

## 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.

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

5       **B. Pre-Conference Preparation.**

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

- 21       **C. Offerings.** The number, timing, and designation of offerings received during the  
 22           annual conference session will be determined by the bishop and the Administra-  
 23           tive Cabinet and announced to the session of the conference.

24       **D. The Legislative Process.**

- 25       1.    Legislation in the *Pre-Conference Manual* will be divided into sections and  
 26            numbered accordingly. A Legislative Leader will be appointed for each sec-  
 27            tion. These tasks shall be the responsibility of the Episcopal Office-  
 28            Connectional Ministries.
- 29       2.    Each Legislative Leader will place the items in that section before the An-  
 30            nual Conference Session as a Consent Calendar, excluding items that  
 31            cannot be placed on the Consent Calendar by our Rules or by *The Book of*  
 32            *Discipline*.
- 33           a. After receiving a second to the motion, the presiding officer shall ask the  
 34            body if there are any items they wish to remove from the Consent Cal-  
 35            endar and state their reason for requesting removal (for amendment,  
 36            discussion or information).
- 37           b. This motion is not debatable.
- 38           c. If this motion receives a second, it requires an affirmative vote of 10% of  
 39            the members present and voting to remove items from Consent.
- 40           d. After the Consent Calendar is perfected it may be adopted by a simple  
 41            majority vote, unless the majority required by our Rules or by *The Book*  
 42            *of Discipline* is greater.
- 43           e. All of the Consent Calendars will be considered before items removed  
 44            from or not eligible for Consent return to the Session for discussion and  
 45            vote.
- 46       3.    Legislation not on the Consent Calendars shall be addressed in order as  
 47            time is allocated on the agenda.
- 48       4.    The Legislative Leaders will introduce resource persons as needed to ad-  
 49            dress questions regarding the legislative items.
- 50       5.    Legislation not on the Consent Calendars will be presented and addressed  
 51            according to Rule of Order "VII. Parliamentary Rules of Order," A through I,  
 52            2011 IACJ.

- 1           6.    Legislation not printed in the *Pre-Conference Manual* must be presented to  
2           the Assistant to the Bishop for Connectional Ministries, who, if the item is in  
3           order, will assign it a number and authorize its printing and distribution. A  
4           minimum of three hours will pass between the distribution of a new item  
5           and its consideration on the floor.
- 6           7.    Summary reports of conference agencies and institutions shall be accepted  
7           for inclusion in the *Iowa Annual Conference Journal* without being read to  
8           the Annual Conference Session.

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

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

- 1 (33). Chair of the Iowa United Methodist Student Movement  
 2 (34). Two student representatives from each of the four United Meth-  
 3 odist church-related colleges in Iowa, to be selected by the  
 4 president of the college in consultation with the district superin-  
 5 tendent  
 6 (35). Two student representatives from each Wesley Foundation in  
 7 Iowa, to be selected by the board of directors.  
 8 (36). Active and retired diaconal ministers who have local church  
 9 membership in Iowa  
 10 (37). Church and Community Workers and deaconesses who are  
 11 members of a United Methodist Church in Iowa.  
 12 (38). The Chairperson of the Conference Connectional Ministries  
 13 Council.
- 14 **b.** District Leadership  
 15 (1). District Lay Leader  
 16 (2). District United Methodist Men President  
 17 (3). District United Methodist Women President  
 18 (4). District Connectional Ministries Council Chairperson
- 19 **3.** The Iowa Annual Conference Secretary shall determine by September 1 of  
 20 each year, the number of additional lay members needed for the next an-  
 21 nual conference to be equal to the number of clergy members of the Iowa  
 22 Annual Conference and shall certify this number to the bishop.
- 23 **4.** The Iowa Annual Conference Secretary shall determine the ratio of mem-  
 24 bers to clergy members of the annual conference as defined in ¶1602.1) ap-  
 25 pointed to each charge of the Iowa Annual Conference.
- 26 **5.** The additional lay members needed to bring equalization shall be assigned  
 27 by the Iowa Annual Conference Secretary as follows:
- 28 **a.** One-half of the additional lay members needed to bring equalization  
 29 shall be assigned to the districts in equal numbers, and each district  
 30 conference shall elect upon nomination by the District Nominating  
 31 Committee, said additional lay members to the Iowa Annual Confer-  
 32 ence; provided, however, that if one-half of the additional lay members  
 33 is not exactly divisible by the number of districts, then the remainder  
 34 shall be added to the number of lay members assigned to the local  
 35 charges as hereinafter provided.
- 36 **b.** One-half of the additional members needed to bring equalization plus  
 37 any remainder not assigned to the districts shall be assigned by the  
 38 Iowa Annual Conference Secretary to the charges having the highest  
 39 ratio of members to clergy members of the annual conference in de-  
 40 scending order. Those churches whose ratio is twice the number of  
 41 members needed to bring equalization under this subsection, shall be  
 42 assigned two lay equalization members. If the ratio is three times the  
 43 number, three lay members shall be assigned. In case of tie, eligibility  
 44 shall be determined by lot.
- 45 **6.** All computations shall be based on the statistical tables of the *Iowa Annual*  
 46 *Conference Journal* of the immediately preceding annual conference.
- 47 **7.** All equalization members selected under the above provisions shall be enti-  
 48 tled to the same mileage payments as other members of the annual con-  
 49 ference.
- 50 **8.** The district nominations committees and other persons responsible for de-  
 51 termining the equalization members of annual conference in the process  
 52 defined above are encouraged to make certain, insofar as possible, that  
 53 there are young adults represented in the selection.

1 **II. ORGANIZATIONAL STRUCTURE**

2 **A. Terminology**

3 **1. Organization Definitions**

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

1           **2. Membership Definitions**

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

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

29           **1. Function:**

- 30           **a.** Vision casting and implementation.  
31           **b.** Strategic planning.  
32           **c.** Resource sharing.  
33           **d.** Communication with the annual conference leadership and members.

34           **2. Membership:**

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

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

48           **1. Officers.**

- 49           **a.** Presiding Officer (§603.6)  
50           **b.** Assistant to the Bishop for Administration, appointed by the bishop.  
51           **c.** Assistant to the Bishop for Connectional Ministries, appointed by the  
52           bishop. (§608)

- 1 d. District Superintendents (§403.2, §417)  
 2 e. Conference Lay Leader (§603.9.a)  
 3 f. Conference Secretary (§603.7)  
 4 g. Treasurer/ Director of Administrative Services (§619)  
 5 h. Chancellor (§603.8)  
 6 i. President of the Board of Trustees (§2512.2)
- 7 **2. General/Jurisdictional Agency Members.** Persons of the annual confer-  
 8 ence who are elected members of a jurisdictional or general agency of The  
 9 United Methodist Church shall be members with vote of the corresponding  
 10 Iowa Annual Conference agency. Expense allowances for conference  
 11 agency meetings of such members living in Iowa shall be the responsibility  
 12 of the annual conference agencies.
- 13 **3. Annual Conference Administrative Coordinating Council.**
- 14 a. Function: Meetings of the council shall be scheduled to ensure ac-  
 15 countability, communication, clarity, and shared purpose related to the  
 16 common work of the administrative committees of the Iowa Annual  
 17 Conference.
- 18 b. Membership:
- 19 (1). The membership shall consist of the chairs and one additional  
 20 member of each of the following: Conference Connectional Min-  
 21 istries Council, Conference Council on Finance and Administra-  
 22 tion, Conference Board of Trustees, Board of Pensions, Human  
 23 Resources Committee, Annual Conference Session Planning  
 24 Committee, Rules of Order Committee, Resolutions Committee,  
 25 Conference Nominations Coordinating Committee and Confer-  
 26 ence Leadership Development Coordinating Committee. Iowa  
 27 United Methodist Foundation, Communication Advisory Team  
 28 and Board of Ordained Ministry. The Conference Secretary and  
 29 Dean of the Appointive Cabinet will also be members.
- 30 (2). The chair of the Annual Conference Administrative Coordinating  
 31 Council shall be the bishop or bishop's designee.
- 32 **4. Conference Communications Services and Resources.** Conference  
 33 Communications Services and Resources shall be located within the Epis-  
 34 copal Office. Its purpose is to provide consultation, service, product and  
 35 process development and production, technical assistance, and advice to  
 36 all ministries of the Iowa Annual Conference, including local church, ap-  
 37 pointive, program, and administrative ministries. Specifically, Conference  
 38 Communications Services and Resources will be responsible for strategic  
 39 planning across all aspects of communications; public relations, including  
 40 media relations, issues management, and advertising; crisis management,  
 41 including maintaining an updated conference crisis management plan,  
 42 training key persons, and guiding the conference response to crises; on-  
 43 going communications, including editing and publishing printed and elec-  
 44 tronic communications tools for the conference; and technical support to lo-  
 45 cal churches, boards and agencies, and clergy and lay persons in the area  
 46 of communications.
- 47 a. **The Communications Advisory Team (§646)**
- 48 (1). **Function:**
- 49 (a). The team will meet at least quarterly to advise the Director  
 50 of Communications Services and Resources, and to as-  
 51 sist with strategic planning.
- 52 (b). The Team will serve as the Commission on Communica-  
 53 tions as required by §646, *2008 Book of Discipline*.
- 54 (2). **Membership:**

(a). There will be nine members selected for their content expertise in a variety of communication areas. Members will be appointed by the bishop to 3-year terms with one-third rotating off each year.

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

(3). **Staff:** There will be a Director of Communications Services and Resources (§609) who shall be employed through a process designed and managed by the Conference Human Resources Committee and who shall be amenable to the Bishop of the Iowa Area. The Director of Communications Services and Resources will relate directly to the Communications Advisory Team, and will be an ex officio member of the Annual Conference Session Planning Committee.

5. **Council on Finance and Administration (§619)**

- a. Membership: Six clergy, seven laity, one youth and one young adult. At least one clergy and one laity must be from churches under 200 members. It is strongly recommended that at least three of the laity be women and one person be from an ethnic group, with the goal of having membership from each district. (§612.2.a.) (Also see IV.C.10).
- b. There shall be a Conference Treasurer/Director of Administrative Services, elected by the annual conference on nomination of the Council on Finance and Administration, responsible for all fiscal matters, and directly amenable to the Council on Finance and Administration. (§613.11 and 619)
- c. Ex officio members of the council are: (§612.2.c.)
- (1). the conference treasurer/director of administrative services, without vote;
  - (2). the presiding bishop, without vote;
  - (3). a district superintendent chosen by the cabinet, without vote;
  - (4). the Assistant to the Bishop for Connectional Ministries, without vote;
  - (5). the Assistant to the Bishop for Administration, without vote;
  - (6). the Director of Communication Services and Resources, without vote.
  - (7). the chairperson of the Connectional Ministries Council or the chairperson's designee, without vote.
- d. There shall be a Conference Statistician who shall be nominated by the Council on Finance and Administration and elected by the annual conference. The statistician shall be related to the Council on Finance and Administration for evaluation, accountability, support and budget. (§603.7)
- e. The council may be divided into the following committees:
- (1). Administrative, shall oversee audits; review personnel and organization, insurance and bonding; and recommend policy with regard to conference computer services.
  - (2). Apportionments, shall research and recommend formulas, relief, adjustments, and method of apportioning to the local churches.
  - (3). Budget, shall research, plan and devise the amounts, size, component parts, format, and funding levels of the conference budget.



- 1 (4). Other Committees and Task Forces defining their duties and  
 2 authority as it deems necessary for fulfilling its purpose and re-  
 3 sponsibilities.
- 4 f. All Iowa Conference administrative agencies and offices will be ac-  
 5 countable to the Council on Finance and Administration for budgeting  
 6 and all fiscal matters related to the discharge of their functions:
- 7 g. The council shall be responsible for reviewing, evaluating and coordi-  
 8 nating all budget proposals from the agencies and offices. The council  
 9 shall schedule a time each year, sometime after the Program Review  
 10 Committee has met, to allow the Conference Connectional Ministries  
 11 Council the opportunity to represent the needs of the agencies before  
 12 the council. The Council on Finance and Administration shall recom-  
 13 mend to the annual conference for its action and determination budg-  
 14 ets of anticipated income and proposed expenditures. (§614.)
- 15 **6. Board of Trustees.** §2512 and §640.
- 16 a. The board shall appoint from its membership one consultant to each  
 17 District Board of Church Location and Building and shall assume the  
 18 expenses of sending the representatives to the respective boards.
- 19 b. The Board of Trustees has jurisdiction of the Iowa United Methodist  
 20 Conference Center, but, in order to coordinate functions within the  
 21 conference center, a Conference Center Administrative Council may  
 22 be established.
- 23 **7. Board of Pensions** §639.
- 24 a. Membership: shall consist of not more than 24 persons. Each member  
 25 shall be elected for a term of eight years. The membership shall be in  
 26 four classes with a new class being elected every two years. The con-  
 27 ference treasurer shall be an ex officio member without vote of the  
 28 executive committee (§639.3). A representative of the Council on Fi-  
 29 nance and Administration shall be a consultant.
- 30 b. Organization: The board shall be organized as a corporation under  
 31 *Chapter 504A of the 1991 Code of Iowa* and subject to the *Articles of*  
 32 *Incorporation* of the Iowa Annual Conference of The United Methodist  
 33 Church, the by-laws of said corporation, specific directives by the Iowa  
 34 Annual Conference and any applicable requirements contained in *The*  
 35 *Book of Discipline of The United Methodist Church*.
- 36 **8. Commission on Archives and History** (§641). Membership shall be the  
 37 chairperson, six at-large persons selected for their expertise and interest,  
 38 and one youth. The vice chairperson/financial secretary and secretary shall  
 39 be selected from the general membership.
- 40 **9. Commission on Equitable Compensation.** (§625) The Commission on  
 41 Equitable Compensation shall consist of ten persons plus one district su-  
 42 perintendent named by the cabinet (§625.1). It is recommended that mem-  
 43 bership include two laymen, two lay women, one youth, one young adult  
 44 and five clergy. A member of the Council on Finance and Administration  
 45 may serve as consultant.
- 46 **10. Annual Conference Session Planning Committee**
- 47 a. **Function:** Shall assist the Bishop in articulating and determining the  
 48 long range, overall direction and theme for the annual conference  
 49 sessions, and assist the annual conference in fulfilling its purpose as  
 50 defined by *The Book of Discipline* (§601) and the annual conference  
 51 mission statement through the Annual Conference Session Commit-  
 52 tee's sub-committees (see II.C.9.c.(3).(a), (b), and (c)).
- 53 b. **Membership:**

- 1 (1). Eight at-large members nominated by the District Nominations  
2 Committees, plus one youth, and one young adult elected by  
3 the annual conference.
- 4 (2). Ex-officio members shall be the bishop, Assistant to the Bishop  
5 for Administration, Assistant to the Bishop for Connectional Min-  
6 istries, Director of Communications Services and Resources, a  
7 representative of the appointive cabinet, the conference lay  
8 leader, the conference secretary, a representative from the  
9 Commission on Religion and Race, the conference worship  
10 chair, and the chair of the sub-committee on Business and  
11 Agenda.
- 12 (3). Consultative members may be selected for their expertise by  
13 the Annual Conference Session Planning Committee.
- 14 (4). The chair of the Annual Conference Session Planning Commit-  
15 tee shall be the bishop or the bishop's designee.

16 **c. Organization:**

- 17 (1). Shall meet at least two times a year. Meetings shall be sched-  
18 uled in a manner which facilitates the planning and work of the  
19 annual conference session.
- 20 (2). May select additional persons from outside its membership to  
21 perform various functions for the conference session. The work  
22 of these persons is subject to the approval of the committee.
- 23 (3). Shall consist of at least three sub-committees, Conference Ar-  
24 rangements, Business and Agenda, and Journal Publication.  
25 The chairs of the sub-committees shall be appointed by the  
26 bishop.
- 27 (a). The Sub-Committee on **Business and Agenda** shall:
- 28 1). Recommend to the Annual Conference Session  
29 Planning Committee an Order of Business for the offi-  
30 cial session of the conference. Furnish the presid-  
31 ing officer, at the opening of each business session  
32 of the conference, a list of the items of business and  
33 reports which are ready for action and the names of  
34 those allotted time to represent certain interests, to-  
35 gether with the time given to each speaker.
- 36 2). Consult with and advise those in charge of present-  
37 ing reports and other business of the conference.
- 38 (b). The Sub-Committee on **Conference Arrangements** shall:
- 39 1). Recommend to the annual conference the location  
40 of the conference session, at least two years in ad-  
41 vance.
- 42 2). Implement the theme, as determined by the Annual  
43 Conference Session Planning Committee in consul-  
44 tation with the Conference Connectional Ministries  
45 Council, for the annual conference session.
- 46 3). Plan for conference session worship services and  
47 ceremonies.
- 48 4). Prepare and distribute registration, information ma-  
49 terials and the *Pre-Conference Manual* to the annual  
50 conference members in advance of the session. The  
51 *Pre-Conference Manual* shall include reports and

- 1 proposed programs and budgets requiring annual  
2 conference approval.
- 3 5). Provide for a variety of support functions and ameni-  
4 ties for the smooth flow of activities during the annu-  
5 al conference session.
- 6 (c). The Sub-Committee on **Journal Publication and the Io-**  
7 **wa Conference Book of Resolutions.**
- 8 1). The Sub-Committee on Journal Publication shall be  
9 responsible for the publication and distribution of the  
10 *Iowa Annual Conference Journal* and the *Book of*  
11 *Resolutions.*
- 12 2). The Editor of the *Journal* will be a consultative  
13 member.
- 14 3). The *Iowa Annual Conference Journal* and *Book of*  
15 *Resolutions* will be available to individuals and  
16 churches electronically or digitally and on the Con-  
17 ference website.
- 18 4). All materials intended for publication in the *Iowa An-*  
19 *ual Conference Journal* shall be submitted to the  
20 editor according to the guidelines and schedule es-  
21 tablished by the Journal Editor in consultation with  
22 the Sub-Committee on Journal Publication.
- 23 5). Except as may be otherwise provided for in these  
24 rules or in *The Book of Discipline*, reports of pro-  
25 posed conference action shall be included in the  
26 *Pre-Conference Manual* with only ministry plans and  
27 budget summaries printed in the *Iowa Annual Con-*  
28 *ference Journal*. The complete official record of con-  
29 ference actions will be maintained by the conference  
30 secretary and journal editor with copies available  
31 from the Conference Connectional Ministries Coun-  
32 cil office on request.
- 33 11. **Annual Conference Human Resources Committee.**
- 34 a. **Function:** The role of the Annual Conference Human Resources  
35 Committee shall vary depending on the agency or employing body's  
36 relationship to the annual conference. The functions of the Annual  
37 Conference Human Resources Committee shall be as follows in rela-  
38 tionship to the categories listed:
- 39 (1). The first category is that of all annual conference exempt staff  
40 whose salary is paid directly from the annual conference treas-  
41 ury. The Annual Conference Human Resources Committee  
42 shall:
- 43 (a). Provide an exempt staff employment policy handbook that  
44 covers such employment issues as sick leave, vacation,  
45 hiring, dismissal and grievance procedures and other per-  
46 tinent items unless *The Book of Discipline* directs other-  
47 wise, or the staff member is a clergy person where other  
48 annual conference rules of order apply.
- 49 (b). Form a search committee should an agency staff vacancy  
50 occur. The search committee shall consist of three mem-  
51 bers from the Annual Conference Human Resources  
52 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:

- (a). Require the agency to have written personnel policies and shall review these policies to ensure they are in compliance with Iowa Annual Conference legislation and applicable state and federal laws. These policies shall include hiring, evaluation, grievance, and dismissal procedures.
- (b). Consult with the agency to ensure compliance with the agency's own personnel policies.
- (c). Provide training for agency directors and boards in matters related to personnel issues.
- (d). If any of the above are not provided by the employing body the Iowa Annual Conference policies will apply.

- 1 (4). The fourth category is that of an unincorporated employing  
 2 agency which receives 50% or more of its annual funding from  
 3 apportionments and fees collected by the annual conference or  
 4 an agency which is incorporated and for whom the central  
 5 treasury of the annual conference writes the payroll checks.
- 6 (a). The Annual Conference Human Resources Committee  
 7 shall require the unincorporated agency to have written  
 8 employment policies for the latter's exempt and nonex-  
 9 empt staff. These policies shall include hiring, evaluation,  
 10 grievance and dismissal procedures. Employment policies  
 11 shall be monitored by the Annual Conference Human Re-  
 12 sources Committee.
- 13 (b). The Annual Conference Human Resources Committee  
 14 shall require an unincorporated agency for whom the cen-  
 15 tral treasury of the Iowa Annual Conference writes the  
 16 payroll checks to have written employment policies for ex-  
 17 empt and nonexempt staff. These policies shall include  
 18 hiring, evaluation, grievance and dismissal procedures.  
 19 Employment policies shall be monitored by the Annual  
 20 Conference Human Resources Committee.
- 21 (c). If any of the above are not provided by the employing  
 22 body the Iowa Annual Conference policies will apply.

23 **b. Membership:**

- 24 (1). The membership shall include:
- 25 (a). One member from each district whose nominations shall  
 26 be coordinated by the Conference Nominations Coordinating  
 27 Committee through the district nominations committees and elected by the annual conference, and one  
 28 youth. In addition, four at large members will be nominat-  
 29 ed by the Annual Conference Nominations Coordinating  
 30 Committee and elected by the Annual Conference. In the  
 31 selection of these persons, consideration shall be given to  
 32 expertise in personnel related issues and policies.
- 33 (b). The Appointive Cabinet, the Council on Finance and Ad-  
 34 ministration and the Conference Connectional Ministries  
 35 Council shall each appoint a representative to be an ex-  
 36 officio member of the committee.
- 37 (c). The Commission on Ministry with Persons with Disabili-  
 38 ties, the Commission on Religion and Race and the  
 39 Commission on Status and Role of Women shall each  
 40 appoint one representative to be an ex-officio member of  
 41 this committee.
- 42 (d). The agency involved may select a representative(s) from  
 43 its agency when a personnel issue related to that agency  
 44 is before the committee.
- 45 (2). Officers of the Annual Conference Human Resources Commit-  
 46 tee shall be the chair, the vice-chair and secretary, all to be  
 47 elected from the membership of the committee.
- 48 (3). No employee or family member of an employee of the Iowa An-  
 49 nual Conference may serve on the committee. If a family mem-  
 50 ber of a committee member is being considered for employ-  
 51 ment, the committee member must excuse himself/herself from  
 52 any and all of the process used in securing someone for the po-  
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sition to be filled. If a family member of a committee member is hired, the latter must immediately resign from the committee.

- (4). The committee may from time to time contract with a consultant(s) specializing in personnel matters.

**12. Committee on the Episcopacy** (§637). The committee will have 15 members, including the Conference Lay Leader, Iowa's representatives on the Jurisdictional Episcopacy Committee, one youth and one young adult nominated by the Nominations Coordinating Committee, and three members named by the bishop. The additional members will be nominated by districts according to the matrix provided by the Annual Conference Nominations Coordinating Committee and elected by the annual conference, immediately following General Conference, for a term of four years, as specified by *The Book of Discipline*.

**13. Episcopal Residence Committee** (§638)

**14. Committee on Pastoral Care and Counseling.**

- a.** The committee shall have primary responsibility for the programs and functions of the Director of Pastoral Care and Counseling of the Iowa Annual Conference. The committee shall be composed of six members elected for four-year terms in two classes, and one youth and one young adult. A representative of the Episcopal Office shall be an ex-officio member.
- b.** The Director of Pastoral Care and Counseling will be responsible to the Committee on Pastoral Care and Counseling.
- c.** The office will be located outside the conference center for purposes of confidentiality. Office equipment and furnishings shall be the responsibility of the Conference Board of Trustees.
- d.** Responsibilities and duties of the Director of Pastoral Care and Counseling shall be:
- (1). To assess the needs of the ministry professionals and their immediate families of the Iowa Annual Conference.
  - (2). To establish a significant trust level with the ministry professionals and their immediate families.
  - (3). To serve as a resource person in designing and implementing programs to creatively meet those assessed needs.
  - (4). To provide counseling for ministry professionals and their immediate families or make referral to other appropriate professionals.
  - (5). To establish relationships for adequate consultation with psychiatrists and other physicians, psychologists, social workers and other appropriate persons.
  - (6). To be available to travel to various parts of the state of Iowa to set up and staff consultation centers where ministry professionals can drive a reasonable distance to receive consultation on counseling they are doing as well as serving as a resource person for retreats and workshops.
- e.** Relationships are as follows:
- (1). The director will relate to the Committee on Pastoral Care and Counseling and to ministry professionals and their immediate families.
  - (2). The director will establish relationships with the bishop and the appointive cabinet so as to be available for referrals and consul-



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- (7). Help groups do leadership development at their regular meetings or retreat settings.
- (8). Coordinate, with the District Councils on Ministries, the development of a design for leadership development and the implementation of this design within the districts to assist local churches in making disciples.
- (9). Assist district Leadership Development and Nominations Committees in securing information concerning the interest, experience, and competency of individuals who are willing to serve on specific conference agencies prior to nomination to a conference agency. This information shall serve only as a guide in the selection of nominees and in no way shall it bind the district committees on nominations in making their selection of nominees.
- (10). Initiate efforts to coordinate the work of the committee with the leadership development efforts of the Board of Ordained Ministry, Order of Elders, Order of Deacons, the School for Ministry Commission and the Board of Laity and other agencies working with leadership development.

b. **Membership** 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 Status and Role of Women, and one youth. The chair shall be elected from within the committee.

**16. Conference Nominations Coordinating Committee.**

a. **Functions:**

- (1). Coordinate nominations for annual conference boards, agencies, commissions, committees and positions in accordance with *The Book of Discipline* and/or the Iowa Annual Conference Rules of Order.
- (2). Nominate persons for positions mandated by the Iowa Annual Conference Rules of Order for which there are no other provisions.
- (3). Serve as a clearing house and coordinating committee for all nominations that involve election by the annual conference and present to the annual conference session a ballot containing the names of all persons nominated for positions which require annual conference election. The Conference Nominations Coordinating Committee shall present a comprehensive written report of nominations to the annual conference at least 12 hours before election and cause the election report to be printed in the *Iowa Annual Conference Journal*.
- (4). Serve as a resource to the district nominations committees who will nominate persons for membership on agencies not otherwise provided for in *The Book of Discipline* or the Annual Conference Rules of Order. In resourcing the district nominations committees, the Conference Nominations Coordinating Committee will develop a matrix for district committees so as to ensure that membership for agencies for which the district committees have nominating responsibility, be sensitive to gender, ethnicity, persons with disabilities, age, district equity, clergy who have been members of the annual conference for less than ten years,



- 1 and lay persons who have demonstrated leadership on a district  
2 or local church level.
- 3 (5). Expedite the process of nominations on district and conference  
4 levels, providing an efficient method of gathering data, keeping  
5 records, disseminating information to districts and to other per-  
6 sons or groups involved in nominations, and facilitating the pro-  
7 cess of reporting back to the annual conference the nomina-  
8 tions from various sources.
- 9 (6). Receive from district nominations committees a list of nominees  
10 for conference agencies and elected members.
- 11 (7). Establish, on an annual basis, a process for addressing contin-  
12 gencies which arise from variations in district nominations  
13 committees' ability to meet their nominating responsibilities.
- 14 (8). Consult with district nominations committees concerning the  
15 rules (See III.A.6. and IV.B. through IV.C.10.) which are to be  
16 used in the selection of nominees for membership on standing  
17 annual conference agencies.
- 18 (9). Shall provide the names of members of the conference agen-  
19 cies and the tenure of each member for printing in the *Iowa An-  
20 nual Conference Journal*.
- 21 (10). When revisions or additions to agencies need to be made fol-  
22 lowing the closing session of the annual conference, interim  
23 elections (for the remainder of the conference year only) shall  
24 take place as follows:
- 25 (a). Elections necessary to provide district representation on  
26 an agency shall be made by the District Connectional Min-  
27 istries Council in consultation with the Conference Nomi-  
28 nations Coordinating Committee.
- 29 (b). When vacancies occur in the general or at-large member-  
30 ship of an agency, the appropriate body or the Confer-  
31 ence Nominations Coordinating Committee shall seek  
32 nominations from the pertinent district committee on nomi-  
33 nations and submit to the Conference Connectional Min-  
34 istries Council a nomination for each vacancy. If neces-  
35 sary, the election may take place by mailed ballot to the  
36 Conference Connectional Ministries Council members. Af-  
37 ter 15 days from such mailing, a majority vote by return  
38 ballots shall constitute an interim election.
- 39 (c). When interim vacancies are filled by conference agencies  
40 in accord with *The Book of Discipline*, the names of all  
41 persons involved shall be cleared through the Conference  
42 Nominations Coordinating Committee to determine eligi-  
43 bility and to adjust records.
- 44 (11). Shall request annually from the secretary of each of the agen-  
45 cies a report on the attendance record of members. The secre-  
46 tary of each agency shall contact in writing each member of the  
47 agency who has missed two consecutive meetings calling atten-  
48 tion to the absences and request a response on a return card  
49 within 15 days indicating a desire to remain as a member of that  
50 agency. If there is not a request for continuing membership, the  
51 office shall be declared vacant. The vacancy shall be filled in  
52 accordance with the Rules of Order.
- 53 (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 district nominating committees, preparing the ballot for annual conference elections, preparing selected Journal pages (Organizational Structure and Laity directories) for print, and receiving updates and changes to be communicated to appropriate bodies. The executive secretary shall not be a voting member of the Conference Nominations and Coordinating Committee.
- (3). No current member of the Conference Nominations Coordinating Committee may be nominated for any annual conference agency or position for which the committee has coordinating responsibility until one year has elapsed since the person left the membership of the committee.
- (4). No members of the same family shall serve concurrently as members of the Conference Nominations Coordinating Committee. No person or immediate family member of a person employed as a staff member of the annual conference or in any capacity by an agency of the annual conference, nor any per-

son holding membership on any conference agency, shall be eligible for membership on the Conference Nominations Coordinating Committee. If a member of the committee is appointed to the superintendency or the position of Assistant to the Bishop for Administration, Assistant to the Bishop for Connectional Ministries, or the Conference Treasurer/Director of Administrative Services, he/she shall cease being a member of the committee.

**17. Resolutions Committee**

**a. Functions:** (See VII.J.)

**b. Members:**

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

**18. Committee on Rules of Order.**

**a. Functions:**

- (1). Be the primary steward of the Iowa Annual Conference Plan of Organization and Rules of Order and of the Standing Items.
- (2). Receive and review proposed changes and/or additions to the Plan of Organization and Rules of Order.
- (3). Report to the annual conference recommended changes to the Plan of Organization and Rules of Order to keep them in compliance with *The Book of Discipline*.
- (4). Prepare guidelines for annual conference approval regarding election of General and Jurisdictional delegates.
- (5). Prepare guidelines for annual conference approval regarding submitting General Conference petitions to the annual conference for consideration.
- (6). Following the annual conference session, edit and reconcile the Rules of Order to be in compliance with *The Book of Discipline* and annual conference action and to reduce duplication.
- (7). Standing Items.
- (a). A decision of the annual conference which has influence on or implications for, the on-going life of the annual conference, its agencies, and/or its churches may be a standing 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.

**19. Joint Committee on Incapacity. (§1652)**

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20. **Committee on Investigation (Ordained Ministry).** (§12703.2) This committee shall be elected at the beginning of each quadrennium, for a four-year term.
21. **Committee on Investigation (Diaconal Ministry).** (§12703.3) This committee shall be elected at the beginning of each quadrennium, for a four-year term.
22. **Administrative Review Committee.** (§1636)
23. **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.
24. **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.
25. **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.
26. **Conference Parliamentarian.**
- a. The Bishop shall name for the quadrennium a conference parliamentarian who shall study carefully the Plan of Organization and Rules of Order of the Iowa Annual Conference, the General Conference rules and Robert's Rules of Order and advise the appropriate conference agencies and leaders regarding these rules.
- b. The conference parliamentarian, in consultation with the bishop, shall name a pool of parliamentarians and shall train and coordinate the pool, whose task shall be to assist the conference parliamentarian during the annual conference sessions.
- D. **Conference Benevolence Program.**
1. There shall be a **Conference Connectional Ministries Council** that is amenable to the Annual Conference.
- a. **Function.** The Council is responsible, in relationship to, and cooperation with, other entities within the Annual Conference for carrying out the responsibilities identified in §1608 of the *2008 Book of Discipline*. Further functions of the council are to:

- 1 (1). Receive program recommendations from the local churches,  
 2 the charge conferences, the district agencies, the annual con-  
 3 ference agencies, and the Jurisdictional and General Councils  
 4 on Ministries.
- 5 (2). Plan and develop these recommendations into a coordinated  
 6 program to be recommended to the annual conference for con-  
 7 sideration, amendment, and adoption as the annual conference  
 8 program.
- 9 (3). Provide implementation for and administration of coordinated  
 10 program as adopted by the conference.
- 11 (4). Evaluate programs of the conference.
- 12 **b. Membership:**
- 13 (1). Officers of the council shall be the chairperson, vice chairper-  
 14 son/financial secretary and secretary. They shall be elected by  
 15 the council upon nomination of the Conference Connectional  
 16 Ministries Council Nominating Committee at the beginning of  
 17 each quadrennium. Council officers' tenure shall be limited to  
 18 no more than eight years. The nominees do not need to be  
 19 members of the council at the time of their election. If already  
 20 members of the council at the time of their election, they will be  
 21 replaced as the representative of their respective district or  
 22 agency.
- 23 (2). Members of the executive committee shall be the officers, Bish-  
 24 op, Assistant to the Bishop for Administration, Assistant to the  
 25 Bishop for Connectional Ministries, one district superintendent  
 26 chosen by the cabinet, conference lay leader, chairs of each of  
 27 the council's committees, and the elected representative of the  
 28 Connectional Table of the United Methodist Church. It is desira-  
 29 ble for one-half of the members of the executive committee to  
 30 be lay persons. The Conference Treasurer and Director of Ad-  
 31 ministrative Services and the President of the Council on Fi-  
 32 nance and Administration shall be consultants. The  
 33 executive committee shall review the progress of and possible  
 34 revisions in the program adopted by the Conference Connec-  
 35 tional Ministries Council and receive reports from, and counsel  
 36 with, the Leadership Development Ministers. The committee  
 37 shall act as the finance committee unless responsibility is as-  
 38 signed to some other committee.
- 39 (3). The general membership of the Conference Connectional Min-  
 40 istries Council shall include the chairpersons of each District  
 41 Connectional Ministries Council, chairpersons of the conference  
 42 program boards, chairpersons of the age level councils, chair-  
 43 persons of the commissions, chairpersons of the Conference  
 44 Connectional Ministries Council committees, each district super-  
 45 intendent, the Leadership Development Ministers, presidents of  
 46 the United Methodist Women and the United Methodist Men,  
 47 conference secretary, the Conference Secretary of Global Min-  
 48 istries, one additional representative from each of the following:  
 49 youth council, United Methodist Women and United Methodist  
 50 Men, and two young adults selected by the Conference Con-  
 51 nectational Ministries Council nominating committee.
- 52 (4). Consultants shall be the President of Council on Finance and  
 53 Administration, chairperson of the Conference Nominations Co-

ordinating 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.
- (d). Program has adequate funding.
- (e). Personnel have been recruited.

- (3). **Program Task Groups:** The formation of a program related task group will follow the same concepts as a task force, except that it will have no more than seven members and may include only two of the five characteristics for a priority item.

- (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.
- (d). Program has adequate funding.

- 1 (e). Personnel have been recruited.
- 2 (4). **Networks:** The formation of program networks will focus on  
3 services which require large numbers of persons to make per-  
4 sonal or resourcing contacts. There are no limits on the number  
5 of persons associated with networking. Networks are estab-  
6 lished when cross-conference programs are approved for im-  
7 plementation.
- 8 (5). **Organizations Related to the Iowa Annual Conference:** The  
9 annual conference is related to a number of organizations (as  
10 provided in II.F.). Each is organized for a specific function. It is  
11 recommended that these organizations report their purpose,  
12 function, and any program to the Conference Connectional Min-  
13 istries Council annually. Programs planned and implemented by  
14 these organizations may be communicated to the Program Re-  
15 view Committee for the purpose of coordination.
- 16 d. **Committees:** It is strongly recommended that the voting membership  
17 of the committees hereinafter named consist of one-third laywomen,  
18 one-third laymen and one-third clergy. It is further recommended that,  
19 with the exception of the executive committee, the chairpersons be  
20 selected on the same ratio, with one laywoman, one layman and one  
21 clergy as nominees for chairperson and from these persons the coun-  
22 cil nominating committee shall nominate chairpersons to be elected by  
23 the council. In making appointments to these committees, careful at-  
24 tention shall be given to the possible need to include a representative  
25 number of women, young adults, college or university students, youth,  
26 persons over sixty-four years of age, persons with disabilities, and  
27 ethnics. Membership on the committees shall be limited to no more  
28 than eight years.
- 29 (1). Program Review Committee.
- 30 (a). **Responsibilities:** The committee shall be responsible for  
31 reviewing, evaluating, and coordinating all program plans  
32 (activities, calendar and budgets) developed and imple-  
33 mented under the direction of the Conference Connectional  
34 Ministries Council. The committee should strive to  
35 maximize the effectiveness of the conference program  
36 and to support district programming.
- 37 (b). Program proposals which have not been published in the  
38 *Pre-Conference Manual*, may be brought directly to the  
39 conference floor as follows:
- 40 1). Printed only by order of the annual conference.  
41 2). Referred to the Program Review Committee.  
42 3). Distributed to the conference members at least 24  
43 hours before the stated adjournment time.
- 44 (c). When a new program which has not been presented to  
45 the Program Review Committee or the Conference Con-  
46 nectional Ministries Council, and which requires the em-  
47 ployment of salaried leadership, is presented to the annu-  
48 al conference session, it may be considered by the con-  
49 ference only after receiving a two-thirds majority vote to  
50 consider.
- 51 (d). When a program proposal is presented to the annual con-  
52 ference which requires the employment of salaried lead-  
53 ership and which has been rejected by the Program Re-  
54 view Committee or the Conference Connectional Minis-

tries 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.

(2). Committee on Planning and Research.

(a). Tasks:

1). Assist research activities,

2). Conduct research for the church and its agencies,

3). Develop, organize and maintain an information base,

4). Assist the Conference Connectional Ministries Council and agencies of the conference in their planning processes,

5). Recommend research initiatives to the Conference Connectional Ministries Council, and

6). Fund research projects.

(b). Membership shall be the chairperson and six members selected for their expertise. The vice chairperson/financial secretary and secretary shall be selected from the membership.

(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.

(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.

(5). Hispanic/Latino Ministries Committee: There shall be a committee composed of the membership and officers of the Hispanic/Latino Ministries Standing Committee of the Conference



- 1 Board of Global Ministries. The chairperson of the committee  
 2 will be a member of the Conference Connectional Ministries  
 3 Council.
- 4 (6). Native American Committee: (§1654). Membership shall be the  
 5 chairperson and six at-large members. The vice chairper-  
 6 son/financial secretary and secretary shall be selected from the  
 7 general membership.
- 8 (7). Other. The council may appoint such other committees, task  
 9 groups, and consultants as may be deemed essential to the ef-  
 10 fective discharging of its responsibilities.
- 11 **e. Conference Connectional Ministries Council Staff:**
- 12 (1). The Bishop shall appoint an Assistant to the Bishop for Connec-  
 13 tional Ministries, who shall be the executive responsible for car-  
 14 rying out the decisions of the Conference Connectional Minis-  
 15 tries Council, and for providing leadership in the manner de-  
 16 scribed in §1608 of the *2008 Book of Discipline*.
- 17 (2). There shall be four **Leadership Development Ministers**.
- 18 (a). Their primary responsibilities will be:  
 19 1). Provide expertise in assigned areas.  
 20 2). Resource district superintendents and field outreach  
 21 ministers.  
 22 3). Provide leadership training on a conference-wide  
 23 and regional scale.  
 24 4). Develop Christian stewards.
- 25 (b). The four Leadership Development Ministers between  
 26 them will address the following:  
 27 1). Mission  
 28 2). Social Justice  
 29 3). Camping  
 30 4). Spiritual Formation  
 31 5). New Ministry development which includes helping  
 32 the Iowa Annual Conference develop new congrega-  
 33 tions, faith communities and community ministries.  
 34 6). Evangelism  
 35 7). Youth  
 36 8). Young Adult  
 37 9). Christian Education  
 38 10). Older Adult Ministry
- 39 (c). The Leadership Development Ministers will be guided and  
 40 supervised by the Assistant to the Bishop for Connection-  
 41 al Ministries.
- 42 (3). For someone to be considered as a Leadership Development  
 43 Minister that person must:
- 44 (a). Meet the standards established by and be elected by the  
 45 Conference Connectional Ministries Council,
- 46 (b). Be amenable through the Assistant to the Bishop for Con-  
 47 nectional Ministries to the Conference Human Resources  
 48 Committee and work cooperatively in accepting assign-  
 49 ments under the leadership of the Assistant to the Bishop  
 50 for Connectional Ministries.
- 51 **f. Meetings:** The regular meeting dates of the Conference Connectional  
 52 Ministries Council should be set and publicized in advance, to assist

1 member agencies in planning. It shall hold at least three meetings a  
 2 year; one of these shall be not later than March 15, to prepare the cor-  
 3 related annual conference program; another shall be held after the  
 4 annual conference session not later than the end of September; an-  
 5 other shall be held by January 31. Additional meetings may be called  
 6 by the executive committee or by the bishop. A copy of the correlated  
 7 annual conference program (insofar as financial matters are involved),  
 8 together with the proposed budget of the Conference Connectional  
 9 Ministries Council, shall be sent to the Council on Finance and Admin-  
 10 istration as promptly as possible, in order that the council may do its  
 11 work in preparation for the annual conference session. Other copies  
 12 shall be sent to the district superintendents for consideration by the  
 13 District Councils on Ministries.

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

22 The boards are organized in accordance with the provisions of ¶610  
 23 of *The Book of Discipline* and the names used here are not to be con-  
 24 strued as necessarily the annual conference counterparts of similarly  
 25 named general church boards. The disciplinary provisions and functions  
 26 which apply to these boards shall be limited to those indicated in this plan  
 27 of organization. Other necessary functions will be fulfilled through the or-  
 28 ganizational structures developed by the boards. It is strongly recom-  
 29 mended that the board sub-groups represented on the Conference Con-  
 30 nectional Ministries Council shall select chairpersons on the 1/3, 1/3, 1/3  
 31 ratio insofar as possible.

32 **a. Board Membership**

- 33 **(1).** The Conference Nominations Coordinating Committee, in con-  
 34 sultation with the district superintendents, shall design a system  
 35 to ensure, insofar as possible, a balanced membership on confer-  
 36 ence boards. It is strongly recommended that the members  
 37 be 1/3 clergy, 1/3 lay women, and 1/3 lay men, and that there  
 38 be persons named from each of the following groups:

- 39 **(a).** young adults;  
 40 **(b).** ethnics;  
 41 **(c).** over 64 years of age;  
 42 **(d).** advocates for persons with disabilities.

- 43 **(2).** Each program board shall include one person nominated by  
 44 each district committee on nominations.

- 45 **(a).** A current program board, commission or council, may  
 46 nominate four to six (4 – 6) members for the board, com-  
 47 mission or council. These nominations will be based on  
 48 passion for, experience with, and specific skills needed for  
 49 the ministry of that board, commission or council, and may  
 50 be either new or existing members. Conference rules re-  
 51 garding tenure will apply to these nominations. A program  
 52 board, commission or council shall not exceed fourteen  
 53 (14) elected members.

- 54 **(b).** The Nominations Committee will present to Annual Con-  
 55 ference all nominees to be elected to each of the boards,

- 1 commissions or councils, including both those nominated  
 2 by the former board and those nominated by the nomina-  
 3 tions processes of the districts.
- 4 (c). All elected members will be identified by the districts in  
 5 which they reside.
- 6 (d). Incoming boards, commissions, and councils may invite  
 7 the outgoing chair (or other former member of the group)  
 8 to serve the incoming group in a consultative (voice but no  
 9 vote) capacity for one year following her/his departure  
 10 from the board, commission or council.
- 11 (3). All conference agencies, with the exception of those precluded  
 12 by *The Book of Discipline*, shall include a youth member.
- 13 (4). The chairperson of each board shall be nominated and elected  
 14 by the board. Nominees do not have to be members of the  
 15 board at the time of their nomination. The board chairpersons  
 16 are members of the Conference Connectional Ministries Coun-  
 17 cil.
- 18 (5). Members of General and Jurisdictional agencies are ex-officio  
 19 members of the corresponding conference agencies. Affected  
 20 conference agencies will be increased in membership accord-  
 21 ingly in such cases.
- 22 b. **Standing Committee Membership:** No person shall serve more than  
 23 eight consecutive years on a standing committee. In case of special  
 24 leadership needs of emerging missional ministries, the Conference  
 25 Connectional Ministries Council can extend the term of limits of mem-  
 26 bership on a program standing committee annually for up to four  
 27 years. The chair of the corresponding committee shall serve in that  
 28 position for no more than eight years. The number of years a member  
 29 of an agency may serve on a standing committee shall not exceed the  
 30 number of years remaining in one's tenure on the agency. If a new  
 31 standing committee is established by the Conference Connectional  
 32 Ministries Council, membership on a previous standing committee  
 33 shall be counted as tenure limitations.
- 34 c. **The program boards shall be:**
- 35 (1). **Board of Camp, Conference and Retreat Ministries.**
- 36 (a). Responsibilities:
- 37 1). Establish a vision, a direction for the ministry, and  
 38 monitor the progress to assure that the organization  
 39 is carrying it out.
- 40 2). Be the link between the sites and annual conference  
 41 (agencies and congregations), assuring that the  
 42 agencies' and churches' needs and issues are un-  
 43 derstood by the Camp, Conference, and Retreat  
 44 Ministries leaders, and that the Camp, Conference  
 45 and Retreat Ministries' needs and issues are un-  
 46 derstood by the churches and annual conference agen-  
 47 cies.
- 48 3). Establish standards of quality for carrying out all as-  
 49 pects of the ministry with systems of accountability  
 50 for assuring that the standards are maintained.
- 51 4). Set annual goals which are attainable and measura-  
 52 ble, and establish a regular system of accountability

and feedback to assure that the goals are met and new goals established.

- 5). Oversee the management of the sites, programs and personnel to assure fiscal responsibility, stewardship of property, quality of programming, fairness in staff relations, and practices which reduce the exposure of risk in the annual conference.

(b). Officers of the board and members of the executive committee shall be the chairperson, vice chairperson and secretary. The officers may be selected from outside the board membership.

(c). The Board will have 4 lay, 4 clergy, 4 persons with special expertise, one youth, and 3 officers. There shall be a goal of having membership which will represent each of the districts.

(d). The Board shall have a Personnel standing committee.

(2). **Board of Church and Society**, with functions as outlined in *The Book of Discipline*, (§629).

(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 the officers, one person from each district, the chairpersons of the Advocacy, Resolutions, and Restorative Justice standing committees, HIV/AIDS coordinator, UN coordinator, Alcohol and Other Drugs coordinator, Peace with Justice coordinator, and one youth. The Mission Coordinator for Social Action for the Iowa Conference of the United Methodist Women shall be an ex-officio member.

(c). The Leadership Development Minister for Social Justice and Mission shall participate as a Conference Connectional Ministries Council staff liaison.

(d). The board shall have three standing committees: Advocacy, Resolutions, and Restorative Justice.

(3). **Board of Discipleship** with functions as outlined in *The Book of Discipline* (§630).

(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, one youth, and five at-large members each of whom shall advocate on behalf of one of the following five areas of ministry:

- 1). Education
- 2). Evangelism
- 3). Spiritual Formation
- 4). Stewardship
- 5). Worship

(4). **Board of Global Ministries** with functions as outlined in *The Book of Discipline*, (§633).

- 1 (a). Officers of the board and the members of the executive  
2 committee shall be: chairperson, vice chairperson, secre-  
3 tary and financial secretary. The officers may be selected  
4 from outside the membership of the board.
- 5 (b). Membership shall include one person from each district,  
6 the Conference Secretary of Global Ministries who will  
7 chair the Mission Education standing committee, the Con-  
8 ference Volunteers in Mission Coordinator who will chair  
9 the Volunteers in Mission Standing Committee, the Con-  
10 ference Iowa-Nigeria Partnership Coordinator who will  
11 chair the Iowa-Nigeria Partnership Standing Committee,  
12 the Conference Disaster Preparedness and Response  
13 Coordinator, who will chair the Disaster Preparedness and  
14 Response Standing Committee, the chairpersons of the  
15 four remaining standing committees, and one youth.
- 16 (c). The executive committee of the Conference Board of  
17 Global Ministries shall appoint a Conference Disaster  
18 Preparedness and Response Coordinator.
- 19 (d). The Mission Coordinator for Education and Interpretation  
20 of the Iowa Conference United Methodist Women shall be  
21 an ex-officio member.
- 22 (e). The board shall have the following standing committees:  
23 1). Parish Development Ministries  
24 2). Community and Institutional Ministries  
25 3). Mission Education  
26 4). Hispanic/Latino Ministries  
27 5). Volunteers in Mission  
28 6). Iowa-Nigeria Partnership  
29 7). Disaster Preparedness and Response  
30 8). Justice For Our Neighbors

31  
32 **(5). Board of Higher Education and Campus Ministry** with func-  
33 tions as outlined in *The Book of Discipline* (§1634).

- 34 (a). Officers of the board and members of the executive com-  
35 mittee shall be the chairperson, vice-chairperson/financial  
36 secretary and secretary. The officers may be selected  
37 from outside the membership of the board.
- 38 (b). Membership shall include one person from each district  
39 and at least one youth and one young adult.
- 40 (c). Consultants may be the presidents of the Iowa United  
41 Methodist-related colleges or their designees, and a rep-  
42 resentative from each of the Wesley Foundations, which  
43 may be the director or a designee. Where community col-  
44 lege ministries are viable, an advocate may be added to  
45 the board as a consultant.

46 **(6). Board of Laity**, with functions as outlined in *The Book of Disci-*  
47 *pline* (§1631).

- 48 (a). Officers of the board and members of the executive com-  
49 mittee shall be the chairperson (Conference Lay Leader),  
50 Associate Conference Lay Leader, secretary, financial  
51 secretary, and Conference Director of Lay Speaking Min-  
52 istries. The Associate Conference Lay Leader, secretary,  
53 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 bishop  
 32 and elected by the annual conference for a term of four years. At least  
 33 one-fifth of the board shall be lay persons, which may include diaconal  
 34 ministers. Board membership shall include at least one ordained clerg-  
 35 y person in retired relationship, at least one ordained clergy person  
 36 in extension ministry, and two district superintendents who are to rep-  
 37 resent the cabinet. At least two associate members or local pastors  
 38 who have completed the Course of Study shall be members of the  
 39 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-

- 1                   ally a Conference Coordinator of Youth Ministry to be elected by the  
2                   annual conference.
- 3                   **5. Conference Council on Older Adult Ministries.** (§1651).
- 4                   **a.** Officers and members of the executive committee shall be the chair-  
5                   person, vice chairperson/financial secretary, and secretary. The offic-  
6                   ers shall be selected from the general membership.
- 7                   **b.** Membership:
- 8                   (1). shall be in accordance with §1651.2, and  
9                   (2). shall include one representative from each district.
- 10                  **6. Young Adult Council** (§1650). Formation of this council is in process.
- 11
- 12                  **7. Christian Unity and Interreligious Concerns Commission** (§1642).
- 13                  **a.** Membership shall be the chairperson, one person selected from each  
14                  district, and one youth. The vice chairperson/financial secretary and  
15                  secretary shall be selected from within the membership.
- 16                  **b.** Ex-officio members shall be the Ecumenical Partner and the United  
17                  Methodist Women representative to Church Women United.
- 18                  **8. Advocacy Commissions.** The purpose of the following listed commissions  
19                  which will relate directly to the Conference Connectional Ministries Council,  
20                  will be to advocate, monitor, and serve as catalysts to insure that the con-  
21                  cerns of their constituents are adequately represented in conference pro-  
22                  gramming. They are not to be programming groups in and of themselves,  
23                  but rather they shall encourage other agencies to program with their con-  
24                  cerns in mind. Their functions may include: collecting and assessing infor-  
25                  mation, interpreting needs, providing resources and consultative services.
- 26                  **a. Religion and Race** (§1643).
- 27                  (1). The officers of the commission and members of the executive  
28                  committee shall be the chairperson, vice chairperson/financial  
29                  secretary and secretary. The vice chairperson/financial secre-  
30                  tary and secretary shall be selected from the general member-  
31                  ship.
- 32                  (2). Membership shall include one person selected from each dis-  
33                  trict, one youth, one young adult, and six ethnic fellowship  
34                  group representatives each of whom will advocate on behalf of  
35                  one of the following conference ethnic fellowships:
- 36                  **(a).** African-American  
37                  **(b).** Asian  
38                  **(c).** Filipino  
39                  **(d).** Hispanic  
40                  **(e).** Korean  
41                  **(f).** Native American
- 42                  (3). One ecumenical partner from each of the following churches:
- 43                  **(a).** African Methodist Episcopal Church (AME)  
44                  **(b).** African Methodist Episcopal Zion Church (AMEZ)  
45                  **(c).** Christian Methodist Episcopal Church (CME)
- 46                  **b. Status and Role of Women** (§1644)
- 47                  (1). Membership shall include one person selected from each dis-  
48                  trict, one youth, and six at-large members. The vice chairper-  
49                  son/financial secretary and secretary shall be selected from the  
50                  membership.
- 51                  (2). A representative appointed by and from the Conference United  
52                  Methodist Women shall be an ex-officio member.

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

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

7 **9. Task groups.**

- 8 a. A proposal for an annual conference task group shall include budget  
9 provisions for the work of the task group.
- 10 b. When the annual conference approves a motion for a new task group,  
11 the motion shall be referred to the Executive Committee of the Con-  
12 ference Connectional Ministries Council for its recommendation as to  
13 possible assignment to an existing agency. The Conference Connec-  
14 tional Ministries Council Executive Committee shall report back to the  
15 same annual conference session for its vote on the recommendation.

- 16 **10. Sunset Rule.** When a new study committee, task group, or similar group is  
17 authorized by the annual conference, there shall be included the date when  
18 the work of the group is to be completed and the group disbanded.

19 **E. Conference Lay Organizations.**

- 20 1. United Methodist Women (§1647).  
21 2. United Methodist Men (§1648).  
22 3. Council on Youth Ministry (§1649)  
23 4. Iowa United Methodist Student Movement.

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

- 25 1. **Covenant Organizations.** The annual conference may recognize as cove-  
26 nant organizations:
- 27 a. **Associate organizations:** educational, health care, and charitable  
28 organizations and institutions which are, or traditionally have been,  
29 associated with the Iowa Annual Conference and its predecessor con-  
30 ferences, but which receive less than one-half of their funding from the  
31 Iowa Annual Conference. The Iowa Annual Conference assumes no  
32 pension liability for Associate organizations.
- 33 b. **Affiliate organizations:** organizations engaged in mission and minis-  
34 try which are, or traditionally have been, affiliated with the Iowa Annu-  
35 al Conference and its predecessor conferences, and which receive at  
36 least one-half of their funding from the Iowa Annual Conference. Affili-  
37 ate organizations have, or could have, a relationship with the Board of  
38 Pensions of the Iowa Annual Conference.
- 39 c. **Associate and Affiliate Covenants:** Covenants describing the rela-  
40 tionship between an Associate or Affiliate organization and the Iowa  
41 Annual Conference will be reviewed every four years by the Confer-  
42 ence Connectional Ministries Council, and a recommendation regard-  
43 ing the renewal of the covenant will be made to the annual confer-  
44 ence.
- 45 2. **Coalitions and Caucuses:** organizations created for fellowship or for edu-  
46 cation regarding issues or causes related to the United Methodist Church  
47 and its ministry. Coalitions and caucuses are not created by, nor officially  
48 related to, the Iowa Annual Conference, nor to a conference program  
49 agency. In order to be recognized by the Iowa Annual Conference, a coali-  
50 tion or caucus:



- 1           a.    shall demonstrate to the Conference Connectional Ministries Council
- 2           a valid relationship to the program and activities of the annual confer-
- 3           ence;
- 4           b.    shall be recommended to the annual conference by the Conference
- 5           Connectional Ministries Council;
- 6           c.    shall not take positions in the name of either an annual conference
- 7           program agency or the annual conference;
- 8           d.    shall, when referring to the United Methodist Church or a part of it, in-
- 9           dicate that it is not speaking on behalf of the annual conference, one
- 10          of its program agencies, or United Methodists in general;
- 11          e.    shall be made up primarily of persons who are members of the Iowa
- 12          Annual Conference, or local churches of the Iowa Annual Conference;
- 13          f.    shall receive little or no funding from the Iowa Annual Conference;
- 14          g.    shall deal with issues, not engage in attacks on individuals, and shall
- 15          at all times use civil discourse and courtesy in communication and re-
- 16          lationships; and
- 17          h.    may promote the change of Disciplinary provisions, but shall not seek
- 18          to undermine the authority of *The Book of Discipline*.
- 19          **3.    Associations or fellowships:** Organizations intended to provide profes-
- 20          sional relationships and the sharing of professional techniques and infor-
- 21          mation for groups within the annual conference or the general church. They
- 22          are not created by, nor officially related to, the annual conference or pro-
- 23          gram agencies of the annual conference.
- 24          **4.    Organizations related to the Iowa Annual Conference:**
- 25          a.    Shall be listed in the Organizational Structure section of the *Iowa An-*
- 26          *nuual Conference Journal*, and on the official web page of the Iowa
- 27          Annual Conference;
- 28          b.    May request display space at annual conference sessions;
- 29          c.    May participate in the calendaring process of the annual conference;
- 30          and/or
- 31          d.    May request mailing labels for clergy and local church officers of the
- 32          annual conference, and may request that a link to their own web page
- 33          be located on the official web page of the Iowa Annual Conference,
- 34          subject to the same costs and editorial judgments as conference
- 35          agencies.
- 36          **5.**    The Conference Connectional Ministries Council shall consider applications
- 37          from organizations, coalitions, caucuses, associations, and fellowships
- 38          which seek to be related to the Iowa Annual Conference, and which
- 39          demonstrate to the Conference Connectional Ministries Council a valid re-
- 40          lationship to the program and activities of the annual conference. The Con-
- 41          ference Connectional Ministries Council shall make a recommendation to
- 42          the annual conference regarding their inclusion among organizations relat-
- 43          ed to the Iowa Annual Conference.
- 44          **6.**    The Conference Connectional Ministries Council office shall maintain a cur-
- 45          rent list of all organizations related to the Iowa Annual Conference. Each
- 46          covenant organization's relationship will be reviewed every four years as
- 47          provided in II.F.1.c (above). Coalitions, caucuses, associations, and fellow-
- 48          ships may be removed from the list by their own request or, after due no-
- 49          tice, by vote of the annual conference upon recommendation by the Con-
- 50          ference Connectional Ministries Council. Action of the Conference Connec-
- 51          tional Ministries Council, or its executive committee, to recommend removal

of a coalition, caucus, associate, or fellowship has the effect of immediate suspension of the organization from its relationship to the conference, pending action of the annual conference on the recommendation.

### III. DISTRICT MINISTRIES

**A. District Conference.** There shall be a district conference in each district. (§657-¶658).

1. **Membership.** The district conference shall be composed of all the clergy, diaconal ministers, deaconesses, the church lay leader, the president of United Methodist Women, president of United Methodist Men, and president of United Methodist Youth Fellowship from each local church, the lay member(s) of the annual conference from each charge, equalization lay members of the annual conference, the district lay leader and associate district lay leaders, the president of the district United Methodist Women, the president of the district United Methodist Men, the district director of Age-Level Council, District Youth Ministries Council, all district Connectional Ministries Council members, the Field Outreach Minister, and such other persons as the district conference may determine.
2. The district conference may choose its own order of business. The secretary duly elected shall keep an accurate record of the proceedings.
3. The district superintendent shall be the presiding officer of the district conference.
4. The district conference, in consultation with the Council on Finance and Administration may raise funds from the churches of the district for experimental ministries within the district. Such funds shall be deposited in the central treasury of the annual conference and disbursed on voucher.
5. The district conferences shall meet at least thirty days before the annual conference session of the first year of the quadrennium, to elect members of the conference program agencies and the Conference Nominations Coordinating Committee and the Conference Leadership Development Coordinating Committee, as designated by this plan.
6. The persons elected by the district conference shall include:
  - a. The District Connectional Ministries Council chairperson who shall also be the district representative on the Conference Connectional Ministries Council.
  - b. One person as the quadrennial member of each of the following, and to fill vacancies as they occur:
    - (1). Board of Camp, Conference and Retreat Ministries (This person shall be the District Camp, Conference and Retreat Ministries Coordinator)
    - (2). Board of Church and Society
    - (3). Board of Discipleship
    - (4). Board of Global Ministries
    - (5). Board of Higher Education and Campus Ministries
  - c. One representative to the Conference Nominations Coordinating Committee. (See II.C.15.b.(1).)
  - d. One representative to the Conference Leadership Development Coordinating 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.

- 1        **B. A District Ministry Team**, consisting of the District Superintendent and the Field  
2        Outreach Minister, shall lead each district.
- 3        1. The Field Outreach Minister shall resource local churches to provide effective  
4        leadership, ministry programs and mission outreach within their local  
5        community and around the world.
- 6        2. The teams will work collaboratively and cooperatively to promote effective  
7        ministry.
- 8        3. The teams will be guided and their effectiveness evaluated by the bishop.
- 9        4. The District Superintendency Committee will assist the bishop in evaluating  
10       and advising the work of both the district superintendent and field outreach  
11       ministry and report annually to the bishop.
- 12       5. Each district superintendent and each field outreach minister will resource  
13       no more than one conference agency.
- 14       **C. Stewardship Team.** Each district shall have a Stewardship Team comprised of  
15       members determined by the district superintendent. The Stewardship Team will  
16       help churches of the district to meet their financial responsibilities to the conference by taking actions such as:
- 17       1. Contacting local churches to encourage faithful giving.
- 18       2. Providing resources to enhance local church stewardship
- 19       3. Tracking local church apportionment giving on a quarterly basis.
- 20       **D. Local Ministry Action Teams:** Each district shall establish Local Ministry Action  
21       Teams, consisting of two to ten churches, whose primary purpose will be to work  
22       cooperatively to reach out to persons who are not currently being reached by the  
23       ministry of our churches. Their purpose is not intended to replace the ministries  
24       of local churches, but to do what individual local churches may not be able to do  
25       alone.
- 26       **E. District Connectional Ministries Councils.** There shall be in each district a  
27       Connectional Ministries Council elected by the district conference.
- 28       1. **Functions.**
- 29       a. To develop a district ministry vision and strategy that is in alignment  
30       with the stated mission of the annual conference.
- 31       b. To develop within the district and between districts ministries and  
32       leadership that are in alignment with the vision and strategy of the district(s),  
33       working in collaboration with the Leadership Development Ministers, the District  
34       Ministry Team and the Conference Connectional Ministries Council.
- 35       c. To create opportunities for feedback on and evaluation of the district's  
36       programming and ministry development work.
- 37       d. To connect local congregations to one another and to the annual  
38       conference by establishing channels of communication and opportunities  
39       for dialogue.
- 40       e. To develop Local Ministry Action Teams in collaboration with the  
41       District Ministry Team.
- 42       f. To recruit, train and support the District Stewardship Teams. To oversee  
43       the administration of grant-related responsibilities assigned to or  
44       residing within the district.
- 45       g. To receive reports from grant recipients and other ministry groups  
46       within the district as shall be determined by the Council, for the purposes  
47       of communicating information about ministries in the district and  
48       assuring faithful stewardship of available grant funding.
- 49       50

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

#### 46 IV. NOMINATIONS, ELECTIONS AND APPOINTMENTS

##### 47 A. The Local Church Committee on Lay Leadership.

- 48 1. This committee shall prepare a list of names of local church persons as  
 49 suggested nominees for district and conference positions. These names  
 50 shall be presented to the district superintendent as a part of the regular  
 51 charge conference report to the district superintendent.

- 1           2. The term of office for elected personnel in local churches by the charge  
2 conference or annual church conference shall be from January 1 through  
3 December 31. The lay member of the Annual Conference may be elected  
4 annually or quadrennially by the charge conference next preceding the  
5 regular meeting of the General Conference, as each charge conference so  
6 decides.

7           **B. District Nominations Committee**

8           1. Responsibilities.

- 9           a. Nominate for district responsibilities as determined by the district con-  
10 ference, *The Book of Discipline*, and the annual conference Rules of  
11 Order.
- 12           b. Provide nominees for election by district conference to membership  
13 on conference agencies.
- 14           c. Submit to the Conference Nominations Coordinating Committee a list  
15 of persons to be nominated for other conference agencies according  
16 to the matrix provided by the Conference Nominations Coordinating  
17 Committee.
- 18           d. Channel all information for conference elections, including those made  
19 by districts, and *Iowa Annual Conference Journal* records through the  
20 Conference Nominations Coordinating Committee.
- 21           e. Adhere to the conference-determined guidelines (See IV.C.)
- 22           f. Nominate for vacancies between district conference sessions by sub-  
23 mitting one or more nominees for each vacancy for election by the  
24 District Connectional Ministries Council, including those vacancies  
25 created by persons moving from the district.
- 26           g. Cooperate fully with the Conference Nominations Coordinating Com-  
27 mittee in keeping accurate and systematic records of all transactions.

- 28           2. Membership. The District Nominations Committee is nominated and elected  
29 by the district conference by majority vote and shall be composed of six to  
30 twelve members and the district representatives to the Commission on the  
31 Status and Role of Women, the Commission on Religion and Race, and the  
32 Commission on Ministry with Persons with Disabilities or their designees,  
33 plus one youth and/or one young adult. It is strongly recommended that the  
34 membership consist of at least two laywomen, two laymen, and two clergy,  
35 with sensitivity to gender, ethnicity, persons with disabilities, age (including  
36 youth), geography, clergy who have been members of the annual confer-  
37 ence for less than ten years, and lay persons who have demonstrated local  
38 church leadership. These persons shall serve a four year term of office and  
39 cannot serve more than eight consecutive years or a major part of two  
40 terms, except for the first election, at which time the terms of office may be  
41 shortened to set up the rotating pattern. Members must belong to a United  
42 Methodist church located within the district. It is strongly recommended  
43 that the election shall take place so that one clergy, one layman, and one  
44 laywoman shall rotate off each year. After such service, four years shall  
45 elapse before a person shall be eligible for membership on the District  
46 Nominations Committee. The district superintendent, the district lay leader  
47 and the Field Outreach Minister shall be consultative members of the Dis-  
48 trict Nominations Committee without vote.

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

- 51           4. Term of Office shall begin July 1 and be for a four year term with a maxi-  
52 mum of two terms, unless otherwise provided by Articles of Incorporation or  
53 proper authority.

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

- 2 1. For the purposes of nominations and elections the following definition shall  
 3 apply in reference to the term "annual conference agencies." The agencies  
 4 of the Iowa Annual Conference are the regularly established boards, com-  
 5 missions, councils, standing committees, and committees. Not included  
 6 are: the Conference Connectional Ministries Council and its subcommit-  
 7 tees, Conference Council on Youth Ministry, Young Adult Council, Older  
 8 Adult Council, Annual Conference Administrative Coordinating Council,  
 9 Committees on Investigation, Administrative Review Committee, Joint  
 10 Committee on Incapacity, the Committee on the Episcopacy, task forces or  
 11 task groups, ecumenical groups, ex-officio members by virtue of member-  
 12 ship on a general agency, or committees related to the conduct of the an-  
 13 nual sessions of the conference.
- 14 2. Only active members in The United Methodist Church shall be eligible for  
 15 nomination unless *The Book of Discipline* or the Iowa Annual Conference  
 16 Rules of Order specifically provide for ecumenical representation.
- 17 3. If a person nominated is a family member of a member on the district com-  
 18 mittee, the latter must refrain from any involvement in decision making  
 19 about the position for which nominations are being sought and recom-  
 20 mended. No member of a district committee may nominate a member of his  
 21 or her family for membership on any annual conference agency or position  
 22 for which the district committee has nominating responsibility.
- 23 4. An employed staff member of the annual conference shall not be eligible  
 24 for any agency membership unless *The Book of Discipline* stipulates oth-  
 25 erwise.
- 26 5. A district superintendent shall not be the chairperson of any agency; neither  
 27 shall a clergy person continue as a chairperson if he/she is appointed dis-  
 28 trict superintendent.
- 29 6. The term of office for members of agencies of the conference are for four  
 30 years. If the election occurs at annual conference, the term of office shall  
 31 begin on July 1, unless otherwise provided by Articles of Incorporation or  
 32 proper authority.
- 33 7. **Tenure:**
- 34 a. There shall be an eight year tenure limitation for members of confer-  
 35 ence agencies unless a different number of years is specified else-  
 36 where, including elective and ex-officio district representation. In ac-  
 37 cord with Paragraph 635.1.a of the *2008 Book of Discipline* members  
 38 of the Annual Conference Board of Ordained Ministry may serve a  
 39 maximum of three consecutive four-year terms.
- 40 b. If a new agency is established, membership on a predecessor agency  
 41 shall be counted as tenure limitations.
- 42 c. Regardless of previous positions held on the Conference Connectional  
 43 Ministries Council, no person (except the bishop, members of the  
 44 appointive cabinet, the conference secretary, and the assistant to the  
 45 bishop for administration) shall serve as a voting member of the Con-  
 46 ference Connectional Ministries Council for more than eight consecu-  
 47 tive years.
- 48 d. A person whose tenure has expired may not be re-elected to that  
 49 agency until he/she has been off of the agency for four years.
- 50 e. A person filling a vacancy on a conference agency shall not be sub-  
 51 ject to the term of office of the preceding member. This applies also to  
 52 a district representative on a conference agency.

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

25                  **D. Election of Officers of Agencies.**

- 26                  1.    Officers of agencies shall be elected from within the membership of the  
27                  agency unless otherwise exempt in the Rules of Order. They shall be  
28                  elected for a quadrennium, unless the Articles of Incorporation, *The Book*  
29                  *of Discipline*, or these Rules of Order state otherwise. The officers shall as-  
30                  sume their duties upon their election unless the Articles of Incorporation or  
31                  *The Book of Discipline* state otherwise. The election of agency officers shall  
32                  be held between July 1 and August 15.
- 33                  2.    If the agency has been newly organized it shall be convened by the Cabi-  
34                  net or the Conference staff representative to the agency.
- 35                  3.    The previous officers shall maintain the functions of the agency and plan  
36                  for and carry out the meeting in which the elections are held. These officers  
37                  have a vote only if they are continuing as members of the agency.
- 38                  4.    The chairperson in consultation with the staff person related to the agency  
39                  may appoint members of the agency to serve as a nominating committee.
- 40                  5.    If the person elected chairperson of an agency is a district representative,  
41                  that person becomes an at-large member. The district formerly represented  
42                  by the newly elected chairperson shall choose another representative.

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

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

1 **F. General and Jurisdictional Conference Elections.** (See Standing Items)

- 2 1. The Annual Conference session one year before a session in which dele-
- 3 gates are elected to General and Jurisdictional Conference shall adopt pro-
- 4 cedures governing said elections. The Conference Secretary shall be re-
- 5 sponsible for coordinating the election process.
- 6
- 7 2. The first and second lay and clergy alternates elected to the General Con-
- 8 ference shall be reimbursed by the annual conference at the same rate as
- 9 those elected to General Conference. The first and second lay and clergy
- 10 alternates elected to Jurisdictional Conference shall be reimbursed by the
- 11 annual conference at the same rate as those elected to the Jurisdictional
- 12 Conference.

13

14 **G. Nomination of Person(s) for the Office of Bishop.** The annual conference, at

15 the session immediately prior to the next regular session of the Jurisdictional

16 Conference, may nominate a person or persons for the office of bishop (§405.1).

17 The clergy members elected to the General Conference delegation and any clergy

18 members nominated from the floor will constitute the ballot on which all lay

19 members and all clergy members may vote to select the conference's nominee. If

20 the annual conference chooses to have more than one nominee, then subse-

21 quent ballots shall be taken to select them.

22

23 **V. MINISTERIAL QUALIFICATIONS AND RELATIONS**

24 **A. Approval or Admission.**

- 25 1. Candidates seeking admission as associate, probationary, or full members
- 26 shall submit all required documents to the Board of Ordained Ministry by
- 27 the date announced by the Board for the year in which they seek admis-
- 28 sion.
- 29 2. All persons who will be appointed for the first time as full-time Local Pastors
- 30 shall be examined and must be approved by a Board of Ordained Ministry
- 31 examination team by the close of annual conference.

32 **B. Candidate Assessment.**

- 33 1. The Board of Ordained Ministry shall establish and administer a psycholog-
- 34 ical assessment program for the purposes of examination and credential-
- 35 ing.
- 36 2. Psychological assessment shall be required of all persons seeking to be
- 37 certified, licensed, or ordained for ministry.
- 38 3. The Board of Ordained Ministry, through its appropriate committees, may
- 39 require a person to take a new psychological assessment when his/her cur-
- 40 rent one is over six years old.

41 **C. Education and Service Requirements.**

- 42 1. Those persons seeking ministerial relationship and membership in the Iowa
- 43 Annual Conference shall have completed all requirements listed in the *The*
- 44 *2008 Book of Discipline*.
- 45 a. For full connection and ordination as Elder, ¶335.
- 46 b. For full connection and ordination as Deacon, ¶330.
- 47 c. For provisional membership, ¶324.
- 48 d. For associate membership, ¶322.
- 49 e. For transferring clergy from other Annual Conference and Other
- 50 Methodist Denominations, ¶347.1-2.
- 51 f. For transferring clergy from Other Denomination, ¶347.3



- 1           2.     Those persons seeking full and associate membership in the Iowa Annual  
2           Conference shall have satisfactorily completed one unit of Clinical Pastoral  
3           Education or an alternate equivalent program approved in advance by the  
4           Board Ordained Ministry.
- 5           3.     Those persons seeking ministerial relationship and membership in the  
6           Iowa Annual Conference shall have exhibited preparedness and effective-  
7           ness in ministry, examined and assessed by the examination team of the  
8           Board of Ordained Ministry.
- 9           4.     Those persons seeking ministerial relationship and membership in the  
10          Iowa Annual Conference shall participate in the Residency in Ministry and  
11          Mentoring Program, and School for Ministry or Board of Ordained Ministry  
12          approved continuing education event until their credentialing and ordina-  
13          tion processes are completed.
- 14         **D.   Conference Relations.** In addition to the duties prescribed by *The Book of Dis-*  
15         *cipline* for the Board of Ministry, the following are added:
- 16           1.     Unless otherwise disposed of by the Conference, all matters pertaining to  
17           the subject of conference relations shall be referred to this board, which  
18           shall investigate the same and report its finds and recommendations to the  
19           conference.
- 20           2.     Any member applying for disability leave shall be required to present to the  
21           board a physician's certificate or report as to his/her physical condition.
- 22           3.     Those members who are in the retired or leave of absence relationship or  
23           on disability leave shall be considered by this board each year without for-  
24           mal reference.
- 25           4.     All requests for change of relationship, reinstatement or restoration of cre-  
26           dentials shall be referred to the Board of Ordained Ministry and no action  
27           shall be taken by the conference until the Board has made its report and  
28           recommendation.
- 29         **E.   Finance.**
- 30           1.     The Board of Ordained Ministry shall perfect internal organization for the  
31           adequate administration of all available funds having to do with ministerial  
32           education and recruitment for the ordained ministry.
- 33           2.     Earnings accrued from unexpended money in the Ministerial Education  
34           Fund shall be credited to the same.
- 35         **F.   Financial Obligation.**
- 36           1.     Percentage payments. Amounts in default, at time of union and thereafter  
37           with simple interest at three percent from the time of union, shall constitute  
38           a lien on the defaulting clergy person's annuity, and upon his/her retirement  
39           or death the Conference Board of Pensions shall recover the shortage by  
40           appropriating the amount of the lien from the annuity of the involved, sub-  
41           ject to the regulations and limitations prescribed by *The Book of Discipline*  
42           of The United Methodist Church.
- 43           2.     Proportional payments (§1621, §1638.4). The Conference Board of Pensions  
44           shall keep a complete record of all church failures to pay their Ministerial  
45           Support Apportionment in full. The Board shall engage in appropriate edu-  
46           cational efforts to inform local church treasurers and pastors of their re-  
47           sponsibility to implement proportional payments of pastoral compensation  
48           when the Ministerial Support Apportionment is not paid in full. This same  
49           principle shall apply to district superintendents in regard to the total for the  
50           district to which they are assigned.
- 51         **G.   Moral and Official Conduct of Clergy.** The method of approval of the moral and  
52         official conduct of the clergy members of the conference shall be by means of the

1 Board of Ordained Ministry making inquiry of each district superintendent about  
 2 each ordained minister in the district, and inquiring of the bishop about each district  
 3 superintendent, and one report being made by the Board of Ordained Ministry  
 4 to the bishop and the conference. (§604.4 and §605.6).

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

11  
 12 **VI. REPORTS, FINANCE AND PROPERTY**

- 13 **A. Fiscal and Statistical Year.** The fiscal and statistical year of the annual confer-  
 14 ence shall be from January 1, to December 31. (§720.1).

- 15 1. The Council on Finance and Administration will determine the date(s) when  
 16 expenditures and receipts shall be received by the conference treasurer for  
 17 credit for that fiscal year.  
 18 2. The conference statistical reports shall be available to the person(s) desig-  
 19 nated by the conference statistician by a date set by the statistician.

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

- 22 **C. Central Treasury.** There shall be a central treasury of the Iowa Annual Confer-  
 23 ence. Each annual conference agency receiving funds through the conference  
 24 budget shall have a credit account with the conference treasurer, against which  
 25 vouchers shall be drawn by the person so authorized by the agency; checks shall  
 26 be drawn directly to the credit of the payee. Other annual conference organiza-  
 27 tions shall be urged to use this central treasury for handling of their funds.

- 28 1. Rules established by the annual conference for the guidance of the confer-  
 29 ence treasurer shall be as follows:  
 30 **a.** The treasurer shall serve as the fiscal agent (not the treasurer) of  
 31 each of the several agencies. This means that the treasurer shall not  
 32 be considered an ex-officio member of that board or commission, but  
 33 will simply handle the funds, and be properly bonded for the same.  
 34 **b.** The fiscal agent shall keep a separate account for each board with  
 35 sub-accounts for special purposes tied in with the budget of the agen-  
 36 cy to facilitate reporting to the agency.  
 37 **c.** A statement of each account shall be prepared at least quarterly. Cop-  
 38 ies of the financial statements shall be distributed annually to the per-  
 39 tinent agency, the Council on Finance and Administration, and the  
 40 Conference Connectional Ministries Council.  
 41 **d.** The agency shall designate and officially notify the fiscal agent as to  
 42 the person or persons having the right to draw the vouchers.  
 43 **e.** The conference treasurer, serving as the fiscal agent, shall not pass  
 44 on the justifiability of an expenditure called for by the voucher. When  
 45 expenses occur that are in excess of the spending limits within an  
 46 agency the treasurer shall notify that agency. The treasurer shall noti-  
 47 fy the agency chair or the Assistant to the Bishop for Connectional  
 48 Ministries in the event of vouchers which seem to be in violation of  
 49 conference rules or good accounting practice.  
 50 **f.** Vouchers requesting payment to the person signing the voucher shall  
 51 have a second signature. The signature would be that of the chairper-

- 1 son of the parent agency or the conference staff person relating to the  
2 committee or office in question.
- 3 2. The conference treasurer shall be responsible for the employment of the  
4 person or persons who work as assistants in the treasurer's office, in con-  
5 sultation with the chairperson of the Council on Finance and Administration.  
6 The same rules as to vacation, sick leave, etc., shall apply to such employ-  
7 ees as apply to all other employees in the Conference Center.
- 8 3. The central treasury shall be authorized to receive and disburse funds and  
9 subsidies on behalf of and at the request of district superintendents.
- 10 4. Each District Connectional Ministries Council shall deposit all funds re-  
11 ceived for district program work with the central treasury and shall use that  
12 facility as its disbursing agency. The central treasury shall be authorized to  
13 receive and disburse other district funds; this shall be the recommended  
14 pattern. The Committee on Camp, Conference and Retreat Ministries may  
15 utilize the services of the central treasury and, in consultation with the  
16 Council on Finance and Administration, the procedure for receiving and  
17 disbursing related funds shall be determined.
- 18 5. The Annual Conference, through the Council on Finance and Administra-  
19 tion shall cover directly the cost of operating the treasurer's office and re-  
20 quire all annual conference agencies to use its services. No charge shall be  
21 made by the central treasury to an annual conference or district agency or  
22 to a district superintendent for handling such accounts. However, corre-  
23 sponding adjustments shall be made in agency budgets if they have previ-  
24 ously maintained their own treasury.
- 25 **D. Apportionments.** Any proposal or amendment brought to the conference floor  
26 which affects the apportionment formula shall be referred to Council on Finance  
27 and Administration for its response before final action is taken by the conference.
- 28 **E. Records Center.**
- 29 1. The bishop's office shall be the center for keeping permanent biographical  
30 and personnel files for all pastors of the Iowa Annual Conference.
- 31 2. The Human Resources office shall be the center for keeping service rec-  
32 ords and vital statistics for all pastors of the Iowa Annual Conference and  
33 their families.
- 34 3. The Conference Director of Administrative Services shall be the repository  
35 for property records.
- 36 **F. Bonding.**
- 37 1. The Council on Finance and Administration shall annually arrange for the  
38 bonding of the conference treasurer and all other persons who are respon-  
39 sible for funds of the Iowa Annual Conference. These bonds are to be re-  
40 tained by the Council on Finance and Administration.
- 41 2. The Council on Finance and Administration and the Conference Board of  
42 Trustees shall encourage every local congregation to provide bonding for  
43 their volunteers and staff.
- 44 **G. Audit.**
- 45 1. A Conference Audit Committee shall be established consisting of members  
46 of the Council on Finance and Administration and the Conference Board of  
47 Pensions elected by the respective boards.
- 48 2. Any board, commission, committee, or institution program group that re-  
49 ceives \$10,000 or more from the Iowa Annual Conference and is related to  
50 the Iowa Annual Conference, and that maintains funds into which it re-  
51 ceives and dispenses money in an amount in excess of \$20,000 annually,  
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1 shall have its accounts audited and report this audit annually to the Audit  
2 Committee.  
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4 **H. Funding of New Program.** Any motion or report that calls for the adoption of a  
5 new conference program requiring an increased conference budget and/or in-  
6 creased appropriation of monies or any new or increased apportionment, or any  
7 proposed fund raising program by any institution, shall be printed in the *Pre-*  
8 *Conference Manual* under the section having to do with the board, commission,  
9 committee, or institution making the request, if it is for a sum in excess of  
10 \$10,000. If such a resolution or report is not printed in the *Pre-Conference Man-*  
11 *ual*, it may be considered by the conference only after receiving a two-thirds ma-  
12 jority vote for consideration. In the event the conference votes to hear the resolu-  
13 tion or report, twenty-four hours must elapse before the vote for adoption is tak-  
14 en. If adopted, all such funding requests must be referred to the Council on Fi-  
15 nance and Administration.

16 **I. Fund Balances and Conference Unrestricted Reserve.**

17 1. All debit balances (deficits) in any conference board or agency account  
18 shall be carried forward into the next fiscal year. All credit balances (sur-  
19 pluses) in any conference board or agency account shall, at year end, be  
20 credited to the conference's Unrestricted Reserve Fund. This rule does not  
21 apply to:

22 a. Accounts that contain funds restricted by the original gift or receipt.

23 b. Any conference board or agency account in deficit at year end may be  
24 approved to close such deficit to the conference's Unrestricted Re-  
25 serve by the Council on Finance and Administration.

26 c. Administrative agency accounts with surpluses may be approved for  
27 carryover into the next fiscal year by the Council on Finance and Ad-  
28 ministration.

29 d. Program and benevolence agency accounts with surpluses may be  
30 approved for carryover into the next fiscal year by the Conference  
31 Connectional Ministries Council upon recommendation of the Program  
32 Review Committee and approval of the Council on Finance and Ad-  
33 ministration.

34 2. The Council on Finance and Administration may also set policies for car-  
35 rryover of deficit and credit accounts, so that the treasurer may do so with-  
36 out annual action by the Council on Finance and Administration. If the  
37 funds are in a program area, the recommendation will come to the Council  
38 on Finance and Administration from the Conference Connectional Minis-  
39 tries Council. All standing carryover funds must be reviewed at least once  
40 each quadrennium by the Council on Finance and Administration .

41 **J. Policy on Interest Payments on Funds Held by the Conference Treasurer.**  
42 The conference treasurer will credit interest payments quarterly on capital funds  
43 held by the treasurer for conference agencies.

44 1. No interest will be paid on funds apportioned by the annual conference.

45 2. The rate paid will be  $\frac{1}{2}$  of 1% below the average rate being earned by the  
46 conference during the quarter.

47 3. Any operation deficits carried by the agency will be deducted from the bal-  
48 ances before interest is calculated.

49 4. The Council on Finance and Administration at its late fall meeting each  
50 year shall designate which funds are to be eligible for interest payments in  
51 the ensuing year.

**K. Miscellaneous.**

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1. 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.
2. There shall be an annual report from each church to the annual conference as to its total indebtedness for current expenses and capital expenditures.
3. 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*.
4. 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 scheduled, the committee shall act on the request by phone consultation, mail and/or special meeting.
5. If the memberships of more than one pastoral charge are to be solicited in any financial campaign or program initiated by any agency or institution owned by or related to the annual conference, or receiving annual conference funds, or any entity outside the Iowa Annual Conference other than the General Conference, the approval of the Council on Finance and Administration and/or Annual Conference shall be required.
6. The Council on Finance and Administration shall make recommendations each year regarding provision for travel, lodging, and meal expenses for ministerial and lay members for the annual conference session.
7. There shall be a listing of all abandoned church properties of The United Methodist Church in Iowa filed with the report of the Conference Board of Trustees and printed each year in the *Iowa Annual Conference Journal*.
8. Approval for funding mission appeals may be granted after consultation among and approval of the office of the resident bishop, chairperson of the Iowa Board of Global Ministries, chairperson of Council on Finance and Administration, and chairperson(s) of other mission related agencies. The chairperson of the Board of Global Ministries is to convene the consultation process.
9. Persons or immediate family members who relate to programs that receive program funds from the Iowa Annual Conference are required to refrain from voting on proposals as the budget is developed in the program agency of the annual conference.
10. Federated churches, involving United Methodists, shall be apportioned on the same basis and in the same manner as United Methodist churches, requiring requested reports from the pastor for *Iowa Annual Conference Journal* records needed for such determinations as voted by the annual conference. The *Iowa Annual Conference Journal* records shall show the numbers as applicable to United Methodists only or where this can not be resolved, satisfactory percentages of all totals shall be made by the local

- 1 church in consultation with the district superintendent of the United Method-  
 2 ist Church.
- 3 11. Vouchers for Special Gifts. Gifts of any sort received as a result of direct  
 4 solicitation on the part of any conference institution, when such gifts do not  
 5 pass through the hands of the treasurer of a local church nor apply on any  
 6 apportionment to a local church, shall be considered as Special Gifts. All  
 7 such annual totals shall be reported to the conference treasurer for record-  
 8 ing in the *Iowa Annual Conference Journal*.
- 9 12. Each conference corporation shall provide a summarized financial report  
 10 for printing in the *Iowa Annual Conference Journal*.

## 11 VII. PARLIAMENTARY RULES OF ORDER

- 12 **A. Parliamentary Rules.** The annual conference shall follow *Robert's Rules of Or-*  
 13 *der*, except when *Robert's* differs from the rules of the last preceding General  
 14 Conference, in which case the rules of General Conference shall be followed.  
 15 And, when the rules of the Iowa Annual Conference differ from those of *Robert's*  
 16 and/or General Conference, the rules of the Iowa Annual Conference shall be fol-  
 17 lowed.
- 18 **B. Quorum.** The members present at any duly called sessions of the annual con-  
 19 ference shall constitute a quorum.
- 20 **C. Voting Area.** At the opening of the session, the voting area of the conference  
 21 shall be fixed. A member of the conference shall be within the prescribed area in  
 22 order to participate in discussion or to vote except when official responsibilities  
 23 require his/her absence.
- 24 **D. Voting Procedure.**  
 25 1. Voting shall be done by show of hands or electronic devices unless other-  
 26 wise ordered by the conference. If voting by show of hands, a vote by se-  
 27 cret ballot or a count vote may be ordered on call of any member, support-  
 28 ed by one-third of the members present and voting.
- 29 **E. Reports.** No report shall be presented to the conference unless adopted by the  
 30 designated quorum at a properly constituted and publicized session of the agen-  
 31 cy making the report.
- 32 **F. Privilege of Speaking.**  
 33 1. Lay and clergy members of agencies, elected by the conference or ap-  
 34 pointed by order of the conference, or in pursuance of provisions in *The*  
 35 *Book of Discipline*, who are not members of the conference may be granted  
 36 the privilege of speaking, on matters relating to the reports of the respective  
 37 agencies of which they are members.  
 38 2. Persons not officially connected with the Iowa Annual Conference may not  
 39 address the conference at a business session without first obtaining the  
 40 approval of the Committee on Business and Agenda, which committee  
 41 shall fix a definite time to be allotted to such persons and, if approval is giv-  
 42 en, only under circumstances of extreme urgency shall this time exceed  
 43 five minutes.
- 44 **G. Authority of the Chairperson.** The presiding officer—usually the bishop— shall  
 45 be the legal chairperson of the conference. He/she shall decide points of order  
 46 raised by the members, and shall rule on points of order not raised by the mem-  
 47 bers, as he/she deems necessary to conform to the Rules of Order; subject to an  
 48 appeal to the conference by any member without debate. When any member  
 49 raises a point of order he/she shall cite the rule he/she adjudges to have been vi-  
 50 olated.  
 51 1. At such time as the bishop is unable to preside, the provisions of ¶603.6 of  
 52 *The Book of Discipline* shall be followed.

- 1           2. If no other bishop is available, the Assistant to the Bishop for Administration  
2           shall convene the session and the annual conference shall elect a presi-  
3           dent pro tempore.
- 4           **H. Speaking.** When a member speaks to the conference the member shall give  
5           her/his: name, charge and whether they are clergy or lay.
- 6           **I. Motions Written.**
- 7           1. All motions shall be written and presented to the conference secretary in  
8           triplicate, and any which exceed 80 words shall be printed and distributed  
9           to the members of the conference prior to consideration.
- 10          2. Before any materials may be distributed on the conference floor, approval  
11          must be granted by the Sub-Committee on Business and Agenda. All such  
12          legislative materials shall carry the name of the person or agency preparing  
13          the material. Any conference member who has been denied permission to  
14          distribute materials to the conference floor by the above committee shall  
15          have the right to make appeal to the annual conference with not more than  
16          one person speaking for the distribution and not more than one speaking  
17          against, after which a vote shall be taken.
- 18          **J. Procedures for Submission and Processing of Resolutions.**
- 19          1. Definitions:
- 20           a. "Resolutions" are motions which express the mind of the Annual Con-  
21           ference Session on an issue or matter of concern or alter an aspect of  
22           conference procedure. They cannot require meetings, the expenditure  
23           of conference funds or the use of conference staff time.
- 24           b. "Urgent/Emerging Issues": issues that did not exist prior to the dead-  
25           line for submitting resolutions.
- 26           c. "Existing Resolutions" includes all resolutions contained in the current  
27           edition of the *Iowa Annual Conference Book of Resolutions*. All resolu-  
28           tions, once passed, shall remain in effect until repealed.
- 29           d. "Resolutions Years" are the odd numbered years of Annual Confer-  
30           ence Session, in which new resolutions may be considered.
- 31           e. "Review Years" are the even numbered years of Annual Conference  
32           Session, at which the Resolutions Committee shall present existing  
33           resolutions that are suggested for repeal.
- 34          2. Individuals, congregations, or districts shall submit resolutions or recom-  
35          mendations for repeal of existing resolutions to the Conference Resolutions  
36          Committee by December 1st of even numbered years.
- 37           a. Resolutions submitted after that deadline shall be returned to the au-  
38           thor(s) of the resolution.
- 39           b. The Resolutions Committee shall review all submissions to assure  
40           their compliance with the guidelines outlined in VII.J.8. Submitted  
41           resolutions that do not meet the criteria outlined in VII.J.8 will be re-  
42           turned to the author(s), to be resubmitted within thirty (30) days.
- 43          3. Conference Agencies may submit their own resolutions to the Conference  
44          Resolutions Committee by December 1 of the even numbered year.
- 45          4. The Resolutions Committee shall:
- 46           a. Reject any resolutions that:
- 47           (1). Are the same as or similar to an already existing General Con-  
48           ference or Iowa Annual Conference Resolution, unless cast as  
49           an amendment to the existing resolution. (Any request for a  
50           change to a General Conference Resolution or to the *Book of*  
51           *Discipline*, should be cast as a petition to General Conference.)

- 1 (2). Do not contain footnotes to support factual claims made in the  
2 resolution.
- 3 (3). Are inconsistent with or contradictory to a current resolution,  
4 except in cases where the submission amends an existing reso-  
5 lution.
- 6 (4). Are in conflict with the current *Book of Discipline of The United*  
7 *Methodist Church*.
- 8 b. Notify the drafter of any resolution that is rejected of such rejection,  
9 including the reason for the rejection.
- 10 c. Submit all other resolutions to the editor of the *Pre-Conference Manu-*  
11 *al*.
- 12 d. Promote and interpret the resolution process at all levels of the Annual  
13 Conference.
- 14 5. Resolutions that are submitted after the deadline set forth above and that  
15 are determined by the Resolutions Committee to concern Urgent Issues,  
16 shall be submitted by the Resolutions Committee to the *Pre-Conference*  
17 *Manual* editor prior to the beginning of Annual Conference Session.
- 18 6. All resolutions submitted shall:
- 19 a. Contain no more than 250 words, excluding title and footnotes.
- 20 b. Address only one subject matter.
- 21 c. Include paragraph or section references to the *Book of Discipline of*  
22 *The United Methodist Church*, the *General Conference Book of Reso-*  
23 *lutions* or the *Iowa Annual Conference Book of Resolutions*.
- 24 d. Include book, chapter, verse and translation in all references to Scrip-  
25 ture.
- 26 e. State, when appropriate, that it is an amendment to an existing resolu-  
27 tion, including the resolution number, and restate the language of the  
28 existing resolution with language to be removed and language to be  
29 added double underlined.
- 30 f. State as appropriate, the purpose of the motion (to appeal or amend)  
31 in the title, and refer to the resolution to be repealed or amended by  
32 Number and Title.
- 33 g. Be typed and double spaced. Proposed resolutions may be submitted  
34 electronically in Microsoft Word format.
- 35 7. In Review Years, the Resolutions Committee shall review the current *Book*  
36 *of Resolutions* and:
- 37 a. Receive recommendations for repeal from individuals, congregations,  
38 or districts prior to December 1 of the odd numbered year. The Reso-  
39 lutions Committee shall consider such recommendations during its re-  
40 view process.
- 41 b. Recommend repeal of any existing resolution that:
- 42 (1). Contradicts or is in opposition to the current *Book of Discipline*.  
43 (2). Has become moot for any reason.
- 44 c. Refer any recommendations for retention or repeal of existing resolu-  
45 tions to the appropriate conference agency for review.
- 46 8. At the conclusion of the review process, the Resolutions Committee shall  
47 report to the editor of the *Pre-Conference Manual* any resolutions that are  
48 recommended for repeal by the Resolutions Committee.



- 1                   a.    If both the Resolutions Committee and the agency to which a resolution  
2                   was referred recommend repeal of the resolution, the request and  
3                   the reason shall be contained in the *Pre-Conference Manual*.
- 4                   b.    If the Resolutions Committee and the agency do not concur, the  
5                   Resolutions Committee shall again consider the matter. If the Resolutions  
6                   Committee continues to recommend repeal of the resolution, the  
7                   request and the reason shall be contained in the *Pre-Conference*  
8                   *Manual*.
- 9           **K.    Petitions to General Conference** (§1507). The Annual Conference session two  
10           years before the next General Conference shall adopt procedures governing the  
11           submission of petitions to General Conference in which the author of the petition  
12           seeks the endorsement of the Iowa Annual Conference. The Conference Secretary  
13           shall be the receiver of said petitions.
- 14           **L.    Unlawful Motion After Speech.** It shall not be in order for a member immediately  
15           after discussing a pending question and before relinquishing the floor to make  
16           a motion which, if adopted, would limit or stop debate.
- 17           **M.    Limitation on Speaking.**
- 18           1.    No person shall speak more than twice on the same question, nor for more  
19           than three minutes at a time without the consent of the conference, nor  
20           more than once until every member desiring to speak has spoken. This  
21           three minute limit may be reduced by a two-thirds vote without debate, at  
22           any time, and for any period of duration.
- 23           2.    Insofar as possible, lay members and clergy members shall be given equal  
24           opportunity to speak on a question.
- 25           **N.    Speakers For and Against.**
- 26           1.    When the report of a committee is under consideration, it shall be entitled  
27           to speak before there is further debate from the floor.
- 28           2.    When a member from the floor moves to amend a report or a proposal before  
29           the conference, the person presenting the report or proposal that is being  
30           amended or his/her designee, shall be entitled to speak before there is  
31           further debate from the floor.
- 32           3.    The presiding officer will ascertain, when recognizing a member of the conference,  
33           on which side the member proposes to speak and not assign the  
34           floor to any member proposing to speak on the same side of the pending  
35           question as the speaker immediately preceding, if any member desires to  
36           speak on the other side.
- 37           4.    Except for non-debatable motions, no report shall be adopted or question  
38           relating to the same decided without opportunity having been given for at  
39           least two speeches for and two against the said proposal, provided that  
40           right is claimed before the chairperson or duly authorized member representing  
41           the committee's report, if there be such, is presented to close the  
42           debate.
- 43           5.    When all have spoken who desire to do so, or if the previous question has  
44           been ordered, the maker of the motion shall be entitled to speak, then the  
45           chairperson and/or duly authorized member or members presenting the  
46           committee's report shall be entitled to speak, after which the vote is taken.

- 1       **O. Suspension of Rules.** Any of these Rules of Order, except those rules related to  
2       amending the Rules of Order, may be suspended for the immediate business  
3       under consideration by a two-thirds majority vote.
- 4       **P. Amendments.** The Plan of Organization and Rules of Order may be amended at  
5       any session of the annual conference by a vote of two-thirds of members present  
6       and voting, providing that one day's notice has been given and the proposed  
7       change or amendment has been submitted in writing, and a report has been giv-  
8       en thereon by the Committee on Rules of Order.