance and Administration
 38 may serve as consultant.
- 39 **9. Annual Conference Session Planning Committee**
- 40 a. **Function:** Shall assist the Bishop in articulating and determining the
 41 long range, overall direction and theme for the annual conference
 42 sessions, and assist the annual conference in fulfilling its purpose as
 43 defined by *The Book of Discipline* (¶1601) and the annual conference
 44 mission statement through the Annual Conference Session Commit-
 45 tee's sub-committees (see II.C.9.c.(3).(a), (b), and (c)).
- 46 b. **Membership:**
- 47 (1). Eight at-large members nominated by the District Nominations
 48 Committees, plus one youth, and one young adult elected by
 49 the annual conference.
- 50 (2). Ex-officio members shall be the bishop, Assistant to the Bishop
 51 for Administration, Assistant to the Bishop for Connectional Min-
 52 istries, Director of Communications Services and Resources, a
 53 representative of the appointive cabinet, the conference lay

1 leader, the conference secretary, a representative from the
 2 Commission on Religion and Race, and the chair of the sub-
 3 committee on Business and Agenda.

4 (3). Consultative members may be selected for their expertise by
 5 the Annual Conference Session Planning Committee.

6 (4). The chair of the Annual Conference Session Planning Commit-
 7 tee shall be the bishop or the bishop's designee.

8 **c. Organization:**

9 (1). Shall meet at least two times a year. Meetings shall be sched-
 10 uled in a manner which facilitates the planning and work of the
 11 annual conference session.

12 (2). May select additional persons from outside its membership to
 13 perform various functions for the conference session. The work
 14 of these persons is subject to the approval of the committee.

15 (3). Shall consist of at least three sub-committees, Conference Ar-
 16 rangements, Business and Agenda, and Journal Publication.
 17 The chairs of the sub-committees shall be appointed by the
 18 bishop.

19 (a). The Sub-Committee on **Business and Agenda** shall:

20 1). Recommend to the Annual Conference Session
 21 Planning Committee an Order of Business for the of-
 22 ficial session of the conference. Furnish the presid-
 23 ing officer, at the opening of each business session
 24 of the conference, a list of the items of business and
 25 reports which are ready for action and the names of
 26 those allotted time to represent certain interests, to-
 27 gether with the time given to each speaker.

28 2). Consult with and advise those in charge of present-
 29 ing reports and other business of the conference.

30 (b). The Sub-Committee on **Conference Arrangements** shall:

31 1). Recommend to the annual conference the location
 32 of the conference session, at least two years in ad-
 33 vance.

34 2). Implement the theme, as determined by the Annual
 35 Conference Session Planning Committee in consul-
 36 tation with the Conference Connectional Ministries
 37 Council, for the annual conference session.

38 3). Plan for conference session worship services and
 39 ceremonies.

40 4). Prepare and distribute registration, information ma-
 41 terials and the *Pre-Conference Manual* to the annual
 42 conference members in advance of the session. The
 43 *Pre-Conference Manual* shall include reports and
 44 proposed programs and budgets requiring annual
 45 conference approval.

46 5). Provide for a variety of support functions and ameni-
 47 ties for the smooth flow of activities during the an-
 48 nual conference session.

49 (c). The Sub-Committee on **Journal Publication and the**
 50 **Iowa Conference Book of Resolutions.**

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- 1). The Sub-Committee on Journal Publication shall be responsible for the publication and distribution of the *Iowa Annual Conference Journal*.
 - 2). The *Journal* of the conference signed by the presiding bishop and the secretary, with all reports authorized for publication, (together with memoirs and established historical records) when printed shall constitute the official *Journal* of the conference. The resolutions adopted by the annual conference when printed shall constitute the official *Book of Resolutions* of the conference.
 - 3). Business of the Annual Conference: The questions shall be answered and recorded on the forms provided by the Committee on Official Forms and Records of the General Council on Finance and Administration. (§1805.4.c.)
 - 4). The Editor of the *Journal* will be a consultative member.
 - 5). The *Iowa Annual Conference Journal* and *Book of Resolutions* will be available to individuals and churches at the cost of printing and mailing, or on the Conference website.
 - 6). All matters intended for publication in the *Iowa Annual Conference Journal* shall be submitted to the editor according to the guidelines and schedule printed by the Journal Editor in consultation with the Sub-Committee on Journal Publication.
 - 7). Except as may be otherwise provided for in these rules or in *The Book of Discipline*, reports of proposed conference action shall be included in the *Pre-Conference Manual* with only ministry plans and budget summaries printed in the *Iowa Annual Conference Journal*. The complete official record of conference actions will be maintained by the conference secretary and journal editor with copies available from the Conference Connectional Ministries Council office on request.
 - 8). Printing of additional reports shall be limited to the State of the Church Address or the Laity Address/District Superintendents' report, neither of which shall exceed 2,500 words.
 - 9). All other reports to be published shall not exceed such limits as may be established by the Sub-Committee on Journal Publication.
10. **Annual Conference Human Resources Committee.**
- a. **Function:** The role of the Annual Conference Human Resources Committee shall vary depending on the agency or employing body's relationship to the annual conference. The functions of the Annual Conference Human Resources Committee shall be as follows in relationship to the categories listed:
 - (1). The first category is that of all annual conference exempt staff whose salary is paid directly from the annual conference treas-

ury. The Annual Conference Human Resources Committee shall:

(a). Provide an exempt staff employment policy handbook that covers such employment issues as sick leave, vacation, hiring, dismissal and grievance procedures and other pertinent items unless *The Book of Discipline* directs otherwise, or the staff member is a clergy person where other annual conference rules of order apply.

(b). Form a search committee should an agency staff vacancy occur. The search committee shall consist of three members from the Annual Conference Human Resources Committee, one of whom shall be the chair of the search committee, appointed by the chair of the Human Resources Committee and four members from the agency. Up to two persons may be added to the search committee for expertise and diversity. No person shall be hired for a vacancy unless the search committee has advertised, interviewed and recommended to the appropriate agency the person to fill the vacancy. Any exceptions to this shall be approved by the Human Resources Committee. If a search is being conducted for the Conference Treasurer /Director of Administrative Services, Director of Pastoral Care and Counseling, or the Director of Communication Services and Resources, the bishop or his/her designee shall be a member of the search committee.

(c). Establish job classifications and salary levels for each classification and monitor agencies for compliance.

(d). Work with the appropriate employing agency or body to evaluate the work of the individual exempt staff member. This work shall include but not be limited to developing an evaluative tool, ensuring that an annual evaluation be completed for each staff person, and monitoring remedial actions when it is determined that such actions are necessary.

(2). The second category is that of annual conference nonexempt staff whose salary is paid directly from the annual conference treasury. The Annual Conference Human Resources Committee shall:

(a). Provide a conference nonexempt staff employment policy handbook that covers such employment issues as sick leave, vacation and other pertinent items.

(b). Establish hiring, evaluation, dismissal and grievance procedures for the conference nonexempt staff and assist the director of the agency in implementing these procedures.

(c). Establish job classifications and salary levels for each classification and monitor agencies for compliance.

(d). Assist each agency in establishing job descriptions and evaluating the need for each position.

(3). The third category is that of an incorporated agency which receives 50% or more of its annual funding through apportionments or fees collected by the annual conference. The Annual Conference Human Resources Committee shall:

- 1 (a). Require the agency to have written personnel policies and
- 2 shall review these policies to ensure they are in compli-
- 3 ance with Iowa Annual Conference legislation and appli-
- 4 cable state and federal laws. These policies shall include
- 5 hiring, evaluation, grievance, and dismissal procedures.
- 6 (b). Consult with the agency to ensure compliance with the
- 7 agency's own personnel policies.
- 8 (c). Provide training for agency directors and boards in mat-
- 9 ters related to personnel issues.
- 10 (d). If any of the above are not provided by the employing
- 11 body the Iowa Annual Conference policies will apply.
- 12 (4). The fourth category is that of an unincorporated employing
- 13 agency which receives 50% or more of its annual funding from
- 14 apportionments and fees collected by the annual conference or
- 15 an agency which is incorporated and for whom the central
- 16 treasury of the annual conference writes the payroll checks.
- 17 (a). The Annual Conference Human Resources Committee
- 18 shall require the unincorporated agency to have written
- 19 employment policies for the latter's exempt and nonex-
- 20 empt staff. These policies shall include hiring, evaluation,
- 21 grievance and dismissal procedures. Employment policies
- 22 shall be monitored by the Annual Conference Human Re-
- 23 sources Committee.
- 24 (b). The Annual Conference Human Resources Committee
- 25 shall require an unincorporated agency for whom the cen-
- 26 tral treasury of the Iowa Annual Conference writes the
- 27 payroll checks to have written employment policies for ex-
- 28 empt and nonexempt staff. These policies shall include
- 29 hiring, evaluation, grievance and dismissal procedures.
- 30 Employment policies shall be monitored by the Annual
- 31 Conference Human Resources Committee.
- 32 (c). If any of the above are not provided by the employing
- 33 body the Iowa Annual Conference policies will apply.
- 34 **b. Membership:**
- 35 (1). The membership shall include:
- 36 (a). One member from each district whose nominations shall
- 37 be coordinated by the Conference Nominations Coordin-
- 38 ating Committee through the district nominations com-
- 39 mittees and elected by the annual conference, and one
- 40 youth. In addition, four at large members will be nomi-
- 41 nated by the Annual Conference Nominations Coordin-
- 42 ating Committee and elected by the Annual Conference. In
- 43 the selection of these persons, consideration shall be
- 44 given to expertise in personnel related issues and poli-
- 45 cies.
- 46 (b). The Appointive Cabinet, the Council on Finance and Ad-
- 47 ministration and the Conference Connectional Ministries
- 48 shall each appoint a representative to be an ex-
- 49 officio member of the committee.
- 50 (c). The Commission on Ministry with Persons with Disabili-
- 51 ties, the Commission on Religion and Race and the
- 52 Commission on Status and Role of Women shall each

1 appoint one representative to be an ex-officio member of
2 this committee.

3 (d). The agency involved may select a representative(s) from
4 its agency when a personnel issue related to that agency
5 is before the committee.

6 (2). Officers of the Annual Conference Human Resources Commit-
7 tee shall be the chair, the vice-chair and secretary, all to be
8 elected from the membership of the committee.

9 (3). No employee or family member of an employee of the Iowa An-
10 nual Conference may serve on the committee. If a family mem-
11 ber of a committee member is being considered for employ-
12 ment, the committee member must excuse himself/herself from
13 any and all of the process used in securing someone for the po-
14 sition to be filled. If a family member of a committee member is
15 hired, the latter must immediately resign from the committee.

16 (4). The committee may from time to time contract with a consult-
17 ant(s) specializing in personnel matters.

18 **11. Committee on the Episcopacy** (§1637). The committee will have 15 mem-
19 bers, including the Conference Lay Leader, Iowa's representatives on the
20 Jurisdictional Episcopacy Committee, one youth and one young adult
21 nominated by the Nominations Coordinating Committee, and three mem-
22 bers named by the bishop. The additional members will be nominated by
23 districts according to the matrix provided by the Annual Conference Nomi-
24 nations Coordinating Committee and elected by the annual conference,
25 immediately following General Conference, for a term of four years, as
26 specified by *The Book of Discipline*.

27 **12. Episcopal Residence Committee** (§1638)

28 **13. Committee on Pastoral Care and Counseling.**

29 a. The committee shall have primary responsibility for the programs and
30 functions of the Director of Pastoral Care and Counseling of the Iowa
31 Annual Conference. The committee shall be composed of six mem-
32 bers elected for four-year terms in two classes, and one youth and
33 one young adult. A representative of the Episcopal Office shall be an
34 ex-officio member.

35 b. The Director of Pastoral Care and Counseling will be responsible to
36 the Committee on Pastoral Care and Counseling.

37 c. The office will be located outside the conference center for purposes
38 of confidentiality. Office equipment and furnishings shall be the re-
39 sponsibility of the Conference Board of Trustees.

40 d. Responsibilities and duties of the Director of Pastoral Care and
41 Counseling shall be:

42 (1). To assess the needs of the ministry professionals and their im-
43 mediate families of the Iowa Annual Conference.

44 (2). To establish a significant trust level with the ministry profes-
45 sionals and their immediate families.

46 (3). To serve as a resource person in designing and implementing
47 programs to creatively meet those assessed needs.

48 (4). To provide counseling for ministry professionals and their im-
49 mediate families or make referral to other appropriate profes-
50 sionals.

- 1 (5). To establish relationships for adequate consultation with psy-
 2 chiatrists and other physicians, psychologists, social workers
 3 and other appropriate persons.
- 4 (6). To be available to travel to various parts of the state of Iowa to
 5 set up and staff consultation centers where ministry profession-
 6 als can drive a reasonable distance to receive consultation on
 7 counseling they are doing as well as serving as a resource per-
 8 son for retreats and workshops.
- 9 e. Relationships are as follows:
- 10 (1). The director will relate to the Committee on Pastoral Care and
 11 Counseling and to ministry professionals and their immediate
 12 families.
- 13 (2). The director will establish relationships with the bishop and the
 14 appointive cabinet so as to be available for referrals and consul-
 15 tation. However, in the interest of confidentiality, the director
 16 shall not give any reports on specific counseling relationships to
 17 the bishop and/or appointive cabinet unless it is seen as appro-
 18 priate by both the director and the counselee(s).
- 19 (3). The director will establish relationships with existing conference
 20 groups such as the Conference Connectional Ministries Council
 21 and the Board of Ordained Ministry with the objective of coop-
 22 eration and the avoidance of duplicated efforts. Continuing edu-
 23 cation done by the director is expected to be in terms of serving
 24 as a resource person for workshops and retreats along with the
 25 consultation with ministry professionals on their counseling, as
 26 time is available.
- 27 (4). The director will establish relationships with existing mental
 28 health organizations and personnel so that appropriate use can
 29 be made of such resources.
- 30 **14. Conference Leadership Development Coordinating Committee.**
- 31 a. **Functions:**
- 32 (1). Have responsibility for coordinating the development of leader-
 33 ship for annual conference boards, agencies, commissions,
 34 committees and positions in accordance with *The Book of Dis-*
 35 *cipline* and/or the Iowa Annual Conference Rules of Order.
- 36 (2). Be aware of and give support to the leadership development
 37 being done in the annual conference by groups such as dis-
 38 tricts, boards, councils, commissions, committees, and confer-
 39 ence lay organizations.
- 40 (3). Evaluate the leadership development opportunities available
 41 both within and outside the church to discover the gaps and
 42 overlaps and propose ways to have a full and complete pro-
 43 gram of leadership development.
- 44 (4). Ensure that agencies initiate and develop continuing leadership
 45 programs which shall include:
- 46 (a). Enabling a gift discovery process.
- 47 (b). Clear descriptions of leadership positions.
- 48 (c). Training.
- 49 (d). Support.
- 50 (e). Evaluation.
- 51 (f). Exiting
- 52 (g). Working with and managing volunteers.
- 53 (h). Group dynamics and effective leadership of a group.

- 1 (i). Alternate ways of doing business in order to hold fewer
 2 face-to-face meetings with the attendant travel costs.
 3 (j). Learn how to plan the optimum number of programs
 4 which can be accomplished effectively.
 5 (k). Learn how to write good program proposals.
 6 (l). Program planning and management.
 7 (m). Developing lay and ethnic leadership.
- 8 (5). Distribute listings of current leadership development opportuni-
 9 ties both within and outside the church.
- 10 (6). Maintain a record of leadership development opportunities
 11 completed by individuals. Make this record available to district
 12 agency and local church nominations committees. A system of
 13 recording Continuing Education Units (CEUs) might be devel-
 14 oped.
- 15 (7). Help groups do leadership development at their regular meet-
 16 ings or retreat settings.
- 17 (8). Coordinate, with the District Councils on Ministries, the devel-
 18 opment of a design for leadership development and the imple-
 19 mentation of this design within the districts to assist local
 20 churches in making disciples.
- 21 (9). Assist district Leadership Development and Nominations Com-
 22 mittees in securing information concerning the interest, experi-
 23 ence, and competency of individuals who are willing to serve on
 24 specific conference agencies prior to nomination to a confer-
 25 ence agency. This information shall serve only as a guide in the
 26 selection of nominees and in no way shall it bind the district
 27 committees on nominations in making their selection of nomi-
 28 nees.
- 29 (10). Initiate efforts to coordinate the work of the committee with the
 30 leadership development efforts of the Board of Ordained Minis-
 31 try, Order of Elders, Order of Deacons, the School for Ministry
 32 Commission and the Board of Laity and other agencies working
 33 with leadership development.
- 34 b. **Membership** shall consist of one person from each district, nomi-
 35 nated by the district nominations committee and elected at the district
 36 conferences, and one representative each from the Commission on
 37 Ministry with Persons with Disabilities, the Commission on Religion
 38 and Race and the Commission on Status and Role of Women, and
 39 one youth. The chair shall be elected from within the committee.
- 40 15. **Conference Nominations Coordinating Committee.**
- 41 a. **Functions:**
- 42 (1). Coordinate nominations for annual conference boards, agen-
 43 cies, commissions, committees and positions in accordance
 44 with *The Book of Discipline* and/or the Iowa Annual Conference
 45 Rules of Order.
- 46 (2). Nominate persons for positions mandated by the Iowa Annual
 47 Conference Rules of Order for which there are no other provi-
 48 sions.
- 49 (3). Serve as a clearing house and coordinating committee for all
 50 nominations that involve election by the annual conference and
 51 present to the annual conference session a ballot containing the
 52 names of all persons nominated for positions which require an-
 53 nual conference election. The Conference Nominations Coordi-

1 nating Committee shall present a comprehensive written report
2 of nominations to the annual conference at least 12 hours be-
3 fore election and cause the election report to be printed in the
4 *Iowa Annual Conference Journal*.

- 5 **(4).** Serve as a resource to the district nominations committees who
6 will nominate persons for membership on agencies not other-
7 wise provided for in *The Book of Discipline* or the Annual Con-
8 ference Rules of Order. In resourcing the district nominations
9 committees, the Conference Nominations Coordinating Commit-
10 tee will develop a matrix for district committees so as to ensure
11 that membership for agencies for which the district committees
12 have nominating responsibility, be sensitive to gender, ethnicity,
13 persons with disabilities, age, district equity, clergy who have
14 been members of the annual conference for less than ten years,
15 and lay persons who have demonstrated leadership on a district
16 or local church level.
- 17 **(5).** Expedite the process of nominations on district and conference
18 levels, providing an efficient method of gathering data, keeping
19 records, disseminating information to districts and to other per-
20 sons or groups involved in nominations, and facilitating the
21 process of reporting back to the annual conference the nomina-
22 tions from various sources.
- 23 **(6).** Receive from district nominations committees a list of nominees
24 for conference agencies and elected members.
- 25 **(7).** Establish, on an annual basis, a process for addressing contin-
26 gencies which arise from variations in district nominations
27 committees' ability to meet their nominating responsibilities.
- 28 **(8).** Consult with district nominations committees concerning the
29 rules (See III.A.6. and IV.B. through IV.C.10.) which are to be
30 used in the selection of nominees for membership on standing
31 annual conference agencies.
- 32 **(9).** Shall provide the names of members of the conference agen-
33 cies and the tenure of each member for printing in the *Iowa An-*
34 *nuual Conference Journal*.
- 35 **(10).** When revisions or additions to agencies need to be made fol-
36 lowing the closing session of the annual conference, interim
37 elections (for the remainder of the conference year only) shall
38 take place as follows:
- 39 **(a).** Elections necessary to provide district representation on
40 an agency shall be made by the District Connectional Min-
41 istries Council in consultation with the Conference Nomi-
42 nations Coordinating Committee.
- 43 **(b).** When vacancies occur in the general or at-large member-
44 ship of an agency, the appropriate body or the Confer-
45 ence Nominations Coordinating Committee shall seek
46 nominations from the pertinent district committee on
47 nominations and submit to the Conference Connectional
48 Ministries Council a nomination for each vacancy. If nec-
49 essary, the election may take place by mailed ballot to the
50 Conference Connectional Ministries Council members. Af-
51 ter 15 days from such mailing, a majority vote by return
52 ballots shall constitute an interim election.

(c). When interim vacancies are filled by conference agencies in accord with *The Book of Discipline*, the names of all persons involved shall be cleared through the Conference Nominations Coordinating Committee to determine eligibility and to adjust records.

(11). Shall request annually from the secretary of each of the agencies a report on the attendance record of members. The secretary of each agency shall contact in writing each member of the agency who has missed two consecutive meetings calling attention to the absences and request a response on a return card within 15 days indicating a desire to remain as a member of that agency. If there is not a request for continuing membership, the office shall be declared vacant. The vacancy shall be filled in accordance with the Rules of Order.

(12). Coordinate nominations from the annual conference floor:

(a). Members who wish to make nominations from the floor following the first report of the Conference Nominations Coordinating Committee shall file within twenty-four (24) hours a completed form available from a Page.

(b). The person being nominated must have given his/her consent.

(c). The Conference Nominations Coordinating Committee shall check to see if the nomination would violate any conference Rules of Order and shall have a copy of this form returned to the nominator prior to the voting, so marked to indicate that the nominee is eligible, or reason he/she is ineligible for election.

(d). When the second Conference Nominations Coordinating Committee report is given, members will be given the opportunity to make nominations from the floor of persons who have been determined by the committee as eligible to serve. In most cases, the member making the nomination will have to state not only the agency in which they would have their nominee serve, but also the position and term of office for which the person is being nominated.

(e). As each nomination from the floor is made, a vote will be taken for that particular position. When all nominations from the floor are finished, a vote on the entire Conference Nominations Coordinating Committee report will be taken.

b. Membership:

(1). Shall consist of one person from each district, nominated by the district nominations committee and elected at the district conferences, and one representative each from the Commission on Ministry with Persons with Disabilities, the Commission on Religion and Race, and the Commission on the Status and Role of Women, one youth and one young adult. The chair shall be elected from within the committee.

(2). There shall be an Executive Secretary of the Conference Nominations Coordinating Committee who shall have the responsibility of keeping a database for the leadership pool, providing an annual update for nominations matrices, keeping service records for clergy and laity, receiving nominations reports from

1 district nominating committees, preparing the ballot for annual
 2 conference elections, preparing selected Journal pages (Organ-
 3 izational Structure and Laity directories) for print, and receiving
 4 updates and changes to be communicated to appropriate bod-
 5 ies. The executive secretary shall not be a voting member of the
 6 Conference Nominations and Coordinating Committee.

7 (3). No current member of the Conference Nominations Coordinat-
 8 ing Committee may be nominated for any annual conference
 9 agency or position for which the committee has coordinating re-
 10 sponsibility until one year has elapsed since the person left the
 11 membership of the committee.

12 (4). No members of the same family shall serve concurrently as
 13 members of the Conference Nominations Coordinating Commit-
 14 tee. No person or immediate family member of a person em-
 15 ployed as a staff member of the annual conference or in any
 16 capacity by an agency of the annual conference, nor any per-
 17 son holding membership on any conference agency, shall be
 18 eligible for membership on the Conference Nominations Coor-
 19 dinating Committee. If a member of the committee is appointed
 20 to the superintendency or the position of Assistant to the Bishop
 21 for Administration, Assistant to the Bishop for Connectional Min-
 22 istries, or the Conference Treasurer/Director of Administrative
 23 Services, he/she shall cease being a member of the committee.

24 **16. Resolutions Committee**

25 **a. Functions:** (See VIII.J.)

26 **b. Members:**

27 (1). Shall consist of nine members including at least one clergy and
 28 one laity from churches under 200 members, one must be a
 29 youth and one young adult.

30 **17. Committee on Rules of Order.**

31 **a. Functions:**

32 (1). Be the primary steward of the Iowa Annual Conference Plan of
 33 Organization and Rules of Order and of the Standing Items.

34 (2). Receive and review proposed changes and/or additions to the
 35 Plan of Organization and Rules of Order.

36 (3). Report to the annual conference recommended changes to the
 37 Plan of Organization and Rules of Order to keep them in com-
 38 pliance with *The Book of Discipline*.

39 (4). Prepare guidelines for annual conference approval regarding
 40 election of General and Jurisdictional delegates.

41 (5). Prepare guidelines for annual conference approval regarding
 42 submitting General Conference petitions to the annual confer-
 43 ence for consideration.

44 (6). Following the annual conference session, edit and reconcile the
 45 Rules of Order to be in compliance with *The Book of Discipline*
 46 and annual conference action and to reduce duplication.

47 (7). Standing Items.

48 (a). A decision of the annual conference which has influence
 49 on or implications for, the on-going life of the annual con-
 50 ference, its agencies, and/or its churches may be a stand-
 51 ing item.

(b). A report to the annual conference which is intended to give guidance to future decision-making by the conference, its agencies, and/or its churches may be a standing item.

(c). Legislative items adopted by the annual conference, and specified by the annual conference as standing items, shall be included in the list of standing items in that year's Journal.

b. Membership:

(1). The membership shall consist of nine members including one youth, one young adult, and one ethnic minority.

(2). Consultative members shall be: the conference secretary and the conference parliamentarian.

18. Joint Committee on Incapacity. (§1652)

19. Committee on Investigation (Ordained Ministry). (§12703.2) This committee shall be elected at the beginning of each quadrennium, for a four-year term.

20. Committee on Investigation (Diaconal Ministry). (§12703.3) This committee shall be elected at the beginning of each quadrennium, for a four-year term.

21. Administrative Review Committee. (§1636)

22. Committee on Ministerial Ethics.

a. Functions: To review annually for revisions and updates any policies related to ministerial ethics; to recruit, train and support personnel who carry out various functions allowed for in any such policies; to evaluate such personnel; to provide ongoing training throughout the annual conference on ministerial ethics issues, and to provide annual training for new professionals in ministry.

b. Membership: The Assistant to the Bishop for Administration, the Director of Pastoral Care and Counseling, one representative each from the Division of Elders, the Division of Deacons, the Appointive Cabinet, the Board of Laity, two at-large members appointed by the bishop to ensure inclusiveness, one youth of at least 16 years of age and one young adult. The Assistant to the Bishop for Administration shall chair the committee.

23. Committee on Intentional Interim/Transition Ministry.

a. Functions: The Intentional Interim Ministry Committee provides for program advocacy, recruitment, training, and support for persons who have taken the United Methodist Intentional Interim training and/or support for persons serving in intentional interim appointments.

b. Membership: Eight persons nominated by the bishop and a representative of the Episcopal office shall be a member of the committee. Persons shall be selected with expertise and passion in mind.

24. Conference Secretary. (§1603.7) Nominated by the bishop in consultation with the district superintendents and elected by the annual conference. The election shall be for the quadrennium. The conference secretary shall be related to the Episcopal office, which shall be responsible for evaluation, accountability, support and budget.

25. Conference Parliamentarian.

a. The Bishop shall name for the quadrennium a conference parliamentarian who shall study carefully the Plan of Organization and Rules of

1 Order of the Iowa Annual Conference, the General Conference rules
2 and Robert's Rules of Order and advise the appropriate conference
3 agencies and leaders regarding these rules.

4 **b.** The conference parliamentarian, in consultation with the bishop, shall
5 name a pool of parliamentarians and shall train and coordinate the
6 pool, whose task shall be to assist the conference parliamentarian
7 during the annual conference sessions.

8 **D. Conference Benevolence Program.**

9 1. There shall be a **Conference Connectional Ministries Council** that is
10 amenable to the Annual Conference.

11 **a. Function.** The Council is responsible, in relationship to, and coopera-
12 tion with, other entities within the Annual Conference for carrying out
13 the responsibilities identified in ¶608 of the *2008 Book of Discipline*.
14 Further functions of the council are to:

15 (1). Receive program recommendations from the local churches,
16 the charge conferences, the district agencies, the annual con-
17 ference agencies, and the Jurisdictional and General Councils
18 on Ministries.

19 (2). Plan and develop these recommendations into a coordinated
20 program to be recommended to the annual conference for con-
21 sideration, amendment, and adoption as the annual conference
22 program.

23 (3). Provide implementation for and administration of coordinated
24 program as adopted by the conference.

25 (4). Evaluate programs of the conference.

26 **b. Membership:**

27 (1). Officers of the council shall be the chairperson, vice chairper-
28 son/financial secretary and secretary. They shall be elected by the
29 council upon nomination of the Conference Connectional
30 Ministries Council Nominating Committee at the beginning of
31 each quadrennium. Council officers' tenure shall be limited to
32 no more than eight years. The nominees do not need to be
33 members of the council at the time of their election. If already
34 members of the council at the time of their election, they will be
35 replaced as the representative of their respective district or
36 agency.

37 (2). Members of the executive committee shall be the officers,
38 Bishop, Assistant to the Bishop for Administration, Assistant to
39 the Bishop for Connectional Ministries, one district superinten-
40 dent chosen by the cabinet, conference lay leader, chairs of
41 each of the council's committees, and the elected representa-
42 tive of the Connectional Table of the United Methodist Church.
43 It is desirable for one-half of the members of the executive
44 committee to be lay persons. The Conference Treasurer and Di-
45 rector of Administrative Services and the President of the
46 Council on Finance and Administration shall be consultants.

47 The executive committee shall review the progress of and
48 possible revisions in the program adopted by the Conference
49 Connectional Ministries Council and receive reports from, and
50 counsel with, the Leadership Development Ministers. The
51 committee shall act as the finance committee unless responsi-
52 bility is assigned to some other committee.

(3). The general membership of the Conference Connectional Ministries Council shall include the chairpersons of each District Connectional Ministries Council, chairpersons of the conference program boards, chairpersons of the age level councils, chairpersons of the commissions, chairpersons of the Conference Connectional Ministries Council committees, each district superintendent, the Leadership Development Ministers, presidents of the United Methodist Women and the United Methodist Men, conference secretary, the Conference Secretary of Global Ministries, one additional representative from each of the following: youth council, United Methodist Women and United Methodist Men, and two young adults selected by the Conference Connectional Ministries Council nominating committee.

(4). Consultants shall be the President of Council on Finance and Administration, chairperson of the Conference Nominations Coordinating Committee and the Conference Leadership Development Coordinating Committee and the Ecumenical Partners.

c. **Programming groups:** The ministry support tasks of the program agencies of the annual conference are quite broad in nature. Task forces, task groups, networks and, when needed, standing committees may be established by the agencies on a short-term basis. The membership of most agencies will consist of an executive committee and general member representatives from each district. These rules do not list which sub-groups an agency will form.

(1). **Program Standing Committees:** Accountable to a Conference Connectional Ministries Council agency. May be initiated if one or more of the following criteria are met:

- (a). Mandated by *The Book of Discipline* and/or the annual conference Rules of Order.
- (b). Program is to be implemented over a period longer than five years.
- (c). Membership appointed by the bishop, as mandated by *The Book of Discipline*, or requested by the annual conference.
- (d). Program budget is larger than \$50,000 and cannot be adequately administered on a quarterly basis by the parent agency.
- (e). Program staffing requires a long-term (five years or more) advisory committee.

(2). **Program Task Forces:** A program related task force of no more than 15 members may be formed, when an annual conference program item(s) requires full implementation which is not otherwise provided by the parent Conference Connectional Ministries Council agency. It is recommended that program related task forces be initiated only when a program item(s) has been clearly prioritized as one to be fully implemented. A priority program item would include all of the following characteristics:

- (a). Related agency clearly has asked and listened to the customer requesting resource support.
- (b). Program has been scheduled for implementation.
- (c). Related agency has no other means of implementing the program.

- 1 (d). Program has adequate funding.
 2 (e). Personnel have been recruited.
 3 (3). **Program Task Groups:** The formation of a program related
 4 task group will follow the same concepts as a task force, except
 5 that it will have no more than seven members and may include
 6 only two of the five characteristics for a priority item.
 7 (a). Related agency clearly has asked and listened to the cus-
 8 tomer requesting resource support.
 9 (b). Program has been scheduled for implementation.
 10 (c). Related agency has no other means of implementing the
 11 program.
 12 (d). Program has adequate funding.
 13 (e). Personnel have been recruited.
 14 (4). **Networks:** The formation of program networks will focus on
 15 services which require large numbers of persons to make per-
 16 sonal or resourcing contacts. There are no limits on the number
 17 of persons associated with networking. Networks are estab-
 18 lished when cross-conference programs are approved for im-
 19 plementation.
 20 (5). **Organizations Related to the Iowa Annual Conference:** The
 21 annual conference is related to a number of organizations (as
 22 provided in II.F.). Each is organized for a specific function. It is
 23 recommended that these organizations report their purpose,
 24 function, and any program to the Conference Connectional Min-
 25 istries Council annually. Programs planned and implemented by
 26 these organizations may be communicated to the Program Re-
 27 view Committee for the purpose of coordination.
 28 d. **Committees:** It is strongly recommended that the voting membership
 29 of the committees hereinafter named consist of one-third laywomen,
 30 one-third laymen and one-third clergy. It is further recommended that,
 31 with the exception of the executive committee, the chairpersons be
 32 selected on the same ratio, with one laywoman, one layman and one
 33 clergy as nominees for chairperson and from these persons the
 34 council nominating committee shall nominate chairpersons to be
 35 elected by the council. In making appointments to these committees,
 36 careful attention shall be given to the possible need to include a rep-
 37 resentative number of women, young adults, college or university
 38 students, youth, persons over sixty-four years of age, persons with
 39 disabilities, and ethnics. Membership on the committees shall be lim-
 40 ited to no more than eight years.
 41 (1). Program Review Committee.
 42 (a). Responsibilities: The committee shall be responsible for
 43 reviewing, evaluating, and coordinating all program plans
 44 (activities, calendar and budgets) developed and imple-
 45 mented under the direction of the Conference Connectional
 46 Ministries Council. The committee should strive to
 47 maximize the effectiveness of the conference program
 48 and to support district programming.
 49 (b). Program proposals which have not been published in the
 50 *Pre-Conference Manual*, may be brought directly to the
 51 conference floor as follows:
 52 1). Printed only by order of the annual conference.

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- 2). Referred to the Program Review Committee.
 - 3). Distributed to the conference members at least 24 hours before the stated adjournment time.
 - (c). When a new program which has not been presented to the Program Review Committee or the Conference Connectional Ministries Council, and which requires the employment of salaried leadership, is presented to the annual conference session, it may be considered by the conference only after receiving a two-thirds majority vote to consider.
 - (d). When a program proposal is presented to the annual conference which requires the employment of salaried leadership and which has been rejected by the Program Review Committee or the Conference Connectional Ministries Council, the chairperson of the Program Review Committee or the Assistant to the Bishop for Connectional Ministries shall inform the conference of the reasons for the rejection.
 - (e). Membership:
 - 1). One person selected from each district.
 - 2). Ex-officio members shall be:
 - a). One representative from each of the following commissions:
 - i. COSROW (shall be a woman).
 - ii. Ministry With Persons With Disabilities (shall be a person with a disability).
 - iii. CORR (shall be an ethnic person).
 - b). One representative from the Young Adult Council.
 - c). The Assistant to the Bishop for Administration.
 - d). The Assistant to the Bishop for Connectional Ministries.
 - e). Cabinet representative.

34 (2). Committee on Planning and Research.

- 35 (a). Tasks:
- 36 1). Assist research activities,
- 37 2). Conduct research for the church and its agencies,
- 38 3). Develop, organize and maintain an information
- 39 base,
- 40 4). Assist the Conference Connectional Ministries
- 41 Council and agencies of the conference in their
- 42 planning processes,
- 43 5). Recommend research initiatives to the Conference
- 44 Connectional Ministries Council, and
- 45 6). Fund research projects.
- 46 (b). Membership shall be the chairperson and six members
- 47 selected for their expertise. The vice chairperson/financial
- 48 secretary and secretary shall be selected from the mem-
- 49 bership.

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- (3). Nominating Committee: Membership shall be the chairperson selected from the membership of the Conference Connectional Ministries Council and four general members selected by the executive committee of the council, with the approval of the council. They shall prepare nominations for membership on the committees of the council and nominate the chairpersons for the committees from the nominees prepared by the various committees.
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- (4). Ethnic Local Church Concerns Committee: Membership shall be the chairperson and six general members representing the ethnic membership of Iowa United Methodist churches. The vice chairperson/financial secretary and secretary shall be selected from the general membership.
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- (5). Hispanic Ministries Committee: There shall be a committee composed of the membership and officers of the Hispanic Ministries Standing Committee of the Conference Board of Global Ministries. The chairperson of the committee will be a member of the Conference Connectional Ministries Council.
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- (6). Native American Committee: (§654). Membership shall be the chairperson and six at-large members. The vice chairperson/financial secretary and secretary shall be selected from the general membership.
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- (7). Other. The council may appoint such other committees, task groups, and consultants as may be deemed essential to the effective discharging of its responsibilities.
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- e. **Conference Connectional Ministries Council Staff:**
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- (1). The Bishop shall appoint an Assistant to the Bishop for Connectional Ministries, who shall be the executive responsible for carrying out the decisions of the Conference Connectional Ministries Council, and for providing leadership in the manner described in §608 of the *2008 Book of Discipline*.
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- (2). There shall be four **Leadership Development Ministers**.
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- (a). Their primary responsibilities will be:
- 1). Provide expertise in assigned areas.
 - 2). Resource district superintendents and field outreach ministers.
 - 3). Provide leadership training on a conference-wide and regional scale.
 - 4). Develop Christian stewards.
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- (b). The four Leadership Development Ministers between them will address the following:
- 1). Mission
 - 2). Social Justice
 - 3). Camping
 - 4). Spiritual Formation
 - 5). New Ministry development which includes helping the Iowa Annual Conference develop new congregations, faith communities and community ministries.
 - 6). Evangelism
 - 7). Youth
 - 8). Young Adult
 - 9). Christian Education
 - 10). Ministry to Mature Adults

(c). The Leadership Development Ministers will be guided and supervised by the Assistant to the Bishop for Connectional Ministries.

(3). For someone to be considered as a Leadership Development Minister that person must:

(a). Meet the standards established by and be elected by the Conference Connectional Ministries Council,

(b). Be amenable through the Assistant to the Bishop for Connectional Ministries to the Conference Human Resources Committee and work cooperatively in accepting assignments under the leadership of the Assistant to the Bishop for Connectional Ministries.

f. **Meetings:** The regular meeting dates of the Conference Connectional Ministries Council should be set and publicized in advance, to assist member agencies in planning. It shall hold at least three meetings a year; one of these shall be not later than March 15, to prepare the correlated annual conference program; another shall be held after the annual conference session not later than the end of September; another shall be held by January 31. Additional meetings may be called by the executive committee or by the bishop. A copy of the correlated annual conference program (insofar as financial matters are involved), together with the proposed budget of the Conference Connectional Ministries Council, shall be sent to the Council on Finance and Administration as promptly as possible, in order that the council may do its work in preparation for the annual conference session. Other copies shall be sent to the district superintendents for consideration by the District Councils on Ministries.

2. **Program Boards.** There shall be six program boards in the annual conference whose members shall be elected for four year terms. These shall relate to the work areas in the local church and district and to the program boards of the general church, as specified by the Conference Connectional Ministries Council. The boards shall submit the elements of program which are to be promoted in, supported by, or implemented by the district councils and local churches of the conference to the council for consideration and calendaring, prior to presentation to the local churches.

The boards are organized in accordance with the provisions of ¶1610 of *The Book of Discipline* and the names used here are not to be construed as necessarily the annual conference counterparts of similarly named general church boards. The disciplinary provisions and functions which apply to these boards shall be limited to those indicated in this plan of organization. Other necessary functions will be fulfilled through the organizational structures developed by the boards. It is strongly recommended that the board sub-groups represented on the Conference Connectional Ministries Council shall select chairpersons on the 1/3, 1/3, 1/3 ratio insofar as possible.

a. **Board Membership**

(1). The Conference Nominations Coordinating Committee, in consultation with the district superintendents, shall design a system to ensure, insofar as possible, a balanced membership on conference boards. It is strongly recommended that the members be 1/3 clergy, 1/3 lay women, and 1/3 lay men, and that there be persons named from each of the following groups:

(a). young adults;

(b). ethnics;

- 1 (c). over 64 years of age;
 2 (d). advocates for persons with disabilities.
- 3 (2). Each program board shall include one person nominated by
 4 each district committee on nominations.
- 5 (a). A current program board, commission or council, in antici-
 6 pation of the new quadrennium, will also nominate four to
 7 six (4 – 6) members for the new board, commission or
 8 council. These nominations will be based on passion for,
 9 experience with, and eagerness to engage in, the ministry
 10 of that board, commission or council, and may be either
 11 new or existing members, within the context of the confer-
 12 ence rules regarding tenure. These four to six (4 – 6) per-
 13 sons will constitute a “Partial Board.”
- 14 (b). Before the beginning of the new quadrennium, as many
 15 representatives as possible from each “Partial Board” will
 16 meet together with the Conference Nominations Coordi-
 17 nation Committee in a consultation (similar to the Program
 18 Review, Budget, and Community and Institutional Ministry
 19 consultations). During this consultation, each “Partial
 20 Board” will share the following with the Nominations
 21 Committee:
- 22 1). The ministry of the Board, Commission or Council,
 23 their passion for it, and their dreams for it.
- 24 2). A need for each district to be represented on the
 25 board, commission, or council and other gaps that
 26 may be addressed in the nominations process, such
 27 as:
 28 a). ethnic diversity
 29 b). age diversity
 30 c). gender diversity
 31 d). clergy/lay diversity
 32 e). skills, such as skills for organizing and operat-
 33 ing the programming group, or skills associat-
 34 ed with the ministry itself.
- 35 3). The total number of additional members (no fewer
 36 than four and no more than eight) that are needed to
 37 complete the board for the duration of the quadren-
 38 nium.
- 39 (c). The Nominations Committee, will organize the “needs”
 40 identified by the “Partial Boards” during the consultation,
 41 and allocate them among the various districts for nomina-
 42 tions.
- 43 (d). The Nominations Committee will present to Annual Con-
 44 ference all nominees to be elected to each of the boards,
 45 commissions or councils, including both those nominated
 46 by the former board and those nominated by the nomina-
 47 tions processes of the districts.
- 48 (e). All elected members will be identified by the districts in
 49 which they reside.
- 50 (f). Incoming boards, commissions, and councils may invite
 51 the outgoing chair (or other former member of the group)
 52 to serve the incoming group in a consultative (voice but no

vote) capacity for one year following her/his departure from the board, commission or council.

- (g). Each programming Board, Commission, or Council, in consultation with District councils, will identify where (at what level) the primary energy is around each component of its ministry or programming area, and then work toward locating resources, responsibility, and accountability for that component at that location.

(3). All conference agencies, with the exception of those precluded by *The Book of Discipline*, shall include a youth member.

(4). The chairperson of each board shall be nominated and elected by the board. Nominees do not have to be members of the board at the time of their nomination. The board chairpersons are members of the Conference Connectional Ministries Council.

(5). Members of General and Jurisdictional agencies are ex-officio members of the corresponding conference agencies. Affected conference agencies will be increased in membership accordingly in such cases.

- b. **Standing Committee Membership:** No person shall serve more than eight consecutive years on a standing committee. In case of special leadership needs of emerging missional ministries, the Conference Connectional Ministries Council can extend the term of limits of membership on a program standing committee annually for up to four years. The chair of the corresponding committee shall serve in that position for no more than eight years. The number of years a member of an agency may serve on a standing committee shall not exceed the number of years remaining in one's tenure on the agency. If a new standing committee is established by the Conference Connectional Ministries Council, membership on a previous standing committee shall be counted as tenure limitations.

c. **The program boards shall be:**

(1). **Board of Camp, Conference and Retreat Ministries.**

(a). Responsibilities:

- 1). Establish a vision, a direction for the ministry, and monitor the progress to assure that the organization is carrying it out.
- 2). Be the link between the sites and annual conference (agencies and congregations), assuring that the agencies' and churches' needs and issues are understood by the Camp, Conference, and Retreat Ministries leaders, and that the Camp, Conference and Retreat Ministries' needs and issues are understood by the churches and annual conference agencies.
- 3). Establish standards of quality for carrying out all aspects of the ministry with systems of accountability for assuring that the standards are maintained.
- 4). Set annual goals which are attainable and measurable, and establish a regular system of accountability and feedback to assure that the goals are met and new goals established.

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- (a). Officers of the board and the members of the executive committee shall be: chairperson, vice chairperson, secretary and financial secretary. The officers may be selected from outside the membership of the board.
 - (b). Membership shall include one person from each district, the Conference Secretary of Global Ministries who will chair the Mission Education standing committee, the Conference Volunteers in Mission Coordinator who will chair the Volunteers in Mission Standing Committee, the Conference Iowa-Nigeria Partnership Coordinator who will chair the Iowa-Nigeria Partnership Standing Committee, the Conference Disaster Preparedness and Response Coordinator, who will chair the Disaster Preparedness and Response Standing Committee, the chairpersons of the three remaining standing committees, and one youth.
 - (c). The executive committee of the Conference Board of Global Ministries shall appoint a Conference Disaster Preparedness and Response Coordinator.
 - (d). The Mission Coordinator for Education and Interpretation of the Iowa Conference United Methodist Women shall be an ex-officio member.
 - (e). The board shall have the following standing committees:
 - 1). Parish Development Ministries
 - 2). Community and Institutional Ministries
 - 3). Mission Education
 - 4). Hispanic Ministries
 - 5). Volunteers in Mission
 - 6). Iowa-Nigeria Partnership
 - 7). Disaster Preparedness and Response
 - 8). Justice For Our Neighbors
- (5). **Board of Higher Education and Campus Ministry** with functions as outlined in *The Book of Discipline* (§1634).
- (a). Officers of the board and members of the executive committee shall be the chairperson, vice-chairperson/financial secretary and secretary. The officers may be selected from outside the membership of the board.
 - (b). Membership shall include one person from each district and at least one youth and one young adult.
 - (c). Consultants may be the presidents of the Iowa United Methodist-related colleges or their designees, and a representative from each of the Wesley Foundations, which may be the director or a designee. Where community college ministries are viable, an advocate may be added to the board as a consultant.
- (6). **Board of Laity**, with functions as outlined in *The Book of Discipline* (§1631).
- (a). Officers of the board and members of the executive committee shall be the chairperson (Conference Lay Leader), Associate Conference Lay Leader, secretary, financial secretary, and Conference Director of Lay Speaking Ministries. The Associate Conference Lay Leader, secretary, and financial secretary may be selected from outside the

- 1 membership of the board. The Conference Lay Leader
 2 shall be elected quadrennially on nomination of the Board
 3 of Laity. A person who has served on the Board of Laity
 4 for the maximum eight years tenure allowed agency
 5 members may have an additional four years of tenure, if
 6 elected Conference Lay Leader. (Exception to tenure rule
 7 IV.C.7.a.)
- 8 (b). Membership shall include each district lay leader, one
 9 youth and the officers.
- 10 (c). Ex-officio members shall be the Conference Scouting Co-
 11 ordinator, the presidents of Conference United Methodist
 12 Women and United Methodist Men, the chairperson of the
 13 Conference Council on Youth Ministries, a United Method-
 14 ist young adult, representative of Heifer Project Interna-
 15 tional, representative of the School for Lay Ministry, rep-
 16 resentative of Thanksgiving Ingathering, and the Bishop
 17 or Bishop's designees.
- 18 **3. Board of Ordained Ministry**, with functions as outlined in *The Book of*
 19 *Discipline*, ¶635. (Also, see V, of this Plan of Organization and Rules of Or-
 20 der.)
- 21 a. Officers of the board shall be the chairperson, vice-chairperson (in
 22 charge of Examination Teams), registrar, secretary, and financial sec-
 23 retary. Members of the executive committee shall also include the
 24 chairs of the Order of Elders, the Order of Deacons, and The Fellow-
 25 ship of Associate Members and Local Pastors, the Conference Rela-
 26 tions Team, the Education Team, the Accountability and Support
 27 Team, The Examination and Credentialing Team, the Enlistment
 28 Team, the Candidacy and Mentor Team, as well as one district super-
 29 intendent, Assistant to the Bishop for Administration and one member
 30 at large.
- 31 b. Membership shall consist of seventy persons nominated by the
 32 bishop and elected by the annual conference for a term of four years.
 33 At least one-fifth of the board shall be lay persons, which may include
 34 diaconal ministers. Board membership shall include at least one or-
 35 dained clergy person in retired relationship, at least one ordained
 36 clergy person in extension ministry, and two district superintendents
 37 who are to represent the cabinet. At least two associate members or
 38 local pastors who have completed the Course of Study shall be mem-
 39 bers of the board with voice and vote.
- 40 **4. Conference Council on Youth Ministry.** (¶649).
- 41 a. The officers and executive committee shall be the chairperson, chair-
 42 person-elect and secretary who shall be selected from the youth gen-
 43 eral membership of CCYM.
- 44 b. Membership shall include one adult youth coordinator from each dis-
 45 trict, sixteen youth under 18 years of age, the chair, chair-elect and
 46 secretary, The district youth coordinators (for membership on CCYM)
 47 and the sixteen youth members will be nominated by the Conference
 48 Nominations Coordinating Committee.
- 49 c. The Conference Nominations Coordinating Committee shall provide a
 50 list of nominees for youth members of conference agencies.
- 51 d. The Conference Connectional Ministries Council, in consultation with
 52 the Conference Council on Youth Ministry, shall nominate quadrenni-

ally a Conference Coordinator of Youth Ministry to be elected by the annual conference.

5. **Conference Council on Older Adult Ministries.** (§1651).
 - a. Officers and members of the executive committee shall be the chairperson, vice chairperson/financial secretary, and secretary. The officers shall be selected from the general membership.
 - b. Membership:
 - (1). shall be in accordance with §1651.2, and
 - (2). shall include one representative from each district.
6. **Young Adult Council** (§1650). Formation of this council is in process.
7. **Archives and History Commission** (§1641). Membership shall be the chairperson, six at-large persons selected for their expertise and interest, and one youth. The vice chairperson/financial secretary and secretary shall be selected from the general membership.
8. **Christian Unity and Interreligious Concerns Commission** (§1642).
 - a. Membership shall be the chairperson, one person selected from each district, and one youth. The vice chairperson/financial secretary and secretary shall be selected from within the membership.
 - b. Ex-officio members shall be the Ecumenical Partner and the United Methodist Women representative to Church Women United.
9. **Advocacy Commissions.** The purpose of the following listed commissions which will relate directly to the Conference Connectional Ministries Council, will be to advocate, monitor, and serve as catalysts to insure that the concerns of their constituents are adequately represented in conference programming. They are not to be programming groups in and of themselves, but rather they shall encourage other agencies to program with their concerns in mind. Their functions may include: collecting and assessing information, interpreting needs, providing resources and consultative services.
 - a. **Religion and Race** (§1643).
 - (1). The officers of the commission and members of the executive committee shall be the chairperson, vice chairperson/financial secretary and secretary. The vice chairperson/financial secretary and secretary shall be selected from the general membership.
 - (2). Membership shall include one person selected from each district, one youth, one young adult, and six ethnic fellowship group representatives each of whom will advocate on behalf of one of the following conference ethnic fellowships:
 - (a). African-American
 - (b). Asian
 - (c). Filipino
 - (d). Hispanic
 - (e). Korean
 - (f). Native American
 - (3). One ecumenical partner from each of the following churches:
 - (a). African Methodist Episcopal Church (AME)
 - (b). African Methodist Episcopal Zion Church (AMEZ)
 - (c). Christian Methodist Episcopal Church (CME)
 - b. **Status and Role of Women** (§1644)
 - (1). Membership shall include one person selected from each district, one youth, and six at-large members. The vice chairper-

1 son/financial secretary and secretary shall be selected from the
2 membership.

3 (2). A representative appointed by and from the Conference United
4 Methodist Women shall be an ex-officio member.

5 (3). Co-chairpersons shall be elected from the at-large members.

6 c. **Ministry With Persons With Disabilities** (§1653). Membership shall
7 be the chairperson, one youth, and one person selected from each
8 district. The vice-chairperson/financial secretary and secretary shall
9 be selected from the membership. At least one-half of the members
10 of this commission shall be persons having disabilities.

11 **10. Task groups.**

12 a. A proposal for an annual conference task group shall include budget
13 provisions for the work of the task group.

14 b. When the annual conference approves a motion for a new task group,
15 the motion shall be referred to the Executive Committee of the Con-
16 ference Connectional Ministries Council for its recommendation as to
17 possible assignment to an existing agency. The Conference Connec-
18 tional Ministries Council Executive Committee shall report back to the
19 same annual conference session for its vote on the recommendation.

20 **11. Sunset Rule.** When a new study committee, task group, or similar group is
21 authorized by the annual conference, there shall be included the date when
22 the work of the group is to be completed and the group disbanded.

23 **E. Conference Lay Organizations.**

- 24 1. United Methodist Women (§1647).
- 25 2. United Methodist Men (§1648).
- 26 3. Council on Youth Ministry (§1649)
- 27 4. Iowa United Methodist Student Movement.

28 **F. Organizations Related to the Iowa Annual Conference:**

29 1. **Covenant Organizations.** The annual conference may recognize as cove-
30 nant organizations:

31 a. **Associate organizations:** educational, health care, and charitable
32 organizations and institutions which are, or traditionally have been,
33 associated with the Iowa Annual Conference and its predecessor
34 conferences, but which receive less than one-half of their funding
35 from the Iowa Annual Conference. The Iowa Annual Conference as-
36 sumes no pension liability for Associate organizations.

37 b. **Affiliate organizations:** organizations engaged in mission and minis-
38 try which are, or traditionally have been, affiliated with the Iowa An-
39 nual Conference and its predecessor conferences, and which receive
40 at least one-half of their funding from the Iowa Annual Conference.
41 Affiliate organizations have, or could have, a relationship with the
42 Board of Pensions of the Iowa Annual Conference.

43 c. **Associate and Affiliate Covenants:** Covenants describing the rela-
44 tionship between an Associate or Affiliate organization and the Iowa
45 Annual Conference will be reviewed every four years by the Confer-
46 ence Connectional Ministries Council, and a recommendation regard-
47 ing the renewal of the covenant will be made to the annual confer-
48 ence.

49 2. **Coalitions and Caucuses:** organizations created for fellowship or for edu-
50 cation regarding issues or causes related to the United Methodist Church
51 and its ministry. Coalitions and caucuses are not created by, nor officially
52 related to, the Iowa Annual Conference, nor to a conference program

agency. In order to be recognized by the Iowa Annual Conference, a coalition or caucus:

- a. shall demonstrate to the Conference Connectional Ministries Council a valid relationship to the program and activities of the annual conference;
- b. shall be recommended to the annual conference by the Conference Connectional Ministries Council;
- c. shall not take positions in the name of either an annual conference program agency or the annual conference;
- d. shall, when referring to the United Methodist Church or a part of it, indicate that it is not speaking on behalf of the annual conference, one of its program agencies, or United Methodists in general;
- e. shall be made up primarily of persons who are members of the Iowa Annual Conference, or local churches of the Iowa Annual Conference;
- f. shall receive little or no funding from the Iowa Annual Conference;
- g. shall deal with issues, not engage in attacks on individuals, and shall at all times use civil discourse and courtesy in communication and relationships; and
- h. may promote the change of Disciplinary provisions, but shall not seek to undermine the authority of *The Book of Discipline*.

3. Associations or fellowships: Organizations intended to provide professional relationships and the sharing of professional techniques and information for groups within the annual conference or the general church. They are not created by, nor officially related to, the annual conference or program agencies of the annual conference.

4. Organizations related to the Iowa Annual Conference:

- a. Shall be listed in the Organizational Structure section of the Iowa Annual Conference Journal, and on the official web page of the Iowa Annual Conference;
- b. May request display space at annual conference sessions;
- c. May participate in the calendaring process of the annual conference; and/or
- d. May request mailing labels for clergy and local church officers of the annual conference, and may request that a link to their own web page be located on the official web page of the Iowa Annual Conference, subject to the same costs and editorial judgments as conference agencies.

5. The Conference Connectional Ministries Council shall consider applications from organizations, coalitions, caucuses, associations, and fellowships which seek to be related to the Iowa Annual Conference, and which demonstrate to the Conference Connectional Ministries Council a valid relationship to the program and activities of the annual conference. The Conference Connectional Ministries Council shall make a recommendation to the annual conference regarding their inclusion among organizations related to the Iowa Annual Conference.

6. The Conference Connectional Ministries Council office shall maintain a current list of all organizations related to the Iowa Annual Conference. Each covenant organization's relationship will be reviewed every four years as provided in II.F.1.c (above). Coalitions, caucuses, associations, and fellowships may be removed from the list by their own request or, after due no-

1 tice, by vote of the annual conference upon recommendation by the Con-
 2 ference Connectional Ministries Council. Action of the Conference Con-
 3 nectional Ministries Council, or its executive committee, to recommend removal
 4 of a coalition, caucus, associate, or fellowship has the effect of immediate
 5 suspension of the organization from its relationship to the conference,
 6 pending action of the annual conference on the recommendation.

7 8 **III. DISTRICT MINISTRIES**

9 **A. District Conference.** There shall be a district conference in each district. (§1657-
 10 §1658).

- 11 1. **Membership.** The district conference shall be composed of all the clergy,
 12 diaconal ministers, deaconesses, the church lay leader, the president of
 13 United Methodist Women, president of United Methodist Men, and presi-
 14 dent of United Methodist Youth Fellowship from each local church, the lay
 15 member(s) of the annual conference from each charge, equalization lay
 16 members of the annual conference, the district lay leader and associate
 17 district lay leaders, the president of the district United Methodist Women,
 18 the president of the district United Methodist Men, the district director of
 19 Age-Level Council, District Youth Ministries Council, all district Connec-
 20 tional Ministries Council members, the Field Outreach Minister, and such
 21 other persons as the district conference may determine.
- 22 2. The district conference may choose its own order of business. The secre-
 23 tary duly elected shall keep an accurate record of the proceedings.
- 24 3. The district superintendent shall be the presiding officer of the district con-
 25 ference.
- 26 4. The district conference, in consultation with the Council on Finance and
 27 Administration may raise funds from the churches of the district for experi-
 28 mental ministries within the district. Such funds shall be deposited in the
 29 central treasury of the annual conference and disbursed on voucher.
- 30 5. The district conferences shall meet at least thirty days before the annual
 31 conference session of the first year of the quadrennium, to elect members
 32 of the conference program agencies and the Conference Nominations Co-
 33 ordinating Committee and the Conference Leadership Development Coor-
 34 dinating Committee, as designated by this plan.
- 35 6. The persons elected by the district conference shall include:
 - 36 a. The District Connectional Ministries Council chairperson who shall
 37 also be the district representative on the Conference Connectional
 38 Ministries Council.
 - 39 b. One person as the quadrennial member of each of the following, and
 40 to fill vacancies as they occur:
 - 41 (1). Board of Camp, Conference and Retreat Ministries (This person
 42 shall be the District Camp, Conference and Retreat Ministries
 43 Coordinator)
 - 44 (2). Board of Church and Society
 - 45 (3). Board of Discipleship
 - 46 (4). Board of Global Ministries
 - 47 (5). Board of Higher Education and Campus Ministries
 - 48 c. One representative to the Conference Nominations Coordinating
 49 Committee. (See II.C.15.b.(1).)
 - 50 d. One representative to the Conference Leadership Development Co-
 51 ordinating Committee. (See II.C.14.b.)

- e. District Coordinators of Age-Level Council, who shall represent their district on the age-level council of the annual conference.
- f. The district lay leader and the district personnel of the Board of Laity.

B. A District Ministry Team, consisting of the District Superintendent and the Field Outreach Minister, shall lead each district.

- 1. The Field Outreach Minister shall resource local churches to provide effective leadership, ministry programs and mission outreach within their local community and around the world.
- 2. The teams will work collaboratively and cooperatively to promote effective ministry.
- 3. The teams will be guided and their effectiveness evaluated by the bishop.
- 4. The District Superintendency Committee will assist the bishop in evaluating and advising the work of both the district superintendent and field outreach ministry and report annually to the bishop.
- 5. Each district superintendent and each field outreach minister will resource no more than one conference agency.

C. Stewardship Team. Each district shall have a Stewardship Team comprised of members determined by the district superintendent. The Stewardship Team will help churches of the district to meet their financial responsibilities to the conference by taking actions such as:

- 1. Contacting local churches to encourage faithful giving.
- 2. Providing resources to enhance local church stewardship
- 3. Tracking local church apportionment giving on a quarterly basis.

D. Local Ministry Action Teams: Each district shall establish Local Ministry Action Teams, consisting of two to ten churches, whose primary purpose will be to work cooperatively to reach out to persons who are not currently being reached by the ministry of our churches. Their purpose is not intended to replace the ministries of local churches, but to do what individual local churches may not be able to do alone.

E. District Connectional Ministries Councils. There shall be in each district a Connectional Ministries Council elected by the district conference.

1. Functions.

- a. To develop a district ministry vision and strategy that is in alignment with the stated mission of the annual conference.
- b. To develop within the district and between districts ministries and leadership that are in alignment with the vision and strategy of the district(s), working in collaboration with the Leadership Development Ministers, the District Ministry Team and the Conference Connectional Ministries Council.
- c. To create opportunities for feedback on and evaluation of the district's programming and ministry development work.
- d. To connect local congregations to one another and to the annual conference by establishing channels of communication and opportunities for dialogue.
- e. To develop Local Ministry Action Teams in collaboration with the District Ministry Team.
- f. To recruit, train and support the District Stewardship Teams. To oversee the administration of grant-related responsibilities assigned to or residing within the district.

- 1 g. To receive reports from grant recipients and other ministry groups
2 within the district as shall be determined by the Council, for the pur-
3 poses of communicating information about ministries in the district
4 and assuring faithful stewardship of available grant funding.
- 5 h. To administer funds received from the annual conference and funds
6 raised by the district. District monies may not be used for conference
7 programs unless the District Connectional Ministries Council author-
8 izes such use. No individual officer or member of the District Connec-
9 tional Ministries Council has authority to use district monies without
10 action of the Council.
- 11 2. **Membership.** Each district may determine the number of persons needed
12 for fulfilling the strategic and administrative work that will be done by the
13 District Connectional Ministries Council. It is strongly recommended that
14 membership be chosen to include a balance of clergy and laity, men and
15 women, as well as representation of ethnic persons, youth/young adults,
16 and older adults. The district presidents of United Methodist Men and
17 United Methodist Women may be part of the Council; districts are encour-
18 aged to include Volunteers in Mission and Disaster Response coordinators
19 on the Council. The District Conference shall determine and elect the
20 membership. The Field Outreach Minister assigned to the district shall be a
21 member, as well as the following officers:
- 22 a. The district superintendent, who shall have primary administrative re-
23 sponsibility.
- 24 b. A chairperson, elected by the district conference, (III.A.6.a.)
- 25 c. The district lay leader, elected by the district conference, (III.A.6.f.)
- 26 d. A secretary, elected by the district conference.
- 27 3. In order to foster a collaborative relationship between the ministry of local
28 churches, districts, and the annual conference, the chairperson of the Dis-
29 trict Council shall represent the district at the Conference Connectional
30 Ministries Council, or designate another member of the district council to
31 serve in his/her place.
- 32 4. In order to fulfill the above functions, the District Connectional Ministries
33 Council may organize its work as best serves the missional activities of the
34 districts. This includes, but is not limited to, assigning responsibilities to and
35 setting timelines for task groups, sub-district groups and special purpose
36 committees. It is strongly encouraged that the District Council annually re-
37 views the representation in each subgroup; then, working with the District
38 Nominations Committee, develop and recruit leadership that will ensure the
39 ongoing vitality of the district's life.
- 40 5. By June 1st of each year, the District Connectional Ministries Councils shall
41 report their functioning structures, including all working subgroups, to the
42 Conference Connectional Ministries Council through the Chairperson of the
43 Conference Connectional Ministry Council and the Assistant to the Bishop
44 for Connectional Ministries.
- 45 6. Because of their specialized functions, the District Committee on Ordained
46 Ministry and the District Board of Church Location and Building shall be
47 continued as separate agencies.
- 48 7. The District Connectional Ministries Council shall meet at least three times
49 a year and such other times as shall be necessary.
- 50

1 **IV. NOMINATIONS, ELECTIONS AND APPOINTMENTS**

2 **A. The Local Church Committee on Lay Leadership.**

- 3 1. This committee shall prepare a list of names of local church persons as
4 suggested nominees for district and conference positions. These names
5 shall be presented to the district superintendent as a part of the regular
6 charge conference report to the district superintendent.
- 7 2. The term of office for elected personnel in local churches by the charge
8 conference or annual church conference shall be from January 1 through
9 December 31. The lay member of the Annual Conference may be elected
10 annually or quadrennially by the charge conference next preceding the
11 regular meeting of the General Conference, as each charge conference so
12 decides.

13 **B. District Nominations Committee**

- 14 1. Responsibilities.
- 15 a. Nominate for district responsibilities as determined by the district con-
16 ference, *The Book of Discipline*, and the annual conference Rules of
17 Order.
- 18 b. Provide nominees for election by district conference to membership
19 on conference agencies.
- 20 c. Submit to the Conference Nominations Coordinating Committee a list
21 of persons to be nominated for other conference agencies according
22 to the matrix provided by the Conference Nominations Coordinating
23 Committee.
- 24 d. Channel all information for conference elections, including those
25 made by districts, and *Iowa Annual Conference Journal* records
26 through the Conference Nominations Coordinating Committee.
- 27 e. Adhere to the conference-determined guidelines (See IV.C.)
- 28 f. Nominate for vacancies between district conference sessions by
29 submitting one or more nominees for each vacancy for election by the
30 District Connectional Ministries Council, including those vacancies
31 created by persons moving from the district.
- 32 g. Cooperate fully with the Conference Nominations Coordinating Com-
33 mittee in keeping accurate and systematic records of all transactions.
- 34 2. Membership. The District Nominations Committee is nominated and elected
35 by the district conference by majority vote and shall be composed of six to
36 twelve members and the district representatives to the Commission on the
37 Status and Role of Women, the Commission on Religion and Race, and the
38 Commission on Ministry with Persons with Disabilities or their designees,
39 plus one youth and/or one young adult. It is strongly recommended that
40 the membership consist of at least two laywomen, two laymen, and two clergy,
41 with sensitivity to gender, ethnicity, persons with disabilities, age (including
42 youth), geography, clergy who have been members of the annual confer-
43 ence for less than ten years, and lay persons who have demonstrated local
44 church leadership. These persons shall serve a four year term of office and
45 cannot serve more than eight consecutive years or a major part of two
46 terms, except for the first election, at which time the terms of office may be
47 shortened to set up the rotating pattern. Members must belong to a United
48 Methodist church located within the district. It is strongly recommended
49 that the election shall take place so that one clergy, one layman, and one
50 laywoman shall rotate off each year. After such service, four years shall
51 elapse before a person shall be eligible for membership on the District
52 Nominations Committee. The district superintendent, the district lay leader

1 and the Field Outreach Minister shall be consultative members of the Dis-
2 trict Nominations Committee without vote.

3 3. Officers. It is strongly recommended that one clergy, one layman, and one
4 laywoman elected by the district conference serve as the officers.

5 4. Term of Office shall begin at the conclusion of the morning session of the
6 last day of Annual Conference and be for a four year term with a maximum
7 of two terms, unless otherwise provided by Articles of Incorporation or
8 proper authority.

9 **C. Conference Nominations and Elections Rules.**

10 1. For the purposes of nominations and elections the following definition shall
11 apply in reference to the term "annual conference agencies." The agencies
12 of the Iowa Annual Conference are the regularly established boards, com-
13 missions, councils, standing committees, and committees. Not included
14 are: the Conference Connectional Ministries Council and its subcommit-
15 tees, Conference Council on Youth Ministry, Annual Conference Adminis-
16 trative Coordinating Council, Committees on Investigation, Administrative
17 Review Committee, Joint Committee on Incapacity, the Committee on the
18 Episcopacy, task forces or task groups, ecumenical groups, ex-officio
19 members by virtue of membership on a general agency, or committees re-
20 lated to the conduct of the annual sessions of the conference.

21 2. Only active members in The United Methodist Church shall be eligible for
22 nomination unless *The Book of Discipline* or the Iowa Annual Conference
23 Rules of Order specifically provide for ecumenical representation.

24 3. If a person nominated is a family member of a member on the district com-
25 mittee, the latter must refrain from any involvement in decision making
26 about the position for which nominations are being sought and recom-
27 mended. No member of a district committee may nominate a member of his
28 or her family for membership on any annual conference agency or position
29 for which the district committee has nominating responsibility.

30 4. An employed staff member of the annual conference shall not be eligible
31 for any agency membership unless *The Book of Discipline* stipulates oth-
32 erwise.

33 5. A district superintendent shall not be the chairperson of any agency; neither
34 shall a clergy person continue as a chairperson if he/she is appointed dis-
35 trict superintendent.

36 6. The term of office for members of agencies of the conference are for four
37 years. If the election occurs at annual conference, the term of office shall
38 begin at the conclusion of the morning session of the last day of annual
39 conference, unless otherwise provided by Articles of Incorporation or
40 proper authority.

41 7. **Tenure:**

42 a. There shall be an eight year tenure limitation for members of confer-
43 ence agencies unless a lesser number of years is specified else-
44 where, including elective and ex-officio district representation.

45 b. If a new agency is established, membership on a predecessor agency
46 shall be counted as tenure limitations.

47 c. Regardless of previous positions held on the Conference Connec-
48 tional Ministries Council, no person (except the bishop, members of
49 the appointive cabinet, the conference secretary, and the assistant to
50 the bishop for administration) shall serve as a voting member of the
51 Conference Connectional Ministries Council for more than eight con-
52 secutive years.

- 1 d. A person whose tenure has expired may not be re-elected to that
2 agency until he/she has been off of the agency for four years.
- 3 e. A person filling a vacancy on a conference agency shall not be sub-
4 ject to the term of office of the preceding member. This applies also to
5 a district representative on a conference agency.
- 6 f. No person shall serve more than sixteen consecutive years on two or
7 more conference agencies. After reaching the sixteen year limit, a
8 person will not be eligible for membership on any conference agency,
9 until four years have elapsed. Ex officio service shall not be subject to
10 this limitation.
- 11 8. The Conference Nominations Coordinating Committee shall encourage the
12 district committees on nomination to be reasonably certain that the persons
13 they nominate are:
- 14 a. Competent to represent the church in this particular field.
- 15 b. Willing to make an effort to attend meetings.
- 16 c. Willing to do a reasonable amount of homework on committee as-
17 signments for the agency.
- 18 d. Active members of a local United Methodist Church.
- 19 e. Able to demonstrate a commitment to the United Methodist connec-
20 tion, the biblical and historical foundations of the United Methodist
21 Church and the good stewardship of annual conference resources.
- 22 9. No person may be an elective member of more than one annual confer-
23 ence agency, including those nominated for district representation. How-
24 ever, ethnic persons may serve on one agency in addition to the Commis-
25 sion on Religion and Race; persons with disabilities may serve on one
26 agency in addition to the Commission on Ministry with Persons with Dis-
27 abilities.
- 28 10. A member of the Council on Finance and Administration shall not be per-
29 mitted elective membership on any other conference agency or any other
30 agency receiving financial support from the conference.

31 **D. Election of Officers of Agencies.**

- 32 1. Officers of agencies shall be elected from within the membership of the
33 agency unless otherwise exempt in the Rules of Order. They shall be
34 elected for a quadrennium, unless the Articles of Incorporation, *The Book*
35 *of Discipline*, or these Rules of Order state otherwise. The officers shall as-
36 sume their duties upon their election unless the Articles of Incorporation or
37 *The Book of Discipline* state otherwise. The choice of a date for the election
38 of agency officers, age-level and group representatives, and members-at-
39 large shall be determined by the conference agency prior to the last annual
40 conference session of a quadrennium, as follows:
- 41 a. The meeting may be held at annual conference, after action has been
42 taken on the report of the Conference Nominations Coordinating
43 Committee, at a time set in the conference agenda.
- 44 b. Or, the meeting may be held following the annual conference session,
45 but no later than July 1.
- 46 2. If the agency has been organized in the quadrennium which is ending, the
47 chairperson in office shall convene the meeting.
- 48 3. If the agency has not been organized in the quadrennium which is ending,
49 it shall be convened by the Cabinet or the Conference staff representative
50 to the agency.

- 1 4. If the meeting is held after annual conference, the previous officers shall
2 maintain the functions of the agency and plan for and carry out the meeting
3 in which the elections are held. These officers have a vote only if they are
4 continuing as members of the agency. The report of these elections will be
5 distributed to the members of the annual conference.
- 6 5. At least twenty-four hours prior to the organizational meeting the chairper-
7 son in consultation with the staff person related to the agency shall appoint
8 a nominating committee of not less than three nor more than five members,
9 from the members nominated to serve in the coming quadrennium. Or, by
10 prior decision, the agency may proceed with the plans for nominations by
11 the committee of the whole of the agency. The members elected to the
12 agency for the new quadrennium shall receive the report by either method
13 and shall elect by written ballot or show of hands and majority vote a chair-
14 person, vice chairperson, secretary and financial secretary of the agency.
15 The vice chairperson and financial secretary may be the same person. An
16 agency may elect co-chairpersons in place of a chairperson and a vice
17 chairperson, provided such an election does not increase the total number
18 of persons on the executive committee to more than four or is not in conflict
19 with *The Book of Discipline* or other conference rules of order.
- 20 6. If the person elected chairperson of an agency or a division of an agency is
21 a district representative, that person becomes an at-large member. The dis-
22 trict formerly represented by the newly elected chairperson shall choose
23 another representative. *Board* members elected to any *other* officer posi-
24 tion by their board are also to be replaced as district representative by the
25 district which elected them. For *commissions* and the *age level council*,
26 only the *chairpersons* elected from the membership are to be replaced by
27 the districts which elected them.

28 **E. Annual Conference Youth and Young Adult Members.**

29 Two youth and two young adults, as defined in II.A.2.f.-g.of the Rules of Order,
30 shall be elected by each district as equalization members of the annual confer-
31 ence.

32 **F. General and Jurisdictional Conference Elections.** (See 2006 IACJ, p. 291.

33 Also, see Standing Items) The first and second lay and clergy alternates elected
34 to the General Conference shall be reimbursed by the annual conference at the
35 same rate as those elected to General Conference. The first and second lay and
36 clergy alternates elected to Jurisdictional Conference shall be reimbursed by the
37 annual conference at the same rate as those elected to the Jurisdictional Confer-
38 ence.

39
40 **G. Nomination of Person(s) for the Office of Bishop.** The annual conference, at
41 the session immediately prior to the next regular session of the Jurisdictional
42 Conference, may nominate a person or persons for the office of bishop (§1405.1).
43 The clergy members elected to the General Conference delegation and any
44 clergy members nominated from the floor will constitute the ballot on which all lay
45 members and all clergy members may vote to select the conference's nominee. If
46 the annual conference chooses to have more than one nominee, then subse-
47 quent ballots shall be taken to select them.

48
49 **V. MINISTERIAL QUALIFICATIONS AND RELATIONS**

50 **A. Approval or Admission.**

- 51 1. Candidates seeking admission as associate, probationary, or full members
52 shall submit all required documents to the Board of Ordained Ministry by
53 the date announced by the Board for the year in which they seek admis-
54 sion.

- 1 2. All persons who will be appointed for the first time as full-time Local Pastors
2 shall be examined and must be approved by a Board of Ordained Ministry
3 examination team by the close of annual conference.
4

5 **B. Candidate Assessment.**

- 6 1. The Board of Ordained Ministry shall establish and administer a psycho-
7 logical assessment program for the purposes of examination and creden-
8 tialing.
9 2. Psychological assessment shall be required of all persons seeking to be
10 certified, licensed, or ordained for ministry.
11 3. The Board of Ordained Ministry, through its appropriate committees, may
12 require a person to take a new psychological assessment when his/her cur-
13 rent one is over six years old.

14 **C. Education and Service Requirements.**

- 15 1. Those persons seeking ministerial relationship and membership in the Iowa
16 Annual Conference shall have completed all requirements listed in the *The*
17 *2008 Book of Discipline*.
18 a. For full connection and ordination as Elder, ¶335.
19 b. For full connection and ordination as Deacon, ¶330.
20 c. For provisional membership, ¶324.
21 d. For associate membership, ¶322.
22 e. For transferring clergy from other Annual Conference and Other
23 Methodist Denominations, ¶347.1-2.
24 f. For transferring clergy from Other Denomination, ¶347.3
25 2. Those persons seeking full and associate membership in the Iowa Annual
26 Conference shall have satisfactorily completed one unit of Clinical Pastoral
27 Education or an alternate equivalent program approved in advance by the
28 Board Ordained Ministry.
29 3. Those persons seeking ministerial relationship and membership in the
30 Iowa Annual Conference shall have exhibited preparedness and effective-
31 ness in ministry, examined and assessed by the examination team of the
32 Board of Ordained Ministry.
33 4. Those persons seeking ministerial relationship and membership in the
34 Iowa Annual Conference shall participate in the Residency in Ministry and
35 Mentoring Program, and School for Ministry or Board of Ordained Ministry
36 approved continuing education event until their credentialing and ordina-
37 tion processes are completed.

38 **D. Conference Relations.** In addition to the duties prescribed by *The Book of Dis-*
39 *cipline* for the Board of Ministry, the following are added:

- 40 1. Unless otherwise disposed of by the Conference, all matters pertaining to
41 the subject of conference relations shall be referred to this board, which
42 shall investigate the same and report its finds and recommendations to the
43 conference.
44 2. Any member applying for disability leave shall be required to present to the
45 board a physician's certificate or report as to his/her physical condition.
46 3. Those members who are in the retired or leave of absence relationship or
47 on disability leave shall be considered by this board each year without for-
48 mal reference.

1 4. All requests for change of relationship, reinstatement or restoration of cre-
2 dentials shall be referred to the Board of Ordained Ministry and no action
3 shall be taken by the conference until the Board has made its report and
4 recommendation.

5 **E. Finance.**

6 1. The Board of Ordained Ministry shall perfect internal organization for the
7 adequate administration of all available funds having to do with ministerial
8 education and recruitment for the ordained ministry.

9 2. Earnings accrued from unexpended money in the Ministerial Education
10 Fund shall be credited to the same.

11 **F. Financial Obligation.**

12 1. Percentage payments. Amounts in default, at time of union and thereafter
13 with simple interest at three percent from the time of union, shall constitute
14 a lien on the defaulting clergy person's annuity, and upon his/her retirement
15 or death the Conference Board of Pensions shall recover the shortage by
16 appropriating the amount of the lien from the annuity of the involved, sub-
17 ject to the regulations and limitations prescribed by *The Book of Discipline*
18 of The United Methodist Church.

19 2. Proportional payments (§1621, §1638.4). The Conference Board of Pensions
20 shall keep a complete record of all church failures to pay their Ministerial
21 Support Apportionment in full. The Board shall engage in appropriate edu-
22 cational efforts to inform local church treasurers and pastors of their re-
23 sponsibility to implement proportional payments of pastoral compensation
24 when the Ministerial Support Apportionment is not paid in full. This same
25 principle shall apply to district superintendents in regard to the total for the
26 district to which they are assigned.

27 **G. Moral and Official Conduct of Clergy.** The method of approval of the moral and
28 official conduct of the clergy members of the conference shall be by means of the
29 Board of Ordained Ministry making inquiry of each district superintendent about
30 each ordained minister in the district, and inquiring of the bishop about each dis-
31 trict superintendent, and one report being made by the Board of Ordained Minis-
32 try to the bishop and the conference. (§1604.4 and §1605.6).

33 **H. Pastoral Appointments.** The relationship of pastor and charge shall begin im-
34 mediately on the effective date of appointment and shall continue until the ap-
35 pointment of a successor, unless terminated or altered by episcopal authority or
36 permission. Each charge conference shall set the salary and other remuneration
37 of the pastor for the period January 1 through December 31. Each local church is
38 responsible for the pastor's support from July 1 through June 30.

39 **VI. REPORTS, FINANCE AND PROPERTY**

40 **A. Fiscal and Statistical Year.** The fiscal and statistical year of the annual confer-
41 ence shall be from January 1, to December 31.

42 1. The Council on Finance and Administration will determine the date(s) when
43 expenditures and receipts shall be received by the conference treasurer for
44 credit for that fiscal year.

45 2. The conference statistical reports shall be mailed to the person(s) desig-
46 nated by the conference statistician by a date set by the statistician -- but
47 no later than March 1.

48 **B. The Conference Treasurer's record of monies** sent by churches shall become
49 the official report on these items to the annual conference.

50 **C. Central Treasury.** There shall be a central treasury of the Iowa Annual Confer-
51 ence. Each annual conference agency receiving funds through the conference
52 budget shall have a credit account with the conference treasurer, against which

1 vouchers shall be drawn by the person so authorized by the agency; checks shall
 2 be drawn directly to the credit of the payee. Other annual conference organiza-
 3 tions shall be urged to use this central treasury for handling of their funds.

- 4 1. Rules established by the annual conference for the guidance of the confer-
 5 ence treasurer shall be as follows:
 - 6 a. The treasurer shall serve as the fiscal agent (not the treasurer) of
 7 each of the several agencies. This means that the treasurer shall not
 8 be considered an ex-officio member of that board or commission, but
 9 will simply handle the funds, and be properly bonded for the same.
 - 10 b. The fiscal agent shall keep a separate account for each board with
 11 sub-accounts for special purposes tied in with the budget of the
 12 agency to facilitate reporting to the agency.
 - 13 c. A statement of each account shall be prepared at least quarterly.
 14 Copies of the financial statements shall be distributed annually to the
 15 pertinent agency, the Council on Finance and Administration, and the
 16 Conference Connectional Ministries Council.
 - 17 d. The agency shall designate and officially notify the fiscal agent as to
 18 the person or persons having the right to draw the vouchers.
 - 19 e. The conference treasurer, serving as the fiscal agent, shall not pass
 20 on the justifiability of an expenditure called for by the voucher. If there
 21 aren't sufficient funds, the treasurer will notify the agency involved
 22 and hold payment until funds are available. The treasurer shall notify
 23 the agency chair or the Assistant to the Bishop for Connectional Min-
 24 istries in the event of vouchers which seem to be in violation of con-
 25 ference rules or good accounting practice.
 - 26 f. Vouchers requesting payment to the person signing the voucher shall
 27 have a second signature. The signature would be that of the chair-
 28 person of the parent agency or the conference staff person relating to
 29 the committee or office in question.
- 30 2. The conference treasurer shall be responsible for the employment of the
 31 person or persons who work as assistants in the treasurer's office, in con-
 32 sultation with the chairperson of the Council on Finance and Administration.
 33 The same rules as to vacation, sick leave, etc., shall apply to such employ-
 34 ees as apply to all other employees in the Conference Center.
- 35 3. The central treasury shall be authorized to receive and disburse funds and
 36 subsidies on behalf of and at the request of district superintendents.
- 37 4. Each District Connectional Ministries Council shall deposit all funds re-
 38 ceived for district program work with the central treasury and shall use that
 39 facility as its disbursing agency. The central treasury shall be authorized to
 40 receive and disburse other district funds; this shall be the recommended
 41 pattern. The Committee on Camp, Conference and Retreat Ministries may
 42 utilize the services of the central treasury and, in consultation with the
 43 Council on Finance and Administration, the procedure for receiving and
 44 disbursing related funds shall be determined.
- 45 5. The Annual Conference, through the Council on Finance and Administra-
 46 tion shall cover directly the cost of operating the treasurer's office and re-
 47 quire all annual conference agencies to use its services. No charge shall be
 48 made by the central treasury to an annual conference or district agency or
 49 to a district superintendent for handling such accounts. However, corre-
 50 sponding adjustments shall be made in agency budgets if they have previ-
 51 ously maintained their own treasury.

- 1 **D. Apportionments.** Any proposal or amendment brought to the conference floor
 2 which affects the apportionment formula shall be referred to Council on Finance
 3 and Administration for its response before final action is taken by the conference.
- 4 **E. Records Center.**
 5 1. The bishop's office shall be the center for keeping permanent biographical
 6 and personnel files for all pastors of the Iowa Annual Conference.
 7 2. The Conference Director of Administrative Services office shall be the cen-
 8 ter for keeping service records and vital statistics for all pastors of the Iowa
 9 Annual Conference and their families. This same office shall be the reposi-
 10 tory for property records.
- 11 **F. Bonding.**
 12 1. The president of the Council on Finance and Administration shall annually
 13 arrange for the bonding of the conference treasurer and all other persons
 14 who are responsible for funds of the Iowa Annual Conference. The confer-
 15 ence treasurer shall be bonded for \$100,000 and the treasurer's office staff
 16 shall be bonded for \$100,000. All other persons responsible for funds of the
 17 Iowa Annual Conference shall be bonded up to the amount of \$20,000.
 18 These bonds are to be retained by the president of the Council on Finance
 19 and Administration.
 20 2. The president of the Council on Finance and Administration shall annually
 21 arrange for the bonding of all persons who are responsible for funds in the
 22 several churches making up the Iowa Conference. This to be a blanket
 23 bond extending coverage to each of these persons to a maximum amount
 24 of \$10,000, the cost of which will become an item of administrative ex-
 25 pense.
- 26 **G. Audit.** Any board, commission, committee, or institution program group that re-
 27 ceives \$10,000 or more from the Iowa Annual Conference and is related to the
 28 Iowa Annual Conference, and that maintains funds into which it receives and dis-
 29 penses money in an amount in excess of \$20,000 annually, shall have its ac-
 30 counts audited and report this audit annually by March 1 of each calendar year to
 31 the Council on Finance and Administration.
- 32 **H. Funding of New Program.** Any motion or report that calls for the adoption of a
 33 new conference program requiring an increased conference budget and/or in-
 34 creased appropriation of monies or any new or increased apportionment, or any
 35 proposed fund raising program by any institution, shall be printed in the *Pre-*
 36 *Conference Manual* under the section having to do with the board, commission,
 37 committee, or institution making the request, if it is for a sum in excess of
 38 \$10,000. If such a resolution or report is not printed in the *Pre-Conference Man-*
 39 *ual*, it may be considered by the conference only after receiving a two-thirds ma-
 40 jority vote for consideration. In the event the conference votes to hear the resolu-
 41 tion or report, twenty-four hours must elapse before the vote for adoption is
 42 taken. If adopted, all such funding requests must be referred to the Council on
 43 Finance and Administration.
- 44 **I. Fund Balances and Conference Unrestricted Reserve.**
 45 1. All debit balances (deficits) in any conference board or agency account
 46 shall be carried forward into the next fiscal year. All credit balances (sur-
 47 pluses) in any conference board or agency account shall, at year end, be
 48 credited to the conference's Unrestricted Reserve Fund. This rule does not
 49 apply to:
 50 a. Accounts that contain funds restricted by the original gift or receipt.
 51 b. Any conference board or agency account in deficit at year end may
 52 be approved to close such deficit to the conference's Unrestricted
 53 Reserve by the Council on Finance and Administration.

- c. Administrative agency accounts with surpluses may be approved for carryover into the next fiscal year by the Council on Finance and Administration.
- d. Program and benevolence agency accounts with surpluses may be approved for carryover into the next fiscal year by the Conference Connectional Ministries Council upon recommendation of the Program Review Committee and approval of the Council on Finance and Administration.

- 2. The Council on Finance and Administration may also set policies for carryover of deficit and credit accounts, so that the treasurer may do so without annual action by the Council on Finance and Administration. If the funds are in a program area, the recommendation will come to the Council on Finance and Administration from the Conference Connectional Ministries Council. All standing carryover funds must be reviewed at least once each quadrennium.

J. Policy on Interest Payments on Funds Held by the Conference Treasurer.

The conference treasurer will credit interest payments quarterly on capital funds held by the treasurer for conference agencies.

- 1. No interest will be paid on funds apportioned by the annual conference.
- 2. The rate paid will be $\frac{1}{2}$ of 1% below the average rate being earned by the conference during the quarter.
- 3. Any operation deficits carried by the agency will be deducted from the balances before interest is calculated.
- 4. The Council on Finance and Administration at its December meeting each year shall designate which funds are to be eligible for interest payments in the ensuing year.

K. Miscellaneous.

- 1. For needs of conference causes greater than \$300, the Council on Finance and Administration shall receive 35 detailed copies of the proposed budget, together with 35 copies of the latest itemized financial statement, printed on 8 $\frac{1}{2}$ x 11 paper at least ten days prior to the budget hearing.
- 2. Each fall the Council on Finance and Administration, based on the four-year average of previous years' apportionment receipts and projection of the current year's apportionment receipts, will instruct each agency to prioritize its spending for the next year and submit the revised spending budget to the Council on Finance and Administration. If the agency has a program that needs to be funded at 100%, the balance of the remaining programs shall be funded at a ratio of the remaining budget. Agencies may adjust their own budget line items to attain the spending limits with benevolence budgets receiving the consent of the Conference Connectional Ministries Council and the Council on Finance and Administration and other agencies receiving consent of the Council on Finance and Administration.
- 3. There shall be an annual report from each church to the annual conference as to its total indebtedness for current expenses and capital expenditures.
- 4. All expense allowances to pastors, including travel, utilities, fuel, social security, pensions, and hospitalization, shall be reported in the expense columns in the *Iowa Annual Conference Journal*.
- 5. Funds in any conference budget may not be used to initiate new programs or transfer funds without the consent of the Program Review Committee and Conference Connectional Ministries Council. When a request for a transfer of funds is made when no regular Program Review Committee is

- 1 scheduled, the committee shall act on the request by phone consultation,
2 mail and/or special meeting.
- 3 6. If the memberships of more than one pastoral charge are to be solicited in
4 any financial campaign or program initiated by any agency or institution
5 owned by or related to the annual conference, or receiving annual confer-
6 ence funds, or any entity outside the Iowa Annual Conference other than
7 the General Conference, the approval of the Council on Finance and Ad-
8 ministration and/or Annual Conference shall be required.
- 9 7. The Council on Finance and Administration shall make recommendations
10 each year regarding provision for travel, lodging, and meal expenses for
11 ministerial and lay members for the annual conference session.
- 12 8. There shall be a listing of all abandoned church properties of The United
13 Methodist Church in Iowa filed with the report of the Conference Board of
14 Trustees and printed each year in the *Iowa Annual Conference Journal*.
- 15 9. Approval for funding mission appeals may be granted after consultation
16 among and approval of the office of the resident bishop, chairperson of the
17 Iowa Board of Global Ministries, chairperson of Council on Finance and
18 Administration, and chairperson(s) of other mission related agencies. The
19 chairperson of the Board of Global Ministries is to convene the consultation
20 process.
- 21 10. Persons or immediate family members who relate to programs that receive
22 program funds from the Iowa Annual Conference are required to refrain
23 from voting on proposals as the budget is developed in the program agency
24 of the annual conference.
- 25 11. Federated churches, involving United Methodists, shall be apportioned on
26 the same basis and in the same manner as United Methodist churches, re-
27 quiring requested reports from the pastor for *Iowa Annual Conference*
28 *Journal* records needed for such determinations as voted by the annual
29 conference. The *Iowa Annual Conference Journal* records shall show the
30 numbers as applicable to United Methodists only or where this can not be
31 resolved, satisfactory percentages of all totals shall be made by the local
32 church in consultation with the district superintendent of the United Method-
33 ist Church.
- 34 12. Vouchers for Special Gifts. Gifts of any sort received as a result of direct
35 solicitation on the part of any conference institution, when such gifts do not
36 pass through the hands of the treasurer of a local church nor apply on any
37 apportionment to a local church, shall be considered as Special Gifts. All
38 such annual totals shall be reported to the conference treasurer for re-
39 cording in the *Iowa Annual Conference Journal*.
- 40 13. Each conference corporation shall provide a summarized financial report
41 for printing in the Iowa Annual Conference Journal.

1 **VII. CENTRAL SERVICES DEPARTMENT**

- 2 **A.** There shall be a Central Services Department maintained at the United Method-
3 ist Conference Center. This department shall be responsible to the director of
4 Administrative Services.
- 5 **B.** The equipment for the department shall be owned in the name of the Iowa An-
6 nual Conference. The director of Administrative Services, in consultation with the
7 Conference Board of Trustees, shall make the decisions concerning the adding
8 of new equipment as well as the replacement of present equipment. The cost of
9 the maintenance, repair, replacement and addition of equipment shall come from
10 the Conference Center equipment funds.
- 11 **C.** The director of Administrative Services, in consultation with the Conference
12 Board of Trustees, shall develop and maintain the guidelines regarding the op-
13 eration and funding of the Central Services Department.

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15 **VIII. PARLIAMENTARY RULES OF ORDER**

- 16 **A. Parliamentary Rules.** The annual conference shall follow *Robert's Rules of Or-*
17 *der*, except when *Robert's* differs from the rules of the last preceding General
18 Conference, in which case the rules of General Conference shall be followed.
19 And, when the rules of the Iowa Annual Conference differ from those of *Robert's*
20 and/or General Conference, the rules of the Iowa Annual Conference shall be fol-
21 lowed.
- 22 **B. Quorum.** The members present at any duly called sessions of the annual con-
23 ference shall constitute a quorum.
- 24 **C. Voting Area.** At the opening of the session, the voting area of the conference
25 shall be fixed. A member of the conference shall be within the prescribed area in
26 order to participate in discussion or to vote except when official responsibilities
27 require his/her absence.
- 28 **D. Voting Procedure.**
- 29 1. Voting shall be done by show of hands or electronic devices unless other-
30 wise ordered by the conference. If voting by show of hands, a vote by se-
31 cret ballot or a count vote may be ordered on call of any member, sup-
32 ported by one-third of the members present and voting.
- 33 **E. Reports.** No report shall be presented to the conference unless adopted by the
34 designated quorum at a properly constituted and publicized session of the
35 agency making the report.
- 36 **F. Privilege of Speaking.**
- 37 1. Lay and clergy members of agencies, elected by the conference or ap-
38 pointed by order of the conference, or in pursuance of provisions in *The*
39 *Book of Discipline*, who are not members of the conference may be granted
40 the privilege of speaking, on matters relating to the reports of the respective
41 agencies of which they are members.
 - 42 2. Persons not officially connected with the Iowa Annual Conference may not
43 address the conference at a business session without first obtaining the
44 approval of the Committee on Business and Agenda, which committee
45 shall fix a definite time to be allotted to such persons and, if approval is
46 given, only under circumstances of extreme urgency shall this time exceed
47 five minutes.
- 48 **G. Authority of the Chairperson.** The presiding officer—usually the bishop— shall
49 be the legal chairperson of the conference. He/she shall decide points of order
50 raised by the members, and shall rule on points of order not raised by the mem-
51 bers, as he/she deems necessary to conform to the Rules of Order; subject to an
52 appeal to the conference by any member without debate. When any member

- 1 raises a point of order he/she shall cite the rule he/she adjudges to have been
2 violated.
- 3 1. At such time as the bishop is unable to preside, the provisions of ¶603.6 of
4 *The Book of Discipline* shall be followed.
- 5 2. If no other bishop is available, the Assistant to the Bishop for Administration
6 shall convene the session and the annual conference shall elect a presi-
7 dent pro tempore.
- 8 **H. Speaking.** When a member speaks to the conference the member shall give
9 her/his: name, charge and whether they are clergy or lay.
- 10 **I. Motions Written.**
- 11 1. All motions shall be written and presented to the conference secretary in
12 triplicate, and any which exceed 80 words shall be printed and distributed
13 to the members of the conference prior to consideration.
- 14 2. Before any materials may be distributed on the conference floor, approval
15 must be granted by the Sub-Committee on Business and Agenda. All such
16 legislative materials shall carry the name of the person or agency preparing
17 the material. Any conference member who has been denied permission to
18 distribute materials to the conference floor by the above committee shall
19 have the right to make appeal to the annual conference with not more than
20 one person speaking for the distribution and not more than one speaking
21 against, after which a vote shall be taken.
- 22 **J. Procedures for Submission and Processing of Resolutions.**
- 23 1. Definitions:
- 24 a. "Resolutions" are motions which are intended to cause the annual
25 conference to express its mind on some matter of concern. A resolu-
26 tion might also cause the altering of some aspect of conference pro-
27 cedure. Resolutions are distinguished from program proposals in that
28 resolutions do not cause the expenditure of money or a significant
29 amount of staff time, the holding of meetings, nor the conducting of
30 studies.
- 31 b. "Urgent Issues" are issues that did not exist prior to a deadline for
32 submitting resolutions provided in these rules and for which action is
33 required before the next regular Resolutions Year.
- 34 c. "Existing Resolutions" includes all resolutions contained in the most
35 current edition of the Iowa Annual Conference Book of Resolutions.
36 All resolutions, once passed, shall remain in effect unless and until
37 repealed.
- 38 d. "Resolutions Years" are odd numbered years (2009, 2011, etc.) and
39 are the years in which new resolutions may be considered at Annual
40 Conference sessions.
- 41 e. "Review Years" are even numbered years (2008, 2010, etc.) and are
42 the years at which the Resolutions Committee shall present sug-
43 gested deletions from the current Book of Resolutions.
- 44 f. "Resolutions Cycle" refers to the time period beginning with October
45 1st of an even year, and ending with the Annual Conference session
46 of a resolutions Year.
- 47 2. Individuals, congregations, or districts shall submit resolutions or recom-
48 mendations for repeal of existing resolutions to the Conference Resolutions
49 Committee by October 1st of the even year preceding a Resolutions Year.

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- a. Resolutions submitted after that deadline shall be held until the next Resolutions Year unless the Resolutions Committee determines that the resolution concerns an Urgent Issue.
 - b. The Resolutions Committee shall review all submissions and take one of the following actions:
 - (1). Return the resolution to its author for redrafting and re-submission.
 - (a). Redrafting shall be limited to resolutions that do not meet the criteria of VIII.J.8 hereafter.
 - (b). A period of 30 days shall be allowed for such redrafting.
 - (2). Refer the resolution to the appropriate Conference Agency for review.
 - (3). If received after the submission deadline:
 - (a). Inform the drafter that the resolution shall be held until the next resolutions cycle, or
 - (b). Declare the resolution an Urgent Issue and follow the procedure set forth in VIII.J.6 hereafter.
 3. Resolutions submitted after the deadline may be submitted directly to the appropriate Conference Agency prior to December 31st, with the consent of said agency.
 4. Conference Agencies shall submit their own resolutions, and the resolutions referred to them, to the Conference Resolutions Committee by December 31 of the even numbered year.
 - a. The Conference Agencies shall include a recommendation for or against or abstention on any referred resolutions. The Agency's recommendation shall be submitted with the resolutions for legislative consideration at Annual Conference.
 - b. Conference Agencies may combine proposed resolutions which deal with the same or similar subject matters, or otherwise make editorial changes to proposed resolutions prior to return to the Resolutions Committee.
 - c. If a recommendation against a referred resolution is made by such agency, the reasons for such recommendation shall be stated when the resolution is returned to the Resolutions Committee and shall be printed in the Pre-Conference Manual.
 5. Upon receipt of agency reports, the Resolutions Committee shall:
 - a. Reject any resolutions that:
 - (1). Is the same as or similar to an already existing General Conference or Iowa Annual Conference Resolution or addresses the same subject matter as an existing resolution, unless cast as an amendment to the existing resolution. (Any request for a change to a General Conference Resolution or to the *Book of Discipline*, should be cast as a petition to General Conference.)
 - (2). Contain factual information that is misstated, incorrect, or misleading. All statistical and historical references shall be footnoted (footnotes will not be counted toward the resolution word count.)
 - (3). Is inconsistent with or contradicts a current resolution- unless cast as an amendment to, or for repeal of, an existing resolution.

- 1 **(4).** Is in conflict with the current *Book of Discipline* of the United
2 Methodist Church. Any request for change of *The Book of Dis-*
3 *cipline*, shall be cast as a petition to General Conference and
4 submitted as such.
- 5 **b.** Notify the drafter of any resolution that is rejected of such rejection,
6 including the reason for the rejection.
- 7 **c.** Submit all other resolutions to the editor of the Pre-Conference Man-
8 ual.
- 9 **d.** Promote and interpret the resolution process at all levels of the An-
10 nual Conference.
- 11 **6.** Resolutions that are submitted after the deadlines set forth above and that
12 are determined by the Resolutions Committee to concern Urgent Issues,
13 shall be submitted by the Resolutions Committee to the Pre-Conference
14 Manual editor if possible, or shall be printed and submitted directly to the
15 appropriate Legislative Committee as soon as practical but in any event
16 prior to the commencement of Annual Conference.
- 17 **7.** Resolutions that are submitted after the deadlines set forth above and that
18 are determined by the Resolutions Committee not to concern Urgent Is-
19 sues, shall be held by the Resolutions Committee until the next Resolutions
20 Cycle, unless permission to waive these rules is voted by the Annual Con-
21 ference. If such permission is voted, the proposed Resolutions shall be re-
22 viewed by the Resolutions Committee for compliance with the balance of
23 this Standing Item before being submitted to the Annual Conference for
24 debate and action.
- 25 **8.** All resolutions submitted shall comply with the following drafting rules:
- 26 **a.** Shall contain no more than 250 words, excluding title and footnotes,
27 but including all "Whereas" and "Be it Resolved" clauses.
- 28 **b.** Address only one subject matter.
- 29 **c.** All references to the *Book of Discipline of the United Methodist*
30 *Church*, the *General Conference Book of Resolutions* or the *Iowa An-*
31 *nuual Conference Book of Resolutions* shall include paragraph or sec-
32 tion references.
- 33 **d.** References to Scripture shall include Book, Chapter and Verse and
34 shall state the translation.
- 35 **e.** A motion to amend an existing resolution shall state that it is an
36 amendment to an existing resolution (including resolution number)
37 and shall restate the language of the existing resolution with language
38 to be stricken in and language to be added in double underline.
- 39 **f.** Motions to amend or repeal existing resolutions shall state the pur-
40 pose of the motion in the title, and shall refer to the resolution to be
41 repealed or amended by Number and Title in the body of the submis-
42 sion, and shall otherwise comply with all drafting requirements for
43 resolutions.
- 44 **g.** Each resolution shall be in the form that is made a part of the Book of
45 Resolutions. All submissions shall be typed, double spaced and on
46 one side of sheet. Proposed resolutions may be submitted electroni-
47 cally as Rich Text Format (RTF) or Microsoft Word documents.
- 48 **9.** In Review Years, the Resolutions Committee shall review the current Book
49 of Resolutions and:
- 50 **a.** Receive recommendations for repeal from individuals, congregations
51 or districts prior to December 1 of the odd year preceding a Review

1 Year. The Resolutions Committee shall consider such recommenda-
2 tions during its review process.

3 **b.** Recommend repeal of any existing resolution that, at the time of re-
4 view:

- 5 (1). Contradicts or is in opposition to the current *Book of Discipline*.
6 (2). Has become moot for any reason.

7 **c.** Refer any existing resolutions about which it has a question regarding
8 retention or repeal to a Conference Agency for review.

9 **10.** At the conclusion of the review process, the Resolutions Committee shall
10 report to the editor of the *Pre-Conference Manual* any resolutions that are
11 recommended for repeal by the Resolutions Committee and an agency of
12 the Conference.

13 **a.** If both the Resolutions Committee and the agency to which it was re-
14 ferred recommend repeal of a resolution, the request and the reason
15 shall be contained in the *Pre-Conference Manual* and the matter may
16 be placed on a separate consent calendar (Resolution Repeal Con-
17 sent Calendar) by a Legislative Committee. Any item removed from
18 the Resolution Repeal Consent Calendar on the floor of Annual Con-
19 ference shall be held over until the following year (Resolutions Year)
20 for debate and vote.

21 **b.** If the Resolutions Committee and the Agency do not concur, the item
22 shall be held over until the next Resolutions Year and submitted for
23 consideration at that time as part of the process for resolutions.

24 **K. Unlawful Motion After Speech.** It shall not be in order for a member immedi-
25 ately after discussing a pending question and before relinquishing the floor to
26 make a motion which, if adopted, would limit or stop debate.

27 **L. Limitation on Speaking.**

- 28 1. No person shall speak more than twice on the same question, nor for more
29 than three minutes at a time without the consent of the conference, nor
30 more than once until every member desiring to speak has spoken. This
31 three minute limit may be reduced by a two-thirds vote without debate, at
32 any time, and for any period of duration.
- 33 2. Insofar as possible, lay members and clergy members shall be given equal
34 opportunity to speak on a question.

35 **M. Speakers For and Against.**

- 36 1. When the report of a committee is under consideration, it shall be entitled
37 to speak before there is further debate from the floor.
- 38 2. When a member from the floor moves to amend a report or a proposal be-
39 fore the conference, the person presenting the report or proposal that is be-
40 ing amended or his/her designee, shall be entitled to speak before there is
41 further debate from the floor.
- 42 3. The presiding officer will ascertain, when recognizing a member of the con-
43 ference, on which side the member proposes to speak and not assign the
44 floor to any member proposing to speak on the same side of the pending
45 question as the speaker immediately preceding, if any member desires to
46 speak on the other side.
- 47 4. Except for non-debatable motions, no report shall be adopted or question
48 relating to the same decided without opportunity having been given for at
49 least two speeches for and two against the said proposal, provided that
50 right is claimed before the chairperson or duly authorized member repre-
51 senting the committee's report, if there be such, is presented to close the
52 debate.

- 1 5. When all have spoken who desire to do so, or if the previous question has
2 been ordered, the maker of the motion shall be entitled to speak, then the
3 chairperson and/or duly authorized member or members presenting the
4 committee's report shall be entitled to speak, after which the vote is taken.
- 5 **N. Suspension of Rules.** Any of these Rules of Order, except those rules related to
6 amending the Rules of Order, may be suspended for the immediate business
7 under consideration by a two-thirds majority vote.
- 8 **O. Amendments.** The Plan of Organization and Rules of Order may be amended at
9 any session of the annual conference by a vote of two-thirds of members present
10 and voting, providing that one day's notice has been given and the proposed
11 change or amendment has been submitted in writing, and a report has been
12 given thereon by the Committee on Rules of Order.